GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Site | **Vale Village – APPENDIX A – Aitken**  | **Department** | **Student Accommodation, Campus Services** | **Version / Ref No.** | **3 – Updated 29.09.20** |
| **Activity Location** | **Aitken Residence** **Please note these RAs in total do not include inside individual accommodation flats.**  | **Activity Description** | **Appendix A of :****Return to Campus COVID-19: Building Risk Assessment Shackleton Reception, Shackleton Ground and lower ground floor communal areas excluding all Catering controlled areas and excluding the estates team room/office. Please review that risk assessment for all details not specific to Aitken residence – e.g. all staff controls, all contractor controls, etc.** **Aitken – 23 flats. No staff based permanently here in offices, no break rooms, lockers etc on site. Staff attend site to carry out regular duties such as fire alarm response, room cleaning and preparation, providing inventory items to residents, general site cleanliness and basic maintenance tasks.** **Please note: Aitken is currently having a stair refurbishment project that is due to complete mid-September. UoB staff are not entering the site unless in an emergency and the project contractors (GTH) are responsible for implementing their own Covid safety measures which have been reviewed by UoB estates. Some measures included below are not currently in place, these will re-start when the control of the site is handed back to the accommodation team.**  |
| **Assessor** | **Julia Coverdale, Brendan Creaby**  | **Assessment Date** | **Initial assessment in this format: 13.08.20** | **Date of Assessment Review** | **Review required 29.10.20** |
| **Academic / Manager Name** | **Tim Owen**  | **Academic / Manager Signature** | 34BAC4E0 |

| Hazard Assessment | Control Assessment | Actions |
| --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors 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 |
| BiologicalEnvironmental | Virus transmission in the building | All Building users | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying and contact with an object or surface that has been contaminated with COVID-19. | Aitken is a site where the flat front doors are external, there are no communal entrances, hallways or enclosed stairs. The stairwells are external and well ventilated. Staff and contractors are instructed via staff emails, manager direction and regular 121s to wear a face covering upon entry to any flat and throughout their time inside a flat. The refuse and recycling bins at Aitken are stored externally. Signage is displayed at regular intervals instructing one person per floor per staircase Signage is displayed at regular intervals reminding people to maintain social distance. This is aimed at staff, students and all others site visitors. Daily cleans using Versan, a broad spectrum anti-viral chemical recommended by cleaning services takes place daily and is recorded via a checklist. These cleans cover all touchpoints up to but not including the flat front doors. All staff are made aware of this via the staff refresher training. All contractors and regular other dept users (e.g. cleaning services) have been made aware of this via the site induction and asked to share this information with their staff working on site.  | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Site | **Vale Village – APPENDIX B – Chamberlain** | **Department** | **Student Accommodation, Campus Services** | **Version / Ref No.** | **3 – Updated 29.09.20** |
| **Activity Location** | **Chamberlain Tower, Blocks A, B, C****Please note these RAs in total do not include inside individual accommodation flats.** | **Activity Description** | **Appendix B of :****Return to Campus COVID-19: Building Risk Assessment Shackleton Reception, Shackleton Ground and lower ground floor communal areas excluding all Catering controlled areas and excluding the estates team room/office. Please review that risk assessment for all details not specific to Chamberlain residence – e.g. all staff controls, all contractor controls, etc.** **Chamberlain – 141 flats. No accommodation staff based permanently here in offices, no break rooms, lockers etc. on site. Staff attend site to carry out regular duties such as fire alarm response, room cleaning and preparation, providing inventory items to residents, general site cleanliness and basic maintenance tasks.**  |
| **Assessor** | **Julia Coverdale, Brendan Creaby**  | **Assessment Date** | **Initial assessment in this format: 13.08.20** | **Date of Assessment Review** | **Review required 29.10.20** |
| **Academic / Manager Name** | **Tim Owen**  | **Academic / Manager Signature** | 34BAC4E0 |

| Hazard Assessment | Control Assessment | Actions |
| --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors 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 |
