GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **Shackleton, Vale Village** | **Department** | **Student Accommodation, Campus Services**  | **Version / Ref No.** | **UoB V15****Completed 13.04.2021** |
| **Activity Location** | **Reception, Staff Areas and communal G/LG floor areas****Excluding accommodation, building specific measures – please see appendices attached for each accommodation building:****Appendix A – Aitken****Appendix B – Chamberlain** **Appendix C – Elgar Court** **Appendix D – Maple Bank****Appendix E – Mason****Appendix F – Shackleton****Appendix G – Tennis Court**  | **Activity Description** | **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.** **c.40 accommodation staff working in teams and shifts across 24/7/365****Building is open to members of the public to access, predominantly to use the shop facility. UoB Estates, Cleaning staff and external Contractors regularly attend site** |
| **Assessor** | **Julia Coverdale, Brendan Creaby****Building Manager: Louise Twigg** | **Assessment Date** | **29.07.2020 (Date of original RA in this format)****This replaces the Previous RA in place from April 2020.**  | **Date of Assessment Review** | **Next Review: 13.07.21** |
| **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 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisational | Psychological well being | Staff / Students | Anxiety and stress caused by concerns around working on site (staff) and Living or visiting site (students) | Regular communication is in place (individual and group) via team briefings, team emails, posters and signage, regular 121s and catch ups (staff), emails and website information (students)to ensure staff and students are not ill-informed about returning to work/study safely.Advice is shared with staff members and 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 team briefings, team emails, printed and displayed emails, posters and signage, regular 121s and catch ups and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx). This Risk assessment shared with staff, copies available at Shackleton reception and the corridor of the Shackleton Managers office and an electronic copy is available on the N:\Housing\Vale\Vale Risk Assessments 2021-22An electronic copy is also available at:<https://intranet.birmingham.ac.uk/staff/coronavirus/phased-campus-reopening-building-risk-assessments.aspx>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in this risk assessment and are disseminated to employees through Line Managers and shift/team leaders. 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* Shackleton Reception, Shackleton Ground and lower ground floor communal areas excluding all Catering controlled areas and excluding the estates team room/office.** **N:\Housing\Vale\Vale Risk Assessments 2021-22****(This completed Risk Assessment)**Occupied flat entry policy distributed 16.09.20, updated and distributed 14.10.20 and re-distributed 12.11.20. Instructs accommodation staff to enter occupied accommodation only in an emergency e.g. Fire alarm response**.**Void room water runoff policy amended 14.10.20 to remove the requirement to carry out run offs in a flat where a student is isolating. Mitigations put in place to manage the risk, without staff entry required. Fire alarm response policies amended 14.10.20. Temporary change to allow team members to wait until entry/exit points and stairwells are clear of evacuation students before they enter to assess the cause of the alarm.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 email correspondence, regular 121s. <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>Students are regularly sent up to date advice via UoB emails. Advice on intranet FAQs is comprehensive and is regularly updated. Student Services, Customer Service Managers and the Student Mentor Scheme are continuing work to identify and support vulnerable students. Students are identified to us in many different ways; Student Services/BIA/College inform us of a concern Security/emergency services inform us of an incidentFollow up to an incident reported within our teamFlatmate raised concernStudent tells us directly There are many other ways too, the list above is not exhaustive. Formal support offered is via the Student Mentor Scheme and/or Student Services and/or College Wellbeing Officers. Phone call or online check ins/chats, links to wellbeing information and internal and external support providers. Virtual events.  | 2 | 2 | 4 | No |  Updated Covid risk measures training Booklet (re-fresher training) to be written and distributed to team. To be distributed electronically and available as a printed version. To be completed by staff on their next shift on site once distributed. Records will be kept of completion.  |  |  |  | JC | 30.07.20 | Training distributed 31.07.21All staff on site completed training by 21.08.20Staff briefing document updated and re-distributed to all staff on 14.10.20(Previously referred to as refresher training)Staff safety reminder document distributed and displayed to remind staff of the main social distancing rules 07.10.20 |
| Organisational | Psychological well being | Staff | Anxiety and stress caused by concerns around working on site | Managers hold regular informal discussions with their team and look at ways to reduce causes of stress. This is done via regular 121s, informal catch ups, weekly management team meetings and general management daily activities. (There is always a Manager or Team Leader on Site daily). Concerns on workload issues or support needs are escalated to line manager. This is done via regular 121s, informal catch ups, weekly management team meetings and general management daily activities. 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.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.Note: there are currently no staff in either group within the team. Existing risk assessments including those for new or expectant mothers 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. Note: There are no staff based at the Vale Village who have a PEEP, there are presently no known expectant Mothers.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 either using the [University’s Covid-19 Return to Campus Discussion Form](https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx) or an alternative method whereby concerns have been formally recorded and where necessary an occupational health referral has been made using a standard Management Referral available via the HR Portal.Employees are made aware of supportive 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> | 2 | 2 | 4 | No | Existing risk assessments to be reviewed/updated/linked to this risk assessment  |  |  |  | BC | 30.07.20 | 29.07.20 |
