GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **IRD BUILDING: BIRMINGHAM RESEARCH PARK** | | | | **Department** | | | | **UNIVERSITY OF BIRMINGHAM ENTERPRISE LTD** | | | **Version / Ref No.** | | | **V8** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Location** | | Institute of Research and Development (IRD) Building  97 Vincent Drive  B6 on Campus Map  Estates ref: 5240 IRD | | | | **Activity Description** | | | | **Return to Campus COVID-19: Building Risk Assessment**  Information about the number and type of people working in/accessing the building:   * Multi occupied building consisting of a number of Tenant companies. * In Pre-Covid conditions this would be up to 400 staff including 120 University Employees (Research Services, DARO and Business Engagement). * At the time of writing the building is in occupied by less than 100 staff and no University Employees. | | | | | | | | | |
| **Assessor** | | **ANGIE REYNOLDS** | | | | **Assessment Date** | | | | **17th June 2020** | | **Date of Assessment Review** | **9th April 2021** | | | | | | |
| **Academic / Manager Name** | | **ANGIE REYNOLDS**  **HEAD OF BIRMINGHAM RESEARCH PARK** | | | | **Academic / Manager Signature** | | | |  | | | | | | | | | |
| Hazard Assessment | | | | | Control Assessment | | | | | | | | | | | | Actions | | |
| Hazard Category | Hazards Identified | | Who might be harmed?  Staff  Students  Contractors  Others | How might people be harmed? | Existing Control Measures | | Initial Risk Rating | | | | Are these adequate?  Yes/No | Changes to/ Additional Controls | | Residual Risk Rating | | | Owner | Due  Date | Action Complete |
| S | L | R | | S | L | R |
|  |  | |  |  |  | |  |  |  | |  |  | |  |  |  |  |  |  |
| Organisational | Psychological well being | | Tenants, Staff | Anxiety and stress caused by concerns around returning to work | Tenants are responsible for the psychological wellbeing of staff who work within the IRD building. Research Park staff share good practice advice via email and newsletters.  Tenants are responsible for ensuring that appropriate workplace controls are in place to reduce risk of exposure to COVID 19, and that these controls are documented and disseminated to employees | | 2 | 2 | 4 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Psychological well being | | Tenants Staff | Anxiety and stress caused by concerns around returning to work | Tenants are responsible for holding regular informal discussions with employees with regard to concerns and for ensuring that employees have access to support mechanisms such as counselling, occupational health, HR, etc.  University/UoBE Staff who were previously advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) ***not*** to work on campus, have had arrangements made to ensure they do not return to working on campus until such time as advised by Occupational Health.  University/UoBE Staff who are in the [clinically extremely vulnerable group](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-will-change-from-1-august) (i.e. those previously advised to shield), have had arrangements made to work from home, where possible, for the duration of the roadmap as per the Government advice. Where this is not possible, managers have discussed possible options with the individuals regarding working on campus. Prior to working on campus, staff in this category have been referred to Occupational Health for review using the specific Covid-19 Occupational Health referral form is available [here](https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx).  Staff who are clinically vulnerable (any of the conditions detailed on the Government’s guidance page, available [here](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people)) have discussed their working arrangements and the requirement for on campus presence, with their line manager to consider how they can continue to work safely including working from home. Where people cannot work from home previous returning to working on campus assessments undertaken in Autumn 2020 have been reviewed to ensure that no significant factors have changed in the intervening period. If there have been any changes then a new review has been undertaken. If there have been no significant change in factors, the previous assessment and any prior mitigating actions agreed (where they are still relevant) have been applied.  University/UoBE Employees invited to return back to work on Campus who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor whereby concerns have been formally recorded and where necessary an occupational health referral has been made. Employees are made aware of support mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers | | 2 | 2 | 4 | | Yes |  | |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | | Tenants Staff  Tenants Staff, UoB Cleaning Staff | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | The Tenant is responsible for ensuring that individual worker risk assessments areundertaken for those who have a self-declared health condition which could increase their risk profile.  ***Social distancing: IRD Building checklist***has been completed by Park Management and University of Birmingham Estates to identify the control measures required to common areas of the IRD building to mitigate the spread of workplace infections.  Tenant staff continue to work remotely where possible.  The Tenant is responsible for ensuring that employees with any form of illness do not attend work and for the action to be taken if this situation arises.  University/UoBE Staff work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance.  Managers/supervisors ensure staff and students with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19.  Managers/supervisors keep track of when staff can return to work/ Campus after the symptom free period.  Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus.  Non-essential trips within and between buildings are discouraged and reduced  Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded including:  • Peak staff entry and exit times are staggered by amended shift routines and staff handovers  • Changes to core working hours, reduced where possible. All staff asked to plan work to reduce presence on site to necessary purposes only.   * Staff are not permitted to gather/group within common areas     To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of Univ/UoBE staff shift patterns and teams and attendance in the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.  One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining social distancing two metres distance throughout the building/workplace.  Staff activities are segregated to promote the 2m social distancing rules including:   * Work stations moved or staff relocated. Provision of additional screens where needed to segregate people. Desks are arranged with employees facing in opposite directions. Display Screen Equipment (DSE) assessments reviewed and revised * Visual aids in place to remind people of the need for social distancing. * Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms * Capacity limits have been set for common facility areas e.g. toilets, welfare areas etc. * Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site.   Where available safe outside areas used for break   * Welfare areas for serving hot food or drinks have been assessed in accordance with government guidance and tables/seating from welfare areas removed or relocated to create 2m social distancing separation and avoid large groups congregating. Smaller kitchens use a one out one in policy. Larger kitchens have door and wall signage to ensure social distancing. All users are encouraged to wash their hands prior to using equipment (kettle) and to wash their hands after use. Additional signage for the correct method for handwashing displayed. All drinking water fountains have been taken out of use   Social distancing is marked on the door prior to entry to the WCs (toilets). Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use.  Where the 2m social distancing guidelines cannot be followed in full in relation to a particular essential activity, provide specific details of the activity examples of the activities consideration has been given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff have been included in a task specific risk assessment and are being taken. Mitigating actions include:  • Further increasing the frequency of hand washing and provision of hand sanitiser and surface cleaning.  • Keeping the activity time involved as short as possible.  • Using screens or barriers to separate people from each other.  • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.  • Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).  • Re-engineering the technical activity.  • Improving ventilation by opening windows in buildings without mechanical ventilation  • Re-organising pedestrian flows  • No working in close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time (the majority of the working day) is permitted  Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside all University buildings at all times except for in single occupancy rooms.  Research Park staff within the building will monitor compliance against the COVID Secure measures and will inform the Head of Research Park if compliance of the COVID safe measures is breached. | | 4 | 2 | 8 | | Yes | Employees working in the IRD do not have independent access to any area of the site except for the IRD building. | | 3 | 2 | 6 |  |  |  |
| Biological | Suspected case of COVID-19 | | Tenants, Visitors, Contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | The Tenant is responsible for its own response plan in the event a confirmed or suspected case of COVID-19 and communicating this to Research Park management within a maximum of 24 hours.   * If multiple cases of coronavirus appear in the IRD building, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the manage the outbreak. The Park management team will seek advice from the University in the first instance. * If an individual employed by the University (or subsidiary) tests positive for COVID-19 this will be managed in accordance with the University’s Test, Trace and Protect Process. | | 3 | 2 | 6 | | Yes | There are good lines of communication between Tenants and Park management | | 3 | 2 | 6 |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | | Tenants, visitors, contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | The Tenant is responsible for ensuring that companies who regularly attend or work in their premises at their invitation provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.  Third party services invited by Park Management are working with the University’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.  Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.  If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s and University’s guidance. University managers will follow the NHS Test and Trace workplace guidance for any University staff that may have come into contact with them: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
|  |  | |  | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | Posters are displayed around the workplace including in welfare facilities promoting good hand hygiene. Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building and in other areas where they will be seen.  Individuals are to be reminded to catch coughs and sneezes in tissues – Follow: “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Pop up banners are displayed at each entrance point.  A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination  Internal fire doors are held open with a mechanical device to prevent multiple people using door handles.  Sanitiser is provided at each access controlled door within the building | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | | Tenants | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | The Tenant is responsible for ensuring that all relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures.  The Tenant is responsible for employees Emergency Procedures  Washing facilities with soap / gel available in the toilets and sanitiser units are available throughout the building  Security implications of changes made to operations and practices in response to COVID-19 Local or National Government requirements, have been considered  Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 especially during any Local or National Government lockdowns in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | | 4 | 1 | 4 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | | Tenants, Park staff | Exposure to contact with an object that has been contaminated with COVID-19. | The Park manages deliveries to the IRD building on the behalf of Tenants so that social distancing can be maintained at all times  • Unnecessary contact at delivery point has been minimised e.g. non-contact deliveries  • Where possible and safe, single workers load or unload vehicles or if not possible the same pairs of people, with additional mitigating measures including the wearing of face coverings, are used for loads where more than one is needed. | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | |  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the entrance door to the IRD building there is signage to warn all prior to entering this building social distancing is in place (keep 2m apart).  There is signage advising staff to wash their hands regularly and maintain social distancing.  Access and egress from the IRD building is controlled by access control for staff and intercom for visitors  One-way flow systems implemented where possible and visual aids, such as floor signage is used for maintaining two metres distance throughout the common areas of the building. Building users using stairwells over 2m have been informed to announce themselves prior to use and to keep to the left. | | 3 | 2 | 4 | | Yes | Stairwell is less than 2m wide. Recommend users travel up in the lift and down via stairs. | | 3 | 1 | 3 |  |  |  |
| Organisational | Travelling to work | |  | Exposure to respiratory droplets carrying COVID-19. | Ample parking is provided to enable social distancing.  Ample cycle racks are available for staff who cycle to work  Non-essential travel is minimised where possible | | 3 | 1 | 3 | | Yes | Tenants are recommended to reverse into parking spaces to ensure distancing between drivers doors. | |  |  |  |  |  |  |
| Environmental | Ventilation | |  | Exposure to respiratory droplets carrying COVID-19. | Building users are encouraged through the Tenant Information pack to ensure windows are open where possible.  Members of the Research Park team open corridor windows at the beginning of the day to ensure a flow of fresh air into the buildings. Corridor doors are held open with appropriate fire alarm compliant devices in order to ensure throughput of fresh air.  Staff have been informed, via this risk assessment of the following steps which they can take to make sure their workplace is adequately ventilated whilst maintaining a comfortable temperature:   * opening windows and doors partially can provide acceptable ventilation while keeping the workplace comfortable. * if the area is cold staff are free to wear extra layers and warmer clothing | | 3 | 1 | 3 | | Yes |  | |  |  |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