| BiologicalEnvironmental | Virus transmission in the building | All Building users | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying and contact with an object or surface that has been contaminated with COVID-19. | Chamberlain Tower and the blocks have enclosed stairways and internal routes to the front door to each flat. The Tower has 4 entry/exit points which are card access controlled overnight and during periods of low occupancy. The 3 blocks are split into 2 sections and each section has 1 entry/exit point which is card access controlled.In the Tower, the internal entrance to the accommodation lift and stairs access is card access controlled. Once into this area, there is a hand sanitiser station, with signage in place to encourage use of hand sanitiser. All building users (except those exempt) are instructed via clear signage to wear a face covering upon entry to the building. For residents this requirement is in place until they enter their flat, they are not expected to wear a face covering in their flat. For staff and contractors, face coverings must be work at all times when inside the buildings, including inside flats. There are 2 lifts in Chamberlain Tower. Each lift has a maximum occupancy of 3 people, spaced 1m+ away from each other. This is indicated via clear signage at each floor and ‘stand here’ spots on the floor of the lifts. Signage is in place encouraging people to use the stairs if possible. Each block is split into an upper and lower section. Each upper and lower section has 1 lift.Each lift in the Chamberlain blocks has a maximum capacity of 1 person or household. This is indicated via clear signage at each floor. 1 flat is 1 household. Signage is in place encouraging people to use the stairs if possible. The bin rooms at Chamberlain Tower and blocks are externalThe laundry is internal at Chamberlain tower and accessible only to residents of Chamberlain and Aitken. Residents are encouraged via the accommodation pass and email, to use the accommodation app, which has a function to monitor each washing machine and each dryer. This means a user can assess if there is a machine available without going to the laundry, and does not ned to wait for their washing/drying, they can monitor the progress on the app. In Chamberlain Tower there are 2 staircases which go from the LG floor to the 19th Floor. Each staircase is now one way, with one staircase designated to those going up the tower and the other to those going down the Tower. Each staircase in the Tower and the blocks has regular and clear signage instruction one person per floor of the staircaseSignage is displayed at regular intervals reminding people to maintain social distance. This is aimed at staff, students and all others site usersDaily cleans using Versan, a broad spectrum anti-viral chemical recommended by cleaning services takes place daily and is recorded via a checklist. These cleans cover all touchpoints up to but not including the flat front doors. All staff are made aware of this via the staff refresher training. All contractors and other regular site users (e.g. cleaning services) have been made aware of this via their site induction.The communal areas on the G and LG floors of CH Tower are currently not in use, the furniture has been removed and there is a refurbishment project ongoing. For safety measures specific to staff and students please see main Risk Assessment  | 4 | 2 | 8 | Yes | Once the CH Tower G and LG floor communal space areas refurb is complete, signage will be displayed and other measures taken e.g. sit here spots, to ensure social distancing.  |  |  |  | JC | When the area is made available to building users after the current refurb project (it is currently barriered off) Mid Sept TBC |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Site | **Vale Village – APPENDIX C – Elgar Court** | **Department** | **Student Accommodation, Campus Services** | **Version / Ref No.** | **3 – Updated 29.09.20** |
| **Activity Location** | **Elgar Court** **Please note these RAs in total do not include inside individual accommodation flats.** | **Activity Description** | **Appendix C of :****Return to Campus COVID-19: Building Risk Assessment Shackleton Reception, Shackleton Ground and lower ground floor communal areas excluding all Catering controlled areas and excluding the estates team room/office. Please review that risk assessment for all details not specific to Elgar Court residence – e.g. all staff controls, all contractor controls, etc.** **Elgar Court – 40 flats. No staff based permanently here in offices, no break rooms, lockers etc. on site. Staff attend site to carry out regular duties such as fire alarm response, room cleaning and preparation, providing inventory items to residents, general site cleanliness and basic maintenance tasks.**  |
| **Assessor** | **Julia Coverdale, Brendan Creaby**  | **Assessment Date** | **Initial assessment in this format: 13.08.20** | **Date of Assessment Review** | **Review required 29.10.20** |