| Biological | Virus transmission in the workplace |  | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Student Accommodation Staff and Reception Areas***has been completed to identify the control measures to consider reducing the risk of workplace infections.Staff work using the mixed model of site and home working (where possible) as agreed with line manager, in line with Government and University guidance. Some team rotas have been reduced, even where the role cannot be carried out from home. Standby shifts have been introduced in some teams, instead of all team members being on site. Managers/Supervisors ensure staff 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 or returning to accommodation. Staff made aware of this via all staff UoB staff emails, all accommodation staff emails. 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 working 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) will receive a building specific induction including information and on site induction. Schedules for essential services and contractor visits revised to reduce interaction and overlap between people and where possible building managers and occupants informed of when visits will take place and which services are being maintained e.g., carrying out services outside of main accommodation contract dates. Un-essential trips within buildings and sites discouraged and reduced e.g. Access to behind reception discouraged via signage, re-induction and managers. Plastic screens have been fitted to the reception desk. | 4 | 3 | 12 |  No  | Estates and Cleaning Services induction/walkarounds to be completed. Cinderella, GTH, Chiel, Murray and Willis induction/walkaround to be completed Accommodation Estates team to ensure all other contractors attending site receive a building induction/walkaroundPlastic Screens being fitted to reception deskPlastic screens being fitted between Managers desks in the main office New AV equipment will be fitted to Managers office meeting room to allow for prolonged working from home for Management team and ensure the meeting room capacity is not exceeded | 4 | 2 | 8 | JC | 30.07.20 | Accom Estates induction completed 10.07.20 (Rob Parkinson)Chiel induction completed 13.07.20(Andy Kemp)GTH induction completed20.07.20(Adriano Fiorletta)M&W induction completed13.07.20(Steve Francis)Cinderella induction completed 29.07.20 (Andrea)Plastic screens in Managers office fitted 28.07.20Plastic screen at reception fitted 03.08.20  |
| EnvironmentalEnvironmentalEnvironmentalEnvironmental | Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing  | StaffStudents ResidentsContractorsVisitors  | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Only work authorised and approved by the Government and University is permitted in University buildings.Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded including * Changes to core working hours E.g. Reception staff instructed to handover in person in 10 minutes maximum and then complete their shift and leave site (instead of a 1 hour handover period).
* Amended shift routines, staff handovers and team briefings. E.g. Reception staff instructed to handover in person in 10 minutes maximum and then complete their shift and leave site. Staff instructed to handover outside if that is possible and reasonable. Weekly Management meeting held virtually.
* 1 staff member per reception shift, instead of 2. The second remains at home on Standby or if required on site, will work from the back office or show flat in order to ensure distancing.

Room capacity signage is in place which confirms maximum capacity in small, enclosed spaces.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. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app. Procedure in place for dealing with instance of unexpected individual – refused entry if not booked in to complete a task or on shift. 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: Building checklist*** ***Student Accommodation Staff and Reception Areas***(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)). One-way flow systems implemented where possible/practical and visual aids, such as signage is used for maintaining social distancing 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 (CSM office). Display Screen Equipment (DSE) assessments reviewed and revised.
* Visual management aids in place to remind people of the need for social distancing, e.g. signage
* Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms e.g. meeting room
* Capacity limits have been set for common facility areas e.g. office kitchen and these are displayed on posters
* 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. Smaller kitchens use a one out one in policy. All users are encouraged to wash their hands before and after use. Additional signage for the correct method for handwashing displayed. All drinking water fountains have been taken out of use.
* Toilet facilities which are for single occupancy have a clearly visible lock displayed on the external door to indicate if in use.
* The large communal toilet facilities at Shackleton will not require queuing systems, communal urinals, sinks and hand dryers have been taped off and marked out of use as appropriate to maintain social distancing. Additional hand washing signage has been displayed

Clear method of socially distancing of staff and visitors in reception areas defined and implemented including:* Queuing systems
* 2m social distancing in waiting and reception areas

Visits from people visiting for business/contractors outside of the building are managed via remote connection/working where this is an option. Where this is not an option and only if the visit is essential, e.g. maintenance contractors, visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local supervising staff – Estates Management Team, and where necessary concerns fed back to the third party manager e.g. MHS visits – Estates Manager, Cleaner – Campus Services Cleaning Manager. All reception and queuing areas are :* Marked in areas to ensure social distancing is adhered to (lines on floor 2m apart) where not one way.
