GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **Selly Oak** | **Department** | **College of Arts and Law** | | **Version / Ref No.** | **8** |
| **Activity Location** | **Charles Gillett Building** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **Building has a mix of teaching spaces, workshops (e.g. costume), all other common areas, gyms, lower ground changing rooms & toilets used by external bodies and student groups Approx number of people in the building following COVID restrictions: approx. 35 for Drama plus sport numbers for groups. (20 max for main gym area, 10 for smaller area)** | | | |
| **Assessor** | **Hazel Herbert** | **Assessment Date** | **18/08/2020** | **Date of Assessment Review** | **25/10/2020** | |
| **Academic / Manager Name** | **Rachel Allmark/Andrzej Gasiorek** | **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 | Staff,  Students, | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via a blend of regular email and online communications,team meetings and one to one meetings*,)* to ensure staff and students are not ill-informed about returning to work/study safely.  Students will be directed to the Main UoB intranet page via their departments student handbooks where risk assessments and building inductions are uploaded for all buildings and where possible schools with departmental pages will post the risk assessments and inductions there as well.  Advice is shared with staff/students and they have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i.e. line managers, Internal Comms) and shared with staff via online briefings, team meetings, one to one meetings, and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Risk assessment shared and an electronic copy is available via this link \[College of Arts and Law Risk Assessment for Charles Gillett building - Version.3.docx](file:///C:\Users\SmithCR\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\VIWNQ2IY\College%20of%20Arts%20and%20Law%20Risk%20Assessment%20for%20Charles%20Gillett%20building%20-%20Version.3.docx) . For University of Birmingham Sport & Fitness ([here)](file:///N:\UBSport\TRANX\COVID%20RE-OPENING%20PLANNING\MASTER%20PLAN\3%20FACILITY%20RISK%20ASSESSMENTS\Charles%20Gillett)  New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through Line Managers and staff communications, including on staff intranet page on Canvas. These include:   * ***Social distancing: General guidance for staff and students*** * ***Social distancing: Buildings adaptations guidance*** * ***Social distancing***: ***Product solutions booklet*** * ***Social distancing: Building checklist*** * ***On-line induction materials for returning to campus***: combination of the guidance and videos.   <https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx>   * ***Return to Campus COVID-19: Building Risk Assessment* (This completed Risk Assessment)**   Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing and individuals have been made aware via induction, team meeting, one to one meetings, online communicationsof guidance available in relation to this:  <https://www.hse.gov.uk/stress/>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf> | 3 | 3 | 9 | No | Send out induction pack to all teams.  Post risk assessments and inductions to central intranet pages  Post these documents to central intranet pages | 3 | 2 | 6 | CAL Facilities and teams  Schools and CAL Facilities  Schools and CAL Facilities | 11/09/20  11/09/20  11/09/20 |  |
| Organisational | Psychological well being | Staff,  Students | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions through team meetings, 1-2-1 meetings and online communications with their team and look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager at 1-2-1 meetings.  Staff who are in clinically vulnerable groups themselves and identified to be considered in ‘at risk’ groups are encouraged by line managers to discuss their support needs to ensure additional measures are put in place to protect them including working from home.  Staff who are in the clinically extremely vulnerable group may be at high risk of serious illness if they catch coronavirus (COVID-19) must discuss their support needs with their line manager to ensure a specific individual risk assessment is carried out and additional measures are put in place to protect them including continuing to work from home.  <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#who-is-clinically-extremely-vulnerable>  Existing risk assessments reviewed and revised to reflect new working arrangements. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage.  Employees invited to return back to work on Campus who have concerns have discussed these with their line manager or supervisor using the University’s Covid-19 Return to Campus Discussion Form and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx>  Employees are made aware of support mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>  This link is for students:  <https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx> | 3 | 3 | 9 | No | Two risk assessments relating to practical drama activity will be updated,   * For practical seminars * Use of production and technical stations * New and expectant mothers (as required) | 3 | 3 | 9 | Drama team | 21/09/20 |  |
| Biological | Virus transmission in the workplace | Staff, students, contractors  Hiring Groups | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | **Social distancing: Charles Gillett Building checklist**has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff to 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/students with any form of illness do not attend work until the illness has been verified as not being Covid-19. This is communicated via the building induction.  Managers/supervisors keep track of when staff/students can return to work after the symptom free period.  The University’s [***On-line induction materials for returning to campus***](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx) combination of the guidance and videos have been provided and completed for all staff returning to work in University buildings*.*  To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and on site induction.  Hiring groups are expected to provide a covid-specific risk assessment that will accompany their activity specific risk assessment and provision of public liability insurance (external clubs). Once provided, Steve Harris, Health and Safety Manager will provide all hiring groups with Designated Persons training that covers Normal Operation Procedures, Emergency OP and now also Covid OP. The latter includes information on expected levels of cleanliness and information relating to track and trace.  