GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | | **University of Birmingham Campus** | | | | **Department** | | | | **University of Birmingham Guild of students** | | | **Version / Ref No.** | | | **V8 updated 19.01.21** | | | |
| **Activity Location** | | **Guild of Students building** | | | | **Activity Description – student Union** | | | | **COVID-19: Building Risk Assessment**  **This building risk assessment has been conducted for restricted access with reduced building maximum capacity of 906, should the building be open in semester 2 and the content should be seen in this scenario.**  **Guild staff are working in the building at least for part of each week and a weekly rota is completed by managers. Joes bar is operational, and some Franchise outlets. Student group areas and meeting rooms are being used as per guidance and requirement, they are generally closed but plans to reopen some areas in under ongoing consideration (pending continuing government advice and restrictions), and appropriate guidance and support for student groups has been developed, in preparation for this outcome The meeting room’s protocol is a continuing reference when a decision to use a particular room is approved by Guild Emergency Management Team (GEMT).**  **This assessment has informed the Building Operations & related Guidance documents for managers, staff and students which is available on people HR. All Guild commercial operations will use this risk assessment as a guideline to develop their industry standard COVID-19 risk assessments before being signed off by GEMT. This risk assessment will inform all other risk assessments which will be carried out for Guild activity throughout the period of the Pandemic**  **Guild Emergency Management team (GEMT) meet regularly in this ever changing situation and this assessment guides and reflects their decisions, and their activity leads to updates to this assessment and separate additional guidance for managers and staff as required under different scenario planning is issued. This RA must be seen in this context.**  **At this time the new variant of COVID-19 is taken into consideration and strict 2 metre distancing will be observed and implemented. The use of face masks throughout the building will occur unless in single occupancy areas and these areas strictly observed with no visitors permitted. The building is set up to maintain 2 metres social distancing throughout.**  **Current Building status, January 2020 – “Standby” and the building is closed to students – GEMT are following the advice of the Estates department and supporting necessary work and inspections as required from their weekly lists.** | | | | | | | | | |
| **Assessor** | | **Mike Carolan** | | | | **Assessment Date: version V7.** | | | | **148h July 2020** | | **Date of Assessment Review** | **12th January 2021** | | | | | | |
| **Academic / Manager Name** | | **Jo Thomas** | | | | **Academic / Manager Signature** | | | | **\\guild.local\gos\SMT\Homes\J.Thomas\Documents\People\CEO\SignatureJo Thomas 001.JPG** | | | | | | | | | |
| 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 |
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| ional | Staff well being | | Staff / Student staff | Anxiety and stress caused by concerns around returning to work and studies on Campus | New workplace/controls in place to reduce risk of exposure to COVID 19 through contact with staff or students. These are documented in procedures and policies and disseminated to employees through Line Managers. University documents relating are as follows:   * ***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 is available through people HR.***   Our training provider, IHASCO have provided a course that all core staff have completed.    [https://www.ihasco.co.uk/courses/detail/returning-to-work-covid-19-training](https://webmail.guild.bham.ac.uk/owa/redir.aspx?REF=Y5sAjgpTMWflqrXz0Wm5rKOJijaO48Nic_4zBHH4OWgMxc_FYyrYCAFodHRwczovL3d3dy5paGFzY28uY28udWsvY291cnNlcy9kZXRhaWwvcmV0dXJuaW5nLXRvLXdvcmstY292aWQtMTktdHJhaW5pbmc.)  Line Managers are aware of how significant changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing. HR will lead on a number of staff wellbeing initiatives and support to help managers manage this effectively. This support is continuing and ongoing through the period of the pandemic.  In partnership with Endsleigh Insurance the Guild is providing access to an employee assistance programme (EAP). Powered by Health Assured. Staff have been informed how to access this service in staff communications dated 11.12.202.0  <https://www.hse.gov.uk/stress/>  Guild Emergency Management Team (GEMT) ensure clear, consistent and regular communication, via updates from Guild CEO, and this is provided to all staff to improve understanding and consistency in this continuing new way of working. Building Operations & related Guidance documents issued on Friday 18.09.20 continues to be a main reference point for managers throughout the period of the pandemic.  Line Managers will continue to support GEMT in preparing the building for opening and to ensure everything is in place to reassure their staff teams on an ongoing basis, and to provide the best support for students through semester 2.  Advice is shared with staff in weekly updates from CEO to ensure they are kept up to date with the most current advice on working practices and building usage. All updates from University internal communications is shared with all Guild Management team. This is continuing through the period of the pandemic.  The latest version of the COVID-19 Risk assessment is available on People HR and shared with Guild Emergency Management Team (GEMT). | | 4 | 2 | 8 | | YES |  | |  |  |  | Facilities Manager, HR Manager/GEMT/line Managers | Ongoing. | Y |