* Have a one way system where possible

Additional signage in corridors reminding staff/students/visitors about social distancingInformation provided and signage displayed encouraging people to use the stairwells rather than lifts unless they have difficulty using the stairs. The maximum occupancy of the Shackleton lift has been amended to 1 household at a time – Signage inside and outside the lift informs of this. Lifts are still to be used to move heavier / larger / hazardous goods as a planned operation ensuring no one attempts to use the lift at the same time. Staff trained to enforce this during refresher training. Buildings with a single stairwell or stairwells over 2m are separated down the centre to try and achieve social distancing. Building users using these stairwells have been informed to announce themselves prior to use and to keep to the left.The spiral stairs to the LG laundry have clear signage displayed to ensure one user at a time.Additional signage in stairwells reminding staff and students about social distancing.Regular hand sanitizer stations in place for staff/student/visitor useSocial gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings. Large gatherings including University events organised in public outdoor spaces have been cancelled or postponed or alternative IT solutions provided such as Skype/Zoom/Teams virtual meetings. (Critical Training courses may still be performed but only following the Government and University Covid-19 guidance.)Large gatherings including events in public outdoor spaces that are organised by the University that are unable to be provided by alternative IT solutions are only permitted with steps to mitigate the risk of transmission and in line with COVID-19 Secure guidance including the completion of a specific risk assessment. Managers perform frequent evaluation against social distances controls throughout the day. On site duty managers regularly visually assess staff behaviours. Staff are reminded regularly of the importance of social distancing both in the workplace and outside of it. Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should. Staff have all been asked to raise concerns immediately to management and immediately stop what they are doing if social distancing cannot be maintained. Only work authorised and approved by the Government and University is permitted in University buildings. Where the 2m social distancing guidelines cannot be followed in full in relation to a particular activity e.g. 2 person manual handling tasks, 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 providing sanitizer and surface cleaning products.
* Keeping the activity time involved as short as possible.
* PPE consisting of face masks and/or a clear visor that covers the face, and provides a barrier between the wearer and others, provided for staff 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). There are currently no tasks carried out which fit this category.
* Staff are requested to wipe down the surfaces they have been touching before and after moving equipment
* All staff have been issued an occupied flat entry policy, details on 2 person tasks are included on this policy.
* Using screens or barriers to separate people from each other
* All team members have been offered to be fitted with an FFP3 facemask by a trained face mask fitter.

Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside all University buildings at all times except where there is reasonable justification for not wearing them e.g. in single occupancy rooms, in multi-occupancy staff workplaces where there is over 2m social distancing between staff and good ventilation, where it impacts on teaching and learning activities or the ability to undertake strenuous or practical activities including participating in sports. 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.PPE is provided for first aiders. In the form of disposable gloves, visors and face masks. The taking of PPE home is not permitted.PPE is available for all staff who want to use it at any time. This is disposable gloves, facemasks and visors. Adequate training has been made on what PPE is available:<https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe><https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>Face coverings are mandatory for staff and students in most indoor areas across site from 01.09.20. These places are very well signed and an all staff email to confirm new requirement and date it begins has been sent 21.08.20Exceptions to the face covering requirement include:Inside every flat (students). There is no requirement to wear a face covering in your home. (All staff members are required to wear a face covering when inside flats at all times unless they are exempt). behind Shackleton reception – due to the Perspex screens in place and reduced rota in operation Shackleton Managers office – due to the main CSM office being fitted with Perspex screens and reduced on site rota, single person offices and the ability to remain socially distant. Staff room – Due to the low number of users of this area, low room capacities set and ability to maintain social distance. Individuals have been reminded through *an update to the all staff email* of how to use face coverings safely including the following:* 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
* avoid wearing on your neck or forehead
* avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus.
* change your face covering if it becomes damp or if you’ve touched it
* avoid taking it off and putting it back on a lot in quick succession (for example when leaving or entering buildings)
* continue to wash your hands regularly

When removing a face covering: * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitizer before removing
* only handle the straps, ties or clips
* do not give it to someone else to use
* if single-use, dispose of it carefully in a residual waste bin and do not recycle
* If reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric.
* Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitzer once removed.
 | 4 | 2 | 8 | No  | Guidance on action to be taken if a staff member falls ill at work to be updated Guidance on action to be taken if a resident reports having Covid symptoms but no test taken. To be updatedGuidance on action to be taken if a resident reports a positive Covid test to be updated PPE guidance to be included on staff re-induction Plastic screen to be fitted at reception Plastic screen to be fitted between Managers desks in Managers office  | 4 | 2 | 8 | JC | 30.07.20 | 30.07.20 |
| Biological Biological | Suspected case of COVID-19 Suspected case of COVID-19  |  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event 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 student appears unwell or makes comment to staff members that they are feeling unwell they will be asked to leave the building immediately, and to follow the University and Government guidance. 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. Stocks are checked regularly by reception and management teams.
* Management and Team Leader Team briefed on actions to be taken in the event of someone being suspected of having COVID-19. Staff aware via email, refresher training and regular 121s and catch ups. Alert Manager, managers follow guidelines.
* Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided.
* Employees 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 and 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 [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx).
* 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 (each flat is classed as a 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>Additional cleaning measures implemented including the daily use of Versan by cleaning services and the accommodation team – a broad spectrum anti-viral chemical. This is in use on all touch points across these areas. Pocket sized hand sanitizer stocked for staff to have on their possession at all times when working ‘on site’ for use when access to hand washing/sanitizing facilities are limited. Automatic hand sanitizer dispensers are in place in all buildings in public areas, across site. Reception team key handling guidelines include sanitizing keys when they are returned. This is done using a touch and wipe free sanitizer spray. Keys are handed over into a tray, so no touching is required. Reception visitor and key sign in processes revised to ensure contact is reduced. Reception sign in/ for keys on behalf of the visitor instead of the visitor signing themselves.Communal seating areas are comprehensively signed via signs stuck to tables, coffee tables and walls, instructing users to remain socially distant. Anti-bacterial wipe dispensers are located next to the table tennis table and signage instructs users to wipe equipment before and after useNon Essential flat visits are suspended. Where flat visits are essential and cannot be avoided, the Occupied Flat Entry Policy should be referred to, this has been shared with all staff via email. Where essential flat visits are continuing, staff and contractors are carrying PPE, wearing face coverings and are ensuring they ask the resident to leave the room/area they are working in. Relevant contractors paperwork is held by Estates, with Covid related RAMs. Staff are carrying pocket sized hand sanitizer and are encouraged to use it regularly. Residents are regularly encouraged to contact the reception team via phone call or email instead of visiting in person Catering areas including the shop have their own Risk Assessments and measures in place.  | 4 | 2 | 8 | Yes |  | 4 | 2 | 8 |  |  |  |
| Biological | Someone entering the workplace with COVID-19 |  | 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, these are held by Estates. 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 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> | 4 | 2 | 8 | No  | Paperwork to be requested and held by estates managers for:MHS/TennalsChiel GTHMurray and Willis Second ElementCentrica 2020All other contractors who request to access site | 4 | 2 | 8 | JC | 29.07.20 | Action Complete 22.07.20Paperwork confirmed:Chiel 13.07.20Anna ChranowskaM+W 13.07.20Adrian Jones 2020 Vision 13.07.20Julia Coverdale GTH 22.07.20Dan Holmes MHS, Second Element, Centrica and Maple Oak22.07.20Jason Taylor  |
| Environmental | Virus transmission in the workplace |  | 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 via comprehensive signage across site and are regularly reminded to 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 - reception area, loading bay, behind reception (for staff), Managers office, in all buildings across site In public areas where they will be seen. 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.To help reduce the spread of coronavirus (COVID-19) individuals are reminded via staff and student emails/intranet of the public health advice in the staff refresher training:<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 has been undertaken, cleaning products and disposable antibac wipes have been made available to all staff occupants, available at Shackleton reception and the Managers office and everyone has been briefed via the staff training, on the importance of keeping surfaces and work equipment clean. Sharing of equipment is restricted where possible and cleaned by the user before and after useObjects and surfaces that are touched regularly are cleaned frequently by cleaning services or accommodation staff using anti bac spray, or wipes, such as door handles and keyboards, and making sure there are adequate disposal arrangements.Internal doors that **are not** signed as fire doors (unless held open with a mechanical device) kept open whilst working to prevent multiple people using door handles. Use of hot desks and spaces avoided and, where not possible e.g. reception, workstations including telephones, keyboards and mouse are cleaned by the user between different occupants including shared equipment.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.Desk occupants clean their equipment regularly using anti bac wipes and/or spray.Sanitising facilities have been introduced at the Shackleton loading bay area for workers handling goods and merchandise. Non-business deliveries stopped, for example, personal deliveries to workers.Areas where people directly pass things to each other, for example keys, have been identified and ways to remove direct contact, such as using drop-off points or transfer zones have been introduced.Everyone is encouraged via staff training to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards etc. before after and during work. Sufficient storage for workers clothes and bags e.g. lockers are in place in the staff room and behind reception and staff encouraged to use them.Monitoring and supervision arrangements via regular management paperwork checks for the daily cleans and management visual checks for general guidance followinghave been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc.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 behind Shackleton reception 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. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Organisational  | Exposure to Existing Hazards |  | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measuresIncreased 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.PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored by regular reception staff stock checks to ensure suitable level of stock of certain PPE such as face masks etc. during this time due to global shortages. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted.Emergency Procedures reviewed and revised including:* **Communication**: people have been made aware via refresher training, an email sent to all residents and the accommodation pass (new student residents Sept 2020) 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 the impact of any Local or national Government requirements and 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.