Sport will only be allowing one group to use the facility at a time so while staggering of usage is not needed we will be ensuring an appropriate gap for users to leave the facility before the next group begins their session.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people. Estates have confirmed that staff will be informed of any planned visits in advance. Contractors will also sign in when on site, they contact the Facilities team by phone to confirm attendance.  Un-essential trips within buildings and sites discouraged and reduced, and staff are informed of this within the building induction e.g. meetings are to be held virtually, access control is in place. Moving for teaching purposes for academic staff is permitted however local Covid guidelines must be followed*.* | 3 | 3 | 9 | No | Once induction is ready send to other teams who enter the building | 3 | 2 | 6 | CAL Facilities | 11/09/20 |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | Staff, students, contractors  Hiring Groups | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Workplace routines changed to ensure room/building capacity calculated to maintain social distancing is not exceeded including:   * Change to peak staff entry and exit times. For Professional Services staff e.g. people starting later or finishing earlier to avoid large groups leaving at once. This is being managed at team level * Changes to core working hours have been discussed with Professional Services teams and will be implemented at team level where appropriate * Amended shift routines, staff handovers and team briefings * Arrival and departure times at work have been staggered to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.   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 shift patterns and teams is kept for 21 days. Professional services staff can provide a rota of when staff are in the building. Academic staff information will be from timetabling information.  Procedure in place for dealing with instance of unexpected individual or 3rd party arrival, access control will mean that entry is denied.  Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry which are included in the **Social distancing: Charles Gillett Building checklist**  (The latest Guidance on these measures can be found by clicking the following link [Social Distancing Guidelines](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)).  Due to the potential increased risk of transmission from aerosol transmission steps have been taken to avoid people needing to unduly raise their voices to each other e.g. not playing music or broadcasts at a volume that makes normal conversation difficult, using microphones during training sessions. For some practical activity, there is the requirement for voice projection. This has been accounted for in the agreed occupancy for these sessions and is based on 3m extended distancing which is more than the current guidance to provide an additional safety margin. Practical teaching sessions in these rooms have been scheduled with a gap between to allow the floor to be cleaned by Cleaning Services.  One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining social distancing throughout the building/workplace.  Staff activities are segregated to promote the 2m social distancing rules including:   * Areas of work marked out with floor tape to ensure adequate social distancing is in place. Visual management 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 e.g. open plan offices, meeting rooms, seminar rooms * Capacity limits have been set for common facility areas (e.g. toilets) and are displayed on the doors. Each hiring group will have to provide numbers and submit floor plans with max numbers in areas to complement their Risk Assessment and justify these based on risk assessment hazards/control measures, normally prescribed by National Governing Body guidance. Due to the nature of the activity these may vary. These will be managed via Steve Harris, Health and Safety Manager. * Communal areas have fixed numbers. Localised signage displays numbers in those areas ( lower ground floor changing rooms (6 per changing room), (1 per cubicle) toilets * 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. * Smaller kitchens use a one out one in policy. 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 bottled water fountains have been serviced and treated by the contractor. Sanitiser wipes and signage to enable individuals to sanitise the water fountain before and after use. Units will be signed with information about cleaning and also a contact to replenish the wipes. Signage will also ask users to avoid touching the spout with their bottles or hands. If a case of a suspected Covid-19 occurs within the Charles Gillett Building the fountain will undergo deep cleaning~~.~~ * Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). Smaller facilities have a one out one in policy. 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. Building users are reminded to leave the facilities in a respectable condition.   Clear method of socially distancing of staff and visitors in reception areas defined and implemented including:   * Queuing systems or processes * 2m Social distancing in waiting and reception areas   Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option including e.g. contractor visits,visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the Facilities team for checking in and the local team in the buildingand where necessary concerns fed back to the third party manager.  All corridors are :   * Marked in areas to ensure social distancing is adhered to (lines on floor). * Have a one way system for the lower ground floor * Corridors that are over 2 m wide have a two way system of use, people using the corridor must stay to their left.   Additional signage in corridors reminding staff about social distancing  Information provided and signs displayed informing people to use the stairwells rather than lifts unless they have difficulty using the stairs. The maximum occupancy of the lift is one person (this is an accessible lift). Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.  Lifts are still to be used to move heavier / larger goods as a planned operation ensuring the lift cannot be stopped on each floor or staff placed on each floor to prevent access to lift until equipment moved. This has been covered in the building induction.  