| Organisational | Staff well being | | Staff | Anxiety and stress caused by concerns around returning to work on Campus | All Managers hold regular informal discussions with their team and look at ways to reduce causes of stress in their regular 1-2-1, s and in their wider team meetings.  Concerns on workload issues or support needs are escalated to line Manager, senior Manager and CEO, and suitable outcomes agreed  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. Any discussions that lead to mitigations will be discussed and signed off through meetings with HR.  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, and/or enhanced protection in the workplace. Any decisions will be in full consultation with HR and approved by CEO.  <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>  Employees are made aware of continuing supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line Managers and HR. The following University of Birmingham webpages are useful as reference and guidance to support internal Guild processes:  <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> | | 4 | 3 | 12 | | No | 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. | | 4 | 2 | 8 | Facilities Manager/ HR Manager/ line | As it is required |  |
| Biological | Virus transmission in the workplace | | Staff & Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Building checklist for the Guild building***has been completed to identify the control measures to consider reducing the risk of workplace infections. This document supported the preparation of the building for opening in semester 1 and will be a consistent reference point throughout the period of the pandemic and for the preparation of the opening of the building again in semester 2.  Staff are rotating Guild/remote working in line with home working policies and procedures and government guidance. Line Managers to ensure sufficient staff in the building to meet its operational responsibilities of students returning particularly the emergency policy. There will be weekly communication with the Facilities Manager to ensure evacuation responsibilities are covered, and staff responsibility each day will be on the weekly rota in yellow  Ensure staff with any form of illness do not attend work until the illness has been verified as not being Covid-19, as per the guidance issued to managers by HR.  Posters are displayed that encourage staying home when sick, including cough and sneeze etiquette.  Reception staff have been briefed on how to reduce the risk of onward transmission on their first day of return (as per estates guidance on page 12 of social distancing document – this is available through the Facilities Manager) and these briefings will continue regularly throughout the pandemic, for new staff  Line Managers will work with HR to keep track of when staff can return to work after the symptom free period.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., carrying out services out of hours (before 10 am and after 4pm or at weekends) where this is practicable. If not effective controls and segregation in place. Facilities Manager to work with Estates to ensure this is ongoing – Estates maintenance officer has been reminded that the team and contractors need to sign when they are in the building through the Facilities office for effective track and trace. Estates maintenance officer will send weekly updates on planned activity in the Guild building to the Facilities manager, who will then mange that interaction week by week  Non-essential trips by Guild staff within the building and University sites are discouraged and are reduced, e.g. access to some areas restricted, use of radios or telephones encouraged ensuring cleaning them between uses. This is part of the building operations & related guidance document. | | 4 | 2 | 8 | | Yes |  | |  |  |  | Facilities Manager, Estates, HR Manager and line Managers. | Ongoing. |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | | Staff & Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Only essential work authorised by the Government and the Guild will be permitted in the building – all activity to be signed off by GEMT, and mangers informed as required.  Changed workplace routines and reduced room/building capacity to maintain two metre social distancing will remain in place during semester 2 under the direction and management of GEMT, details are listed below: -     * Only conduct essential/operational critical work in the Guild building – to identify good mix of what can be done remotely and what needs to complete in the office and how to maintain two metres at all times * Most office space is single occupancy except in large spaces where more than one person can work but with workstations taken out of use to maintain social distancing. In some cases, additional space will be provided if it is felt that will help a department to work safely. These are signed off by GEMT if required * Where staff share the same office but its deemed single occupancy suitable measures are in place to support rotation of staff so that they are not in the office at the same time. * Signage is installed and maintained on all office areas. Additional space has been used as follows; Tolkien Room (additional office space) and Basement rehearsal space (storage for excess furniture removed from other areas). Some of the former franchise areas on ground floor now as storage areas and this has been agreed between the University properties manager and the Guild. * Departmental Managers stagger staff breaks, lunch entry and exit time. * Core working hours reflect the critical work requirement of the organisation and the reduced capacity of the offices and home working capacity. This will be reviewed week by week in line with detailed plans for providing services to students in semester 2 as agreed by GEMT and in line with government advice. * Guild staff work will be discouraged from meeting in person across departments (using online capability instead). * Departmental work required will be carefully managed using groups to reduce contact between employees to avoid or minimise risk of contamination. This will be overseen by departmental managers who will support weekly rotas issued for completion by HR. * Building capacity reduced and appropriate queuing management in place, including the use of A4 frames, tensa barriers and routes clearly marked at two metre distances.   