* **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 accommodation management team to 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 Local or national Government requirements, have been considered, - slightly amended night team patrols have been introduced as the exit doors by the Melt now remain unlocked overnight.Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to lockdown.Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 especially during and Local or national Government lockdowns in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | 4 | 2 | 8 | No | Review of individual RAs required, update where necessary or include link to the RA.  | 4 | 2 | 8 | BC | 30.07.20 | 30.07.20 |
| Environmental | Inbound & Outbound Goods including Post |  | 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: * Pick-up and drop-off collection points, procedures, signage and markings revised.
* Unnecessary contact at delivery bay has been minimised e.g. non-contact deliveries where the nature of the product allows for use of electronic pre-booking.
* Methods to reduce frequency of deliveries in place - ordering larger quantities less often.
* 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 when more than one person is needed.
* Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents.
* Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer has been avoided.
* Where possible all deliveries are stripped of all packaging (which is disposed of).
* Hand washing/sanitizing procedure in place after handling all deliveries.
* Hand sanitizer station has been fixed in place at the Shackleton loading bay
 | 4 | 2 | 8 |  |  |  |  |  |  |  |  |
| 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 outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place (keep 2m apart).There is signage throughout communal and staff areas advising staff/students/visitors to wash their hands regularly and not to touch their face.There are designated doors for access – left hand double doors as you approach front entrance to reception and designated doors for egress – left hand doors as you leave reception area - and one way systems are inforce in the building where possible, with the exception of disabled access limitations. Signage in place to confirm this. Area access control is used during busy spells in areas of the building i.e. one out one in. This is managed by Catering – separate RA. Access and egress from reception area is monitored by reception teams to ensure it is followed. | 4 | 2 | 8 |  |  |  |  |  |  |  |  |
| Organisational | Travelling to work |  | Exposure to respiratory droplets carrying COVID-19. | Workers encouraged to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc. Where staff are not able 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://www.gov.uk/coronavirus>https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx | 4 | 2 | 8 |  |  |  |  |  |  |  |  |
| Organisational | Driving at work |  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Non-essential travel is not permitted during the National lockdown period and is minimised at all other times – remote options considered first. One person per vehicle policy put in place. Alternative solutions to two-person delivery have been put in place including delayed delivery of large items or using an alternative method, for example, mechanical / material handling equipment or the use of 2 vehicles together.Journeys will be scheduled and delivery/collection times to reduce contact with others.Shared vehicles are frequently cleaned by vehicle users including between shifts or on handover. This includes cleaning of objects and surfaces that are touched regularly, such as door handles and vehicle keys, and adequate disposal arrangements are in place.Sufficient quantities of hand sanitiser /wipes are retained within vehicles to enable workers to clean hands after each delivery / drop-off.Staff are encouraged to wash hands before boarding vehicles. | 4 | 2 | 8 |  | RA to be updated if second vehicle in use becomes unavailable  |  |  |  | JC | If Necessary |  |
| Environmental | Ventilation |  | Exposure to respiratory droplets carrying COVID-19. | All ventilation has been serviced as required. All filters have been changed as required. Ventilation systems will be maintained in line with planned and preventative maintenance schedules. General considerations reflected on during reopening of the buildings in relation to the Ventilation and fresh air to occupied spaces. Core strategy based on ‘CIBSE Covid-19 Ventilation Guidance’, REHVA guidance, other industry and HSE guidance. <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>The guidance is constantly under review by the University’s Estates as SARS-CoV2 transmission routes become more clearly defined, and any updated recommendations assessed and implemented where relevant to University systems. CIBSE Covid-19 Ventilation Guidance  <https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ> Ventilation systems are monitored in most cases by building management systems that will raise a fault alarm to Estates automatically. Building users are encouraged where possible to ensure windows are open. | 4 | 2 | 8 |  |  |  |  |  |  |  |  |
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**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.