There are designated stairwell for going up and a designated stairwell for coming down, this system will be enforced. Except the basement access which is two way. This will be managed via Designated Persons training informing users of the different approaches within area, and monitored via spot checks. Gym users will enter at ground level and leave via lower ground level and walking around the perimeter of the Gillett building.  Additional signage in stairwells reminding staff about social distancing.  Wash hand / use hand sanitiser on exit from stairwell.  Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings.  Large gatherings have been cancelled or postponed or alternative IT solutions provided, Zoom and Teams are being used. (Critical Training courses may still be performed but only following the Covid-19 guidance.)  Managers perform frequent evaluation alongside their usual work activity against social distance controls for their teams and report problems via near miss reporting procedure. Staff are reminded via posters displayed in the building on a daily basis of the importance of social distancing both in the workplace and outside of it via signage, the intranet.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should. Staff are informed via induction to report all near misses to CAL Facilities via Arts Reception.  Where the 2m social distancing guidelines cannot be followed in full in relation to a particular activity, e.g. two people moving a table,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. * Improving ventilation by re-organising the indoor space to optimise the ventilation available. * Re-organising pedestrian flows * 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). * Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside University buildings where 2m social distancing isn’t possible and can not be maintained. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering within the building.   Face coverings are not PPE and are not required to be worn in the workplace where 2m social distancing can be maintained. However where people choose to wear them managers support them.  Individuals have been reminded through the building inductionand zoom meetings (hiring groups), of how to use face coverings safely including:   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it * when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands * change your face covering if it becomes damp or if you’ve touched it * continue to wash your hands regularly * change and wash your face covering daily * if the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste * practise social distancing wherever possible | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | Staff, students, contractors  Hiring Groups | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event of a confirmed or suspected case of COVID-19 and communicated and includes:   * If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. If any students appear unwell or make comment or complain to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow the University and Government advice. Managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * The area will be cleaned in accordance with the specific Government [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). * Provision and monitoring of adequate supplies of cleaning materials are in place. * Team briefed in local induction pack and via managers briefing on actions to be taken in the event of someone being suspected of having COVID-19. * Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided. * Individuals to follow the Government advice: <https://www.gov.uk/coronavirus> * Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * If an individual tests positive for COVID-19 this will be managed in accordance with the University’s Outbreak Management Process. * If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance. * Individuals will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + are a member of the same household as someone who has symptoms or has tested positive for coronavirus   + have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Staff, students, contractors  Hiring Groups | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.  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. Hiring groups have their own Track & Trace, reporting procedures as a condition of hire.  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 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 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Staff, students, contractors  Hiring Groups | 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. | Individuals have been instructed and are regularly reminded in the building induction and building signageto clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  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 corridors, stair lobbies and main entrance / exit routes.  Individuals have been informed to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.  Individuals are 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. Posters are displayed around the workplace in corridors.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded via the site induction packof the public health advice:  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination, sanitiser wipes have been made available to all occupants (individual offices, meeting rooms, lecture theatres etc.) and everyone has been briefed via the site inductionon the importance of keeping surfaces and work equipment clean via signage, training and the site induction pack.  Where touch-based security devices such as digilocks are in place, disposable wipes have been provided.  There is limited or restricted use of high-touch items and equipment, for example, printers. To control possible spread of Covid-19 hygiene wipes have been placed at each printer to allow it to be wiped down before and after use.  Sharing of equipment is restricted where possible and cleaned / disinfected before and after use.  Objects and surfaces that are touched regularly are cleaned frequently. Building touchpoints are cleaned frequently by Cleaning Services, e.g. door handles. Staff objects e.g. keyboards and desks will be cleaned after use by each member of staff with a sanitising wipe.  