| **Academic / Manager Name** | **Tim Owen**  | **Academic / Manager Signature** | 34BAC4E0 |

| Hazard Assessment | Control Assessment | Actions |
| --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors 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 |
| BiologicalEnvironmental | Virus transmission in the building | All Building users | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying and contact with an object or surface that has been contaminated with COVID-19. | Elgar Court is a site where the flat front doors are external, there are no communal entrances, hallways or enclosed stairs. The stairwells are external and well ventilated. Staff and contractors are instructed via staff emails, manager direction and regular 121s to wear a face covering upon entry to any flat and throughout their time inside a flat. The refuse and recycling bins at Elgar Court are stored externally. Elgar Court residents use the laundry located between Elgar Court and Maple Bank, this is a small separate building which has daily Versan cleaning carried out on all touch points. This laundry has had a capacity limit set of 2 people, and this is clearly instructed via signage. Residents are encouraged via the accommodation pass and email, to use the accommodation app, which has a function to monitor each washing machine and each dryer. This means a user can assess if there is a machine available without going to the laundry, and does not ned to wait for their washing/drying, they can monitor the progress on the app. Signage is displayed at regular intervals instructing one person per floor per staircase Signage is displayed at regular intervals reminding people to maintain social distance. This is aimed at staff, students and all others site visitors. Daily cleans using Versan, a broad spectrum anti-viral chemical recommended by cleaning services takes place daily and is recorded via a checklist. These cleans cover all touchpoints up to but not including the flat front doors. All staff are made aware of this via the staff refresher training. All contractors and other regular site users (e.g. cleaning services) have been made aware of this via the site induction and asked to share this information with their staff working on site.  | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Site | **Vale Village – APPENDIX D – Maple Bank**  | **Department** | **Student Accommodation, Campus Services** | **Version / Ref No.** | **3 – Updated 29.09.20** |
| **Activity Location** | **Maple Bank** **Please note these RAs in total do not include inside individual accommodation flats.** | **Activity Description** | **Appendix D of :****Return to Campus COVID-19: Building Risk Assessment Shackleton Reception, Shackleton Ground and lower ground floor communal areas excluding all Catering controlled areas and excluding the estates team room/office. Please review that risk assessment for all details not specific to Maple Bank residence – e.g. all staff controls, all contractor controls, etc.** **Maple Bank – 87 flats. No staff based permanently here in offices, no break rooms, lockers etc. on site. Staff attend site to carry out regular duties such as fire alarm response, room cleaning and preparation, providing inventory items to residents, general site cleanliness and basic maintenance tasks.**  |
| **Assessor** | **Julia Coverdale, Brendan Creaby**  | **Assessment Date** | **Initial assessment in this format: 13.08.20** | **Date of Assessment Review** | **Review required 29.10.20** |
| **Academic / Manager Name** | **Tim Owen**  | **Academic / Manager Signature** | 34BAC4E0 |

| Hazard Assessment | Control Assessment | Actions |
| --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors 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 |
| BiologicalEnvironmental | Virus transmission in the building | All Building users | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying and contact with an object or surface that has been contaminated with COVID-19. | Maple Bank blocks have 2 entry/exit points. These have been utilised to make the ground floor of each block one way - With one entrance and one exit. Maple Bank blocks have enclosed stairways and internal routes to the front door to each flat. Staff are encouraged to leave the windows open in the block stairwells, this has been included in the staff refresher training. All building users (except those exempt) are instructed via clear signage to wear a face covering upon entry to the building. For residents this requirement is in place until they enter their flat, they are not expected to wear a face covering in their flat. For staff and contractors, face coverings must be work at all times when inside the buildings, including inside flats. The refuse and recycling bins at Maple Bank whilst internal, are accessed externally at each block. The bin room touchpoints are included on the daily