The scoring system is provided as a tool to help structure thinking about assessments and to provide a framework for identifying which are the most serious risks and why.

|  | **Consequence / Severity score (severity levels) and examples of descriptors** | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| **Domains** | **Negligible** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Impact on the safety of staff, students or public (physical / psychological harm)** | Minimal injury not requiring first aid or requiring no/minimal intervention or treatment.  No time off work | Minor injury or illness, first aid treatment needed or requiring minor intervention.  Requiring time off work for <3 days | Moderate injury requiring professional intervention  Requiring time off work for 4-14 days  RIDDOR / MHRA / agency reportable incident | Major injury leading to long-term incapacity/ disability (loss of limb)  Requiring time off work for >14 days | Incident leading to death  Multiple permanent injuries or irreversible health effects |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
| **Frequency** | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **Broad descriptor** | This will probably never happen/occur | Do not expect it to happen/occur but it is possible it may do so | Might happen or occur occasionally | Will probably happen/occur but it is not a persisting issue | Will undoubtedly happen/occur, possibly frequently |
| **Time-framed descriptor** | Not expected to occur  for years | Expected to occur  at least annually | Expected to occur at  least monthly | Expected to occur at least weekly | Expected to occur at least daily |
| **Probability**  Will it happen or not? | <0.1 per cent | 0.1–1 per cent | 1.1–10 per cent | 11–50 per cent | >50 per cent |

The overall ***level of risk*** is then calculated by multiplying the two scores together.

**Risk Level = Consequence / Severity x Likelihood (C x L)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Likelihood** | | | | |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
|  | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **5 Catastrophic** | 5 | 10 | 15 | 20 | 25 |
| **4 Major** | 4 | 8 | 12 | 16 | 20 |
| **3 Moderate** | 3 | 6 | 9 | 12 | 15 |
| **2 Minor** | 2 | 4 | 6 | 8 | 10 |
| **1 Negligible** | 1 | 2 | 3 | 4 | 5 |

The Initial Risk Rating is the level of risk before control measures have been applied or with current control measures in place.

The Residual Risk is the level of risk after further control measures are put in place.