Internal doors that **are not** signed as fire doors (unless held open with a mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles.  Hiring Groups & UBS&F, via Designated Persons training delivered by Steve Harris, Health and Safety Manager, will clarify/agree areas cleaned by UoB Cleaning Services and areas cleaned by users. Later being  1.Main Gym- floored area  2. Small gym – rings and parallel bars.  Cleaning regime will adopt that recommended by British Gymnastics See here: N:\UBSport\TRANX\COVID RE-OPENING PLANNING\Guidence for ref&review\British Gymnastics  Upon reports of a suspected case area is closed off and UoB Cleaning Services responsive cleaning team called in.  Hiring groups to provide own cleaning materials. UBS&F to provide HEPA filter vacuum cleaners and replacement bags  Use of hot desks and spaces avoided and, where not possible e.g. editing suite, production desks workstations are cleaned by users of the desks at the start and end of their use between different occupants including shared equipment. Disposable wipes have been provided where required.  There is clear desk policy in place to reduce the amount of personal items on desks and work benches to be practiced when the space is in use or not in use.  There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.  Areas where people directly pass things to each other, for example office supplies, have been identified and ways to remove direct contact, such as using drop-off points or transfer zones have been introduced.  Everyone is encouraged as part of the site induction and at line manager meetings or in online briefings to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared machinery handles etc. before after and during work.  More storage for workers provided for clothes and bags e.g. room G17 will be marked for storage of bags.  Monitoring and supervision arrangementshave been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc. This will be carried out by line managers for their area alongside general work activity.  COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). (See location specific chemical risk assessments for cleaning products used within the area).  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | Staff, students, contractors  Hiring Groups | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | 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.  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware –in the return to campus course and the building induction that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe. * **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. * **First Aid:** First aid needs assessment reviewed to take into account any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date. Security contact details are also on the first aid posters. * **Hygiene:** Washing facilities with soap/gel available. People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.   Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed by CAL Facilities or the Local Fire coordinator for matters relating to fire warden coverageto ensure measures are introduced to mitigate risk (for example, another area within the building or campus could have a critical role such as first aider that could cover as a temporary solution).  Security implications of changes made to operations and practices in response to COVID-19, have been considered.  Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to national or local lockdown.  Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | 2 | 2 | 4 | Yes |  |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | Staff,  Hiring Groups | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the unit so that social distancing can be maintained at all times has been considered and include:   * staff collect their post from SOVAC building * Strict hand washing procedure in place after handling all deliveries. * Deliveries for sports clubs arranged in advance (equipment) Deliveries arranged outside of hired sessions. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff, students, contractors  Hiring Groups | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside & Inside of the building there is signage to warn all prior to entering this building social distancing is in place.  There is signage advising individuals to wash their hands regularly and not to touch their face.  There is separate doors for access and egress and one way systems are enforced in the building. At the front door to the building parents only will be able to go out against the flow of the one way system, as they are not able to follow the one way through the basement gym areas due to safeguarding. They will give priority to those who are leaving the building.  Building access control is used at all times for the building. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff | Exposure to respiratory droplets carrying COVID-19. | Workers encouraged to avoid public transport where applicable and use alternatives e.g. cycling, walking to work etc. Where staff are unable to avoid public transport they do so in accordance with Government and University Guidance:  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx> | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | Staff, hiring groups | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected by the hiring groups after each rotation as per British Gymnastics guidance.  Sterilising chemicals and disposable wipes are provided in the area to clean machines and equipment prior to the commencement of work and upon completion. If machines and equipment are shared, sterilising will be carried out between operations by staff using them. This has been included in the building induction. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff, students, contractors  Hiring Groups | Exposure to respiratory droplets carrying COVID-19. | Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible. Estates have confirmed that AHU pull in 100% fresh air and heat as needed. No air is recycled. Extraction will be complimented by natural ventilation  All ventilation has been serviced as required. All filters have been changed as required.  Building users are encouraged where possible to ensure windows are open. | 3 | 2 | 6 |  | In relation to the sport specific areas we will be conforming to CIBSE Covid Ventilation Guidance version 3 as much as is mechanically possible with the air handling units that are in place. | 3 | 2 | 6 | Steve Harris | Mid September |  |

**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.