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 by departmental Managers. The Guild will work closely with the University on our joint commitment to trace and trace.  ***Building access control***  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 for the Guild of Students.***  (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. This applies to Joe’s bar, which is open to students and operational on an ongoing basis. Cleaning & Venues staff are asked to use radio contact and not shout instructions to each other.  Two-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining social distancing throughout the building/workplace and in Joes bar.  Arrival and departure times at work to be staggered to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics Opening hours are set by GEMT as required. As a general guide the main building is open from 7am-6pm. Joes bar from 12-10pm (or according to government instruction) Offices area available from 9am each day unless through prior agreement. Thereafter new semester changes to opening times to suit provision of services to students- these will be agreed by GEMT each week following assessment of the previous week’s activity and/or the latest government advice and instruction.  Staff activities are segregated to promote social distance including:   * Work stations: Room capacity reduced and some desks taken out of use to maintain social distancing. * Areas of work marked out with signage to ensure adequate social distancing is in place, and to remind people of the need for social distancing, * Where public spaces and staff spaces roll into one tensa barriers and staff only signage will remain in place to inform visitors and students that they cannot enter the area * Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site. * Where available outside areas used for breaks. Mermaid square is set up daily for social distancing and furniture is not moved once set up. * Staff room areas have been assessed in accordance with government guidance and tables/seating from these areas moved to create social distancing. Strict signage is on all entry doors stating the capacity, and these are checked during daily servicing to ensure they remain in place. * Avoid large groups congregating by staggering shifts and breaks in general. Managers are responsible for managing rotas and encouraging staff not to congregate. * Kitchen use is a one out/ one in policy. Hydro boils are in use with sanitiser available and staff encouraged to use it after touching any frequently used surfaces in the kitchen. * All users are encouraged through appropriate signage to wash their hands prior to using equipment (kettle or hydro-boil) and to wash their hand before and after use. Additional signage for the correct method for hand washing displayed. * All drinking water fountains will be marked “out of use” for the foreseeable future on Estates advice. * Sanitiser and antiviral wet wipes are available in all staff rooms and staff encouraged to use it after using furniture or if they have touched other surfaces in the area. * Regularly touched items will be frequently cleaned each day by the cleaning team, working to an agreed daily checklist, which are signed off by cleaning staff and returned to the Facilities office; but this will not avoid the absolute need for good hand hygiene by everyone using the areas. Staff continue to clean their own personal work stations with the antiviral wet wipes provided by Facilities. * Toilets -Social distancing is marked on the corridor floor prior to entry and refuge areas for waiting when WCs (toilets) are occupied. Any smaller facilities have a one out one in policy. Additional signage placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for hand washing prior to and after use. Building users are reminded to leave the facilities in a respectable condition with daily cleaning /checks in place * Signing in system is established. Staff have been asked to contact reception by email when they arrive/leave each day and this is recorded on a spreadsheet which can be viewed in an emergency situation. * Facilities Manager will work with Estates to compile an accurate list of activity by maintenance staff and contractors working on their behalf – this list will be kept in the Facilities office for 21 days. * Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option visitor arrangement have been revised to ensure social distancing and hygiene at all times. And by appointment only. * Reception areas clearly marked to ensure social distancing in all waiting and reception areas. * These measures above will be monitored by the Facilities Manager on a daily basis and where necessary concerns fed back to the appropriate person or team.   **All corridors are:**   * Marked at appropriate intervals to ensure social distancing message is clear and is adhered to. * All corridors will be a two-way system unless otherwise stipulated by GEMT for particular situations. * Corridors that are 2 m wide have a two-way system of use, people using the corridor must stay to their left and signage has been installed to encourage this. * Corridors that are less than 2 m wide will have a bi-directional system in use, people using the corridor must stay to their left and give priority to passer-by in accordance with signage. * Additional signage has been installed in corridors reminding staff and visitors about the importance of social distancing * Strictly no congestion allowed – staff encouraged to use these spaces as access routes and not as areas where discussions with others take place. This has been discussed with Managers, and the Facilities Manager is monitoring this and will have further supportive discussions with Managers if required * Masks are now worn in all areas where 2 metres is not guaranteed and there are signs on all entrances requesting that staff and visitors wear masks in the Guild building.   **Lifts:**   * Information provided and signed displayed informing people to use the stairwells rather than lifts unless they difficulty using the stairs. * The maximum occupancy of the lift has been reduced to one in one out and social distance marked on the floor. Appropriate signage is on all lifts. * Lift areas are cleaned daily and frequently touched items are cleaned throughout each day. * Lifts are still being used to move heavier/larger goods as a planned operation and staff involved should ensure access to the lift is prevented until the equipment has been moved (ideally this will be completed in quiet periods such as early morning)   **Stairwells**   * Signage applied to stairwells instructing staff & visitors to give way and to staff left. * As designated stairwells for going up and a designated stairwell for coming down is not feasible in the Guild, a system will be enforced to only permit travelling in one direction at any one time and signs stating one person at a time in a stairwell are installed * Staircase 2 at the entrance to the Guild building off the front car park is a one-way system as the design of the staircase makes this appropriate. * Additional signage in stairwells reminding staff about social distancing. * Strictly no congestion allowed – staff encouraged to use these spaces as access routes and not as areas where discussions with others take place. This will be discussed with Managers regularly   **Generally COVID-19 is under the direct management of GEMT with general advice to date as follows;**   * Social gathering amongst employees will be discouraged whilst at work including meetings where alternative arrangements have been provided and working effectively since lockdown will be used in the first instance e.g. virtual meetings. * Reception areas have screens installed and stand here signs on the floor. The area behind the desk is strictly for staff only, signage has been installed on the doors to discourage unauthorised entry, and staff have been encouraged to politely ask visitors to stand back from the screens. * Reception areas have strict 2M distancing and queuing systems in place * Managers and staff to consider open air meetings if the weather allows * Large gatherings have been cancelled or postponed or alternative IT solutions provided. * Line Managers will perform daily frequent evaluation against social distances controls. There will be weekly evaluations by the Facilities Manager. * Staff are reminded regularly of the importance of social distancing both in the workplace and outside of it. * GEMT will continue to monitor University and government advice throughout semester 2 and make adjustments accordingly. * Study space management – Reception will monitor the space daily to ensure it is not overcrowded and any issues will be reported into GEMT * As above for social space particularly in the reception area.   Mitigating actions taken include the following:   * Further increasing the frequency of toilet areas and general surface cleaning throughout each day working to agreed checklists – cleaning team leaders will work with the Facilities Manager and discuss on a week by week basis. Further resources will be considered should it be felt that is required as the building gets busier or if GEMT agree to open up more spaces such as meeting rooms or student group spaces,. * Dilute ventilation at all times is encouraged – open windows. * Using screens or barriers to separate people from each other – some agreed locations for screens and barriers have been implemented, and further screens can be added if deemed appropriate by GEMT. * Using back-to-back or side-to-side working (rather than face-to-face). * Significant furniture reduction in the building has taken place to facilitate social distancing and all areas are being monitored by Facilities. * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others). * Re-engineering the activity if practicable. * Sanitiser widely available throughout the building in 43 agreed locations. * Hygiene guidance for staff and visitors is given via signage in all wash rooms such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands * All meeting rooms and Student groups’ areas in the Guild are currently not being used. This is expected to remain the case for the foreseeable future. GEMT will continue to monitor and review this decision. * Strictly no working in close proximity to people is permitted without the approval of GEMT who will assess appropriately how this can be done in line with guidance from the government or suspend the activity if it can’t meet such guidance.   All future activities will be risk assessed by the staff lead responsible and forwarded to their senior Manager, line Manager and the Facilities Manager 10 days in advance, the assessment will state whether PPE is required and will specify the type of PPE required. In these cases, PPE will be provided for individuals. (The taking of PPE home is not permitted under any circumstances. When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial except for the activity it has been assigned to.  Multiple use of workstations by Guild staff are discouraged and must be kept to a minimum. If it needs to go ahead it must have a strict risk assessment, a recordable enhanced cleaning system and the activity must be signed off by GEMT and/or a senior Manager for a defined period only. Each time it’s required a new risk assessment must be produced and signed off as above. Near miss reporting will be strongly encouraged where controls are not being followed  Public workstations are all deemed out of use, and signed appropriately.  PHE quick guides for correct donning and doffing of PPE for [non-AGPs.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) has been utilised for examples in best practice for putting on and taking off (donning and doffing).  Face coverings are not PPE – they are required to be worn in the Guild building where two metres is not possible. Staff are encouraged to have their own personal face masks, Face masks will be made available by Facilities should staff forget their own mask.  When wearing a face covering managers should ensure that all their teams do the following :   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on * 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 the 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 and entering buildings)   When removing a face covering:   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser 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 sanitiser once removed   In addition Managers should ensure that if PPE is required then adequate training has been provided on what PPE is required i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing. Government advice is followed:  <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> | | 4 | 2 | 8 | | Yes | All in place as agreed with line Managers | | 4 | 1 | 4 |  | Ongoing |  |