Versan cleaning checklists. Each bin room is a very tight space where you cannot physically enter the room (you open the door and put your rubbish in the bin), you do not enter the room.Maple Bank residents use the laundry located between Elgar Court and Maple Bank, this is a small separate building and its touchpoints are included on the daily Versan cleaning checklists. This laundry has had a capacity limit set of 2 people, and this is clearly instructed via signage. Residents are encouraged via the accommodation pass and email, to use the accommodation app, which has a function to monitor each washing machine and each dryer. This means a user can assess if there is a machine available without going to the laundry, and does not ned to wait for their washing/drying, they can monitor the progress on the app. Signage is displayed at regular intervals instructing one person per floor per staircase Signage is displayed at regular intervals reminding people to maintain social distance. This is aimed at staff, students and all others site visitors. Daily cleans using Versan, a broad spectrum anti-viral chemical recommended by cleaning services takes place daily and is recorded via a checklist. These cleans cover all touchpoints up to but not including the flat front doors. All staff are made aware of this via the staff refresher training. All contractors and other regular site users (e.g. cleaning services) have been made aware of this via the site induction and asked to share this information with their staff working on site.  | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Site | **Vale Village – APPENDIX E – Mason**  | **Department** | **Student Accommodation, Campus Services** | **Version / Ref No.** | **3 – Updated 29.09.20** |
| **Activity Location** | **Mason****Please note these RAs in total do not include inside individual accommodation flats.** | **Activity Description** | **Appendix E of :****Return to Campus COVID-19: Building Risk Assessment Shackleton Reception, Shackleton Ground and lower ground floor communal areas excluding all Catering controlled areas and excluding the estates team room/office. Please review that risk assessment for all details not specific to Mason residence – e.g. all staff controls, all contractor controls, etc.** **Mason – 157 flats. No staff based permanently here in offices, no break rooms, lockers etc. on site. Staff attend site to carry out regular duties such as fire alarm response, room cleaning and preparation, providing inventory items to residents, general site cleanliness and basic maintenance tasks.**  |
| **Assessor** | **Julia Coverdale, Brendan Creaby**  | **Assessment Date** | **Initial assessment in this format: 13.08.20** | **Date of Assessment Review** | **Review required 29.10.20** |
| **Academic / Manager Name** | **Tim Owen**  | **Academic / Manager Signature** | 34BAC4E0 |

| Hazard Assessment | Control Assessment | Actions |
| --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors 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 |
| BiologicalEnvironmental | Virus transmission in the building | All Building users | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying and contact with an object or surface that has been contaminated with COVID-19. | Mason is a site where the flat front doors are external, there are no communal entrances, hallways or enclosed stairs. The stairwells are external and well ventilated. Staff and contractors are instructed via staff emails, manager direction and regular 121s to wear a face covering upon entry to any flat and throughout their time inside a flat. There are 12 lifts located throughout Mason. Each lift at Mason has a maximum capacity of 1 person or household. This is indicated via clear signage at each floor. Signage is in place encouraging people to use the stairs if possible. Each lift is included on the daily Versan cleaning checklistThe refuse and recycling bins at Mason whilst internal, are accessed externally at each stairwell on G floor level. The bin room touchpoints are included on the daily Versan cleaning checklists. Each bin room has a capacity of 1 person and this is instructed via clear signage. Mason residents use either the laundry located at Tennis Court, or the laundry located at Shackleton. Residents are encouraged via the accommodation pass and email, to use the accommodation app, which has a function to monitor each washing machine and each dryer. This means a user can assess if there is a machine available without going to the laundry, and does not ned to wait for their washing/drying, they can monitor the progress on the app. Signage is displayed at regular intervals instructing one person per floor per staircase Signage is displayed at regular intervals reminding people to maintain social distance. This is aimed at staff, students and all others site visitors. Daily cleans using Versan, a broad spectrum anti-viral chemical recommended by cleaning services takes place daily and is recorded via a checklist. These cleans cover all touchpoints up to but not including the flat front doors. All staff are made aware of this via the staff refresher training. All contractors and other regular site users (e.g. cleaning services) have been made aware of this via the site induction and asked to share this information with their staff working on site.  | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Site | **Vale Village – APPENDIX F – Shackleton** | **Department** | **Student Accommodation, Campus Services** | **Version / Ref No.** | **3 – Updated 29.09.20** |