| Biological  Biological | Suspected case of COVID-19  Suspected case of COVID-19 | | Staff | 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 to managers and includes:   * If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to Guild & University guidance 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) and includes:   + Where possible the area will be closed and secure for 72 hours, before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours. Should this not be possible GEMT convenor will contact the Facilities manager who will arrange a full deep clean under full PPE protection, and confirm when it is finished to the convenor for the area to be reopened.   + Cleaning an area with warm soapy water followed by a disinfectant, after someone with suspected COVID-19 has left will reduce the risk of passing the infection on to other people   + Disposable gloves, masks and aprons will be worn for cleaning. These will be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished   + Once symptomatic, all surfaces that the person has come into contact with will be cleaned (including touch points) * Provision and monitoring of adequate supplies of cleaning materials are in place. * The cleaning Team will be regularly briefed on actions to be taken in the event of someone being suspected of having COVID-19 and their agreed response will be carried out under the supervision of the Facilities Manager. * Staff instructed to tell their line Manager if they develop symptoms, and they will work closely with the HR department. Absence will be managed in accordance to the Guild & University guidance provided and fully recorded GEMT informed. * Employees to follow the Government advice: <https://www.gov.uk/coronavirus> * Line will maintain regular contact with staff members during this time, in accordance with the Guild’s sickness guidance and monitor for signs of symptoms in the remaining workforce and keep their senior informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/coronavirus> * 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 Guild & the University manage the outbreak. The Guild will seek advice from the University and 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   + They are a member of the same household as someone who has symptoms or has tested positive for coronavirus?   + They 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> | | 4 | 2 | 8 | | YES |  | |  |  |  | HR Manager/ Facilities Manager/ | Ongoing |  |
| Biological | Someone entering the workplace with COVID-19 | | Staff & Students and Contractors | 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 are requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.  Guild departments will be working with the Guild’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 and to discuss arrangements and control measures throughout the period of the pandemic.  Anybody visiting site will be informed prior to their attendance that they are not to enter the Guild if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines. Staff leads responsible for arranging visits from external groups or people are responsible for ensuring this is communicated.  If a visiting person becomes unwell in the Guild building with suspected COVID-19, they will be sent home in accordance to their company’s guidance. Lead Guild Manager responsible for the visit will follow the NHS Test and Trace workplace guidance for any Guild or University staff that may have come into contact with them, informing GEMT: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | | 4 | 2 | 8 | | YES |  | |  |  |  | Line Managers | Ongoing |  |
| Environmental  Environmental | Virus transmission in the workplace through ineffective personal hygiene  Virus transmission in the workplace through ineffective cleaning and or lack of inspections  Virus transmission in the workplace through a building that has not been prepared properly | | Staff & Students | 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 floor  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 via appropriate signage 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/>  Posters are displayed around the workplace including toilet facilities and staff rooms promoting good hand hygiene. It is referenced in the Building Operations & Related guidance document  Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building and in other areas where they will be seen and used especially by visitors. Locations of all sanitiser stations have been agreed with University Estates and are being monitored by Facilities team, to ensure consistent location and that they are always full  Containers of sanitiser will be securely stored in the cleaning stores – due to its alcohol content they will be stored in the cabinet designed for flammables and not held in large quantities. All related H&S documentation has been received from creative media and is held in the Facilities office.  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 agreed locations to enforce this important message.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded of the public health advice in regular staff updates from CEO:  <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 anti-viral wipes are available to all occupants and everyone briefed on the importance of keeping surfaces and work equipment clean. Facilities Manager continues to work with each departmental Manager and agree how the department can support the cleaning service on an ongoing basis, and to ensure good standards of housekeeping.  There will be daily inspections of the building by the cleaning team leaders and these will be recorded and kept in the Facilities Office. Furthermore, the list of frequency touched items for cleaning throughout the day will be carried out and signed by the staff member and given to the Facilities Manager.  Guild internal cleaning services to follow approved daily cleaning rota ensuring all areas (office, corridors, staircases, kitchen and toilets) are thoroughly cleaned and sterilised before Guild staff come in at 9am.If Staff wish to come in earlier this will need to be agreed with the Facilities Manager so the area can be cleaned but offices are a priority and are cleaned first.  A full list of regularly touched items has been made available to the cleaning team to be cleaned on a rotational basis throughout each day – Facilities Manager will discuss flexible working and shifts with the team and review month by month or as required by the situation.  Regular cleaning of frequency touched items will be carried out by internal cleaning team each day – an appendix to the cleaning specification has been drawn up to avoid any confusion (this to include the list of items and how they are cleaned and the frequency on a rotating basis throughout the shift). Facilities Manager will have regular discussions with the team to ensure any new practices are carried out.  Guild internal cleaning service SLA will be displayed in the Facilities office, and all cleaning cupboards.  All entry/exits points will be closely managed, where possible they will be permanently open when weather permits (glass lobbies and retail area) – where it is not feasible high frequency of cleaning will take place particularly in relation to frequently touched areas like push plates.  There is limited or restricted use of high-touch items and equipment, for example, printers, public computers When these are used staff will be encouraged through appropriate signage to ensure they use sanitiser after each use in addition to regular cleaning of these items.  Sharing of equipment is restricted where possible, and cleaned / disinfected before and after use by the users as directed at point of use. Where this has to happen there will be strict cleaning regime in place and it must be approved off by a senior Manager.  Objects and surfaces in each department that are touched regularly are cleaned frequently by departmental staff, such as door handles and keyboards, and making sure there are adequate disposal arrangements nearby – Facilities Manager to work closely with departmental Managers and support them through the cleaning team. Antiviral wipes have been issued to each individual staff member and staff are encouraged to ask Facilities for additional wipes if required.  Most of the Fire doors are held open linked into the fire panel. Internal doors that **are not** signed as fire doors (unless held open with a mechanical device) should be kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles.  Use of hot desks and spaces avoided in most cases and, where not possible e.g. training, all equipment is cleaned between different occupants including shared equipment and individual sanitiser available.  There is clear desk policy in place to reduce the number of personal items on desks and work benches to be practiced when the space is in use or not in use. Facilities Manager is working with departmental Managers to ensure this remains in place into the future and throughout the pandemic.  There are cleaning procedures for goods and merchandise entering the site. Greater hand washing and hand washing facilities is available for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries will be strongly discouraged, 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 where sanitiser is available and items placed on a table for collection.  All staff to be encouraged by Facilities manager 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 each day.  Staff encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc. and to not leave them lying in sinks but to keep them secure in their own work spaces. Hydro boils are be available.  Guild office Staff are encouraged not to use their own workspace to store personal belongs. Cleaning and Venues staff to use the lockers provided.  All staff have been issued with personal hand sanitiser spray bottles and it will be strongly encouraged that all Guild staff carry it at all times whilst at work and use it after touching potentially contaminated communal points and the line will monitor compliance. It is accepted that staff may prefer to use soap and water only. Facilities manager will manage stock levels of this item throughout the period of the pandemic.  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, furthermore to discontinue using whatever is causing the issue.  All 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). (This to apply to any department using chemicals). The COSHH risk assessment has been reviewed and operational and it is available through the Facilities Manager.  All Guild staff are encouraged to avoid direct personal contact with others i.e. shaking hands or entering someone’s personal space etc. and there is extensive signage around the building to promote this. | | 4 | 2 | 8 | | YES |  | |  |  |  | Facilities Manager | Weekly checked by the Facilities manager |  |