| **Activity Location** | **Shackleton** **Please note this appendix covers only the building specific measures in the accommodation areas only, it does not cover any communal, staff or public spaces - please see the main RA for those details.** **Please note these RAs in total do not include inside individual accommodation flats.** | **Activity Description** | **Appendix F of :****Return to Campus COVID-19: Building Risk Assessment Shackleton Reception, Shackleton Ground and lower ground floor communal areas excluding all Catering controlled areas and excluding the estates team room/office. Please review that risk assessment for all details not specific to Shackleton residence – e.g. all staff controls, all contractor controls, etc.** **Shackleton Accommodation only – 72 flats. Staff attend site to carry out regular duties such as fire alarm response, room cleaning and preparation, providing inventory items to residents, general site cleanliness and basic maintenance tasks.**  |
| **Assessor** | **Julia Coverdale, Brendan Creaby**  | **Assessment Date** | **Initial assessment in this format: 13.08.20** | **Date of Assessment Review** | **Review required 29.10.20** |
| **Academic / Manager Name** | **Tim Owen**  | **Academic / Manager Signature** | 34BAC4E0 |

| Hazard Assessment | Control Assessment | Actions |
| --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors 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 |
| BiologicalEnvironmental | Virus transmission in the building | All Building users | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying and contact with an object or surface that has been contaminated with COVID-19. | Shackleton accommodation flats are set out in a complex manner. There are a number of exit stairwell turrets in Shackleton which are one-way and used for leaving the accommodation and going down the stairs to ground level only. There are 3 other points used for entry/exit across Shackleton: The entry/exit using the stairs next to Costcutter, this is an internal entry/exit point and I card access controlled. The entry/exit using the rear doors into the Zone H car park, this is an external entry/exit and is card access controlled. The entry/exit through the side of the building through the bike shed, this is an entry/exit that has very low levels of use. This entry/exit is card access controlled. All building users (except those exempt) are instructed via clear signage to wear a face covering upon entry to the building. For residents this requirement is in place until they enter their flat, they are not expected to wear a face covering in their flat. For staff and contractors, face coverings must be work at all times when inside the buildings, including inside flats. Most Shackleton flats have enclosed stairways and internal routes to the front door to each flat. Staff are encouraged to leave the windows open in the block stairwells, this has been included in the staff refresher training. The refuse and recycling bins at Shackleton are external. Maple Bank residents use the Shackleton laundry located on the LG floor of Shackleton, see main RA for detailsResidents are encouraged via the accommodation pass and email, to use the accommodation app, which has a function to monitor each washing machine and each dryer. This means a user can assess if there is a machine available without going to the laundry, and does not ned to wait for their washing/drying, they can monitor the progress on the app. Signage is displayed at regular intervals instructing one person per floor per staircase Signage is displayed at regular intervals reminding people to maintain social distance. This is aimed at staff, students and all others site visitors. Daily cleans using Versan, a broad spectrum anti-viral chemical recommended by cleaning services takes place daily and is recorded via a checklist. These cleans cover all touchpoints up to but not including the flat front doors. All staff are made aware of this via the staff refresher training. All contractors and other regular site users (e.g. cleaning services) have been made aware of this via the site induction and asked to share this information with their staff working on site.  | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Site | **Vale Village – APPENDIX G – Tennis Court, including Centre Court** | **Department** | **Student Accommodation, Campus Services** | **Version / Ref No.** | **3 – Updated 29.09.20** |