| Organisational | Exposure to Existing Hazards | | Staff & Students | Increased risk of harm due to controls included i risk  assessment & safety arrangements affected by COVID-19 measures.  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 are amended to ensure that they take into account the impacts of social distancing and other COVID-19 counter measures. Staff leads will refer to this assessment for guidance. This to be regarded as an ongoing process. Generic risk assessments such as the general Guild building assessment are being reviewed by the Facilities Manager on an ongoing basis for the foreseeable future. This is a dynamic process in an ever changing situation and must be closely monitored by GEMT.  PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks or hand gloves etc during this time due to global shortages. Individuals are responsible maintain their own equipment in a sterile condition. The taking of PPE home is not permitted. Guild will follow Government advice on the correct use and requirements for wearing face masks in public spaces and advise staff as required.  Emergency Procedures reviewed and revised and emailed to all staff including the following:   * **Communication**: people are made aware on induction that in an emergency, for example, an accident or chemical spillage or fire, people do not have to stay 2m apart if it would be unsafe and to accept that in an emergency COVID-19 signage is over ruled * **Fire procedures:** All Guild staff are trained Fire wardens - fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. There are not any 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, whilst maintaining 1 metre social distancing. A COVID-19 update will take place at the next H&S meeting on the 21.01.2021 where internal discussion and approval will take place for all actions taken in relation to the building since the last meeting in November 2020. * **Guild’s emergency;** procedure will be adjusted if any decisions regarding the building affects normal movement or escape. It is hoped to minimise changes to how the building normally operates by maintaining two way systems and an effective signage plan. Facilities Manager continues to work closely with departmental Managers and agree small tweaks that are required as a result of staff working remotely for part of their week – this to ensure no decisions taken compromise fire safety in any way. If Facilities Manager has any concerns he will raise them in the regular GEMT meetings. * In view of staff rotating between office and home working there is a weekly review of Fire Marshal cover by the Facilities Manager working with departmental managers. In addition a weekly rota is established indicating who is in the building on a particular day. * There is a separate reduced fire evacuation procedure should the building be opened on less than 50% capacity involving Facilities, Venues and reception. Should this occur suitable communication to all mangers will be sent by the Facilities manager indicating that the reduced fire evacuation procedure will operate indicating the likely period of its duration? * **First Aid:** Each day the nominated First aider will be from Facilities and Venues, 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 is up to date. Facilities Manager has communicated directly with Guild first aiders and these communications will be updated as changes occur so that first aiders are fully informed at all times. * **Hygiene in First Aid situations:** Washing facilities with soap 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.   Facilities Manager will monitor First Aid provision on a week by week basis to ensure the Guild is covered each day. Should there be any concerns the Facilities Manager will carry out a dynamic risk assessment and identify how First Aid will be provided and inform GEMT to seek approval for any changes made to normal provision.  Security implications of changes made to operations and practices in response to COVID-19, have been considered. GEMT continue to review on a regular basis.  Business continuity and disaster recovery plans under review and will be updated based on COVID-19 implications including Contingency plan in place for possible switch back to national or local lockdown, should that occur between now and Christmas 2020.  Life-saving rules, will continue to be governed, enforced and communicated to all during COVID-19, especially during any local or national lockdowns. In particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. Where H&S is concerned, we are all Managers and that messaged will be regularly enforced particularly at management team meetings. Staff are aware of the reporting processes and these have not changed but messages will be reinforced as staff return as part of the regular briefings by the CEO | | 4 | 2 | 8 | | YES |  | |  |  |  | Facilities Manager/ line Managers | Ongoing. |  |
| Environmental | Inbound & Outbound Goods including Post | | Staff Students and visitors | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the Guild so that social distancing can be maintained at all times has been considered and a protocol has been established and shared with Managers to include:   * Limited pick-up and drop-off collection points at reception, procedures, signage and segregation required. Reception team to manage and discuss any issues with the Facilities manager. In the mangers absence cleaning team leaders will support * Unnecessary contact at loading 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 but Managers to consult with their Senior Manager particularly on the management of budgets and the storage space required for additional stock, as storage is very limited. * Where possible and safe, single workers load or unload vehicles or if not possible the same pairs of people, with additional mitigating measures including the wearing of face coverings, are used for loads where more than one is needed. * Guild staff leads to contact companies to encourage their drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing access or egress. * Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents that normally would need to be signed. * Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer to be largely avoided. * Where possible all deliveries are stripped of all packaging (which is disposed of by the delivery company). * Strict hand washing procedure in place after handling all deliveries, and staff regularly reminded of the importance of good hand hygiene. * Sanitiser readily available where deliveries arrive at reception and the loading bay, or if a large delivery is being processed by a Guild team before it is sent out to students then sanitiser is available in the area where this work is undertaken. * Staff encouraged to not have personal deliveries sent to the guild building and line Managers will monitor this during the period of the pandemic. | | 4 | 2 | 8 | | YES |  | |  |  |  | Facilities and reception | Ongoing. |  |