| **Activity Location** | **Tennis Court** **Please note these RAs in total do not include inside individual accommodation flats.** | **Activity Description** | **Appendix G of :****Return to Campus COVID-19: Building Risk Assessment Shackleton Reception, Shackleton Ground and lower ground floor communal areas excluding all Catering controlled areas and excluding the estates team room/office. Please review that risk assessment for all details not specific to Tennis Court residence – e.g. all staff controls, all contractor controls, etc.** **Tennis Court – 156 flats. No staff based permanently here in offices, no break rooms, lockers etc. on site. Staff attend site to carry out regular duties such as fire alarm response, room cleaning and preparation, providing inventory items to residents, general site cleanliness and basic maintenance tasks.**  |
| **Assessor** | **Julia Coverdale, Brendan Creaby**  | **Assessment Date** | **Initial assessment in this format: 13.08.20** | **Date of Assessment Review** | **Review required 29.10.20** |
| **Academic / Manager Name** | **Tim Owen**  | **Academic / Manager Signature** | 34BAC4E0 |

| Hazard Assessment | Control Assessment | Actions |
| --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors 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 |
| BiologicalEnvironmental | Virus transmission in the building |  | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying and contact with an object or surface that has been contaminated with COVID-19. | Tennis Court blocks 1-17 have 2 entry/exit points. These have been utilised to make the ground floor of each block one way - With one entrance and one exit. Staff are encouraged to leave the windows open in the block stairwells, this has been included in the staff refresher training. The entrances to the block doors are card access controlled.Tennis Court blocks 18-21 (Centre Court) the flat front doors are external, there are no communal entrances, hallways or enclosed stairs. The stairwells are external and well ventilated.Tennis Court blocks 22-24 have block doors and have enclosed stairways and internal routes to the front door to each flat. Staff are encouraged to leave the windows open in the block stairwells, this has been included in the staff refresher training. The entrance to the block door is card access controlled.Tennis Courts blocks 1-17 and 22-24: All building users (except those exempt) are instructed via clear signage to wear a face covering upon entry to the building. For residents this requirement is in place until they enter their flat, they are not expected to wear a face covering in their flat. For staff and contractors, face coverings must be work at all times when inside the buildings, including inside flats. Tennis Courts blocks 18-21 (Centre Courts) Staff and contractors are instructed via staff emails, manager direction and regular 121s to wear a face covering upon entry to any flat and throughout their time inside a flat. The refuse and recycling bins across Tennis Court are external. Tennis Court residents use the Tennis Court laundry. This is a small separate building which is card access controlled. Its touchpoints are included on the daily Versan cleaning checklists. This laundry has had a capacity limit set of 2 people, and this is clearly instructed via signage. Residents are encouraged via the accommodation pass and email, to use the accommodation app, which has a function to monitor each washing machine and each dryer. This means a user can assess if there is a machine available without going to the laundry, and does not ned to wait for their washing/drying, they can monitor the progress on the app. There is a small communal social space at Tennis Court, in the Green Community social room. This space is not in use at the moment, due to Covid. Signage is displayed in all blocks at regular intervals instructing one person per floor per staircase Signage is displayed in all blocks at regular intervals reminding people to maintain social distance. This is aimed at staff, students and all others site visitors. Daily cleans using Versan, a broad spectrum anti-viral chemical recommended by cleaning services takes place daily and is recorded via a checklist. These cleans cover all touchpoints up to but not including the flat front doors. All staff are made aware of this via the staff refresher training. All contractors and other regular site users (e.g. cleaning services) have been made aware of this via the site induction and asked to share this information with their staff working on site.  | 4 | 2 | 8 | 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 occurfor years | Expected to occurat least annually | Expected to occur atleast 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.