| Environmental | Virus transmission outside of the workplace | | Staff | 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 will be signage installed to warn all prior to entering this building social distancing is in place and to please abide by it.  There is signage in all toilet areas advising staff to wash their hands regularly and not to touch their face (particularly mouth, nose and eyes).  Clear protocols for entering and exiting the building will be in place and regularly reviewed in a changing situation. This will be managed by effective signage and by using the building as it is designed – reviews on a weekly basis by Facilities/Venues to assess its effectiveness and reported back into the GEMT meetings, with changes as appropriate or required  Clear communication and contact between the Guild and all franchises operating in the building ensuring that both operations are in sync particularly around queues, and that any close periods are effectively managed to ensure areas are closed down safely  Guild have seek ongoing guidance from the University’s properties Manager, and he is communicates with all franchises on the Guild’s behalf. Facilities Manager is supporting the Director of Engagement to monitor on an ongoing basis to ensure franchises are supported throughout the period of the pandemic. | | 4 | 2 | 8 | | YES |  | |  |  |  | Facilities Manager / Estates | Ongoing |  |
| Organisational | Travelling to work | | Staff and Others | Exposure to respiratory droplets carrying COVID-19. | Non-essential travel is not allowed in local or national lockdowns and is minimised at all other times, and remote options considered first but keeping in mind operational responsibilities of all Guild departments particularly the provision of first aid and emergency evacuation in an operational building.  Facilities such as the bike-racks are provided to help staff walk, run or cycle to work where possible.  Signage in the Guild car park reminding staff and visitors of social distancing and to act with care and attention to others in a very tight situation.  Staff advised to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc. Where staff have not able to avoid public transport, they do so in accordance with Government and University Guidance and wash their hands as soon as they arrive at work before entering their workplace:  [https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers](https://webmail.guild.bham.ac.uk/owa/redir.aspx?REF=QbQ7Dfbi9JmerdF7PDtkfX9CE07NQVsI5VBjqlFW5WKDKU7gfy7YCAFodHRwczovL3d3dy5nb3YudWsvZ3VpZGFuY2UvY29yb25hdmlydXMtY292aWQtMTktc2FmZXItdHJhdmVsLWd1aWRhbmNlLWZvci1wYXNzZW5nZXJz)  <https://www.gov.uk/coronavirus> | | 4 | 2 | 8 | | YES |  | |  |  |  | Facilities Manager / HR Manager | Ongoing |  |
| Mechanical | Machinery & Equipment | | Staff | 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 before and after use. Staff are be encouraged to clean their own areas and the cleaning team will do their regular daily service, and with regular enhanced cleaning of frequency touched areas on a rotating basis through the day using the checklists provided.  Section on how staff can support the cleaning team is included in the Building Operations & Related Guidance document.  If machines and equipment are shared, staff involved must ensure that sterilising will be carried out between operations.  Guild staff will use anti-viral wipes /70% Ethanol or diluted Virkon or disinfectant with disposable cloths are provided to clean machines (such as printers) and equipment prior to use and upon completion. Products must not breach the Guild’s COSHH risk assessment and a copy of this is available through the Facilities manager  Laptops will be utilised and staff will be instructed to bring in their allocated laptops daily and they will be responsible for keeping them secure and clean. | | 4 | 2 | 8 | | YES |  | |  |  |  | Facilities Manager / guild staff | From 17.8.  20 – 11.09.20 |  |
| Environmental | Ventilation | | Staff and contractors | Exposure to respiratory droplets carrying COVID-19. | Recirculation of unfiltered air within the Guild cannot be altered as the ventilation system is linked to the Local Exhaust Ventilation operation. The Guild will work with Estates to continually ensure that all vent running 24/7 and that the plant is running as commissioned due to the complex system no additional strategy changes can be applied.  All ventilation has been serviced as required and all filters have been changed as required.  Further servicing as required will be arranged through the Estates department by the Facilities manager.  The use of fans in offices have been strongly discouraged, all fans were removed from Offices, and this will be managed closely by the Facilities Manager.  Dilute ventilation is strongly encouraged through the opening of windows and doors.  In addition 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 (BMS) that will raise a fault alarm to Estates automatically. Facilities manager will communicate and manage with Estates those not covered by BMS  Personal fan or additional supplementary heaters will not be permitted and staff are not allowed to bring these in from home. Supplementary heating will be sued should the central heating fail. When temperature dips staff are encouraged to wear warm clothing in the first instance – central heating will be set to run between 18-22 degrees and this is managed by the Estates department | | 4 | 2 | 8 | | YES |  | |  |  |  | Facilities Manager /Estates | Ongoing |  |

**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.