GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **Selly Oak Village – APPENDIX A – Jarratt Hall** | **Department** | **Student Accommodation, Campus Services** | | **Version / Ref No.** | **14 – Reviewed 14.01.21** |
| **Activity Location** | **Jarratt Hall**  **Please note these RAs in total do not include inside individual accommodation flats.** | **Activity Description** | **Appendix A of: Return to Campus COVID-19: Building Risk Assessment Jarratt Hall staff areas, reception area and communal social space (TV room). Please review that risk assessment for all details not specific to Jarratt Hall residence – e.g. all staff controls, all contractor controls, etc.**  **Jarratt Hall – 154 flats. Staff attend site to carry out regular duties such as fire alarm response, room cleaning and preparation, providing inventory items to residents, general site cleanliness and basic maintenance tasks.**  **Please note this appendix covers only the building specific measures in the accommodation areas only, it does not cover any communal, staff or public spaces - please see the main RA for those details.** | | | |
| **Assessor** | **Julia Coverdale, Brendan Creaby** | **Assessment Date** | **Initial assessment in this format: 13.08.20** | **Date of Assessment Review** | **Review required 14.02.21** | |
| **Academic / Manager Name** | **Tim Owen** | **Academic / Manager Signature** | 34BAC4E0 | | | |

| 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 |
| Biological  Environmental | Virus transmission in the building | All Building users | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying and contact with an object or surface that has been contaminated with COVID-19. | Jarratt Hall is a site where the flat front doors are external, there are no communal entrances, hallways or enclosed stairs. The stairwells are external and well ventilated.  Staff and contractors are instructed via staff emails, manager direction and regular 121s to wear a face covering upon entry to any flat and throughout their time inside a flat.  The refuse and recycling bins at Jarratt Hall are stored externally.  Signage is displayed at regular intervals instructing one person per floor per staircase  Signage is displayed at regular intervals reminding people to maintain social distance. This is aimed at staff, students and all others site visitors.  Jarratt Hall residents use the Jarratt Hall laundry, this is a small separate building. Its touchpoints are included on the daily versan cleaning checklist. The building capacity is 2 people and this is instructed via clear signage.  Residents are encouraged via the accommodation pass and email, to use the accommodation app, which has a function to monitor each washing machine and each dryer. This means a user can assess if there is a machine available without going to the laundry, and does not ned to wait for their washing/drying, they can monitor the progress on the app.  Automatic dispensing hand sanitizer unit has been installed at the JH laundry, alongside clear signage directing people to sanitize their hands  Daily cleans using Versan, a broad spectrum anti-viral chemical recommended by cleaning services takes place daily and is recorded via a checklist. These cleans cover all touchpoints up to but not including the flat front doors. All staff are made aware of this via the staff refresher training. All contractors and regular other dept users (e.g. cleaning services) have been made aware of this via the site induction and asked to share this information with their staff working on site. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
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| Site | **Selly Oak Village – APPENDIX B – Bournbrook** | **Department** | **Student Accommodation, Campus Services** | | **Version / Ref No.** | **14 – Reviewed 14.01.21** |
| **Activity Location** | **Bournbrook**  **Please note these RAs in total do not include inside individual accommodation flats.** | **Activity Description** | **Appendix B of: Return to Campus COVID-19: Building Risk Assessment Jarratt Hall staff areas, reception area and communal social space (TV room). Please review that risk assessment for all details not specific to Aitken residence – e.g. all staff controls, all contractor controls, etc.**  **Bournbrook – 34 flats. No accommodation staff based permanently here in offices, no break rooms, lockers etc. on site. Staff attend site to carry out regular duties such as fire alarm response, room cleaning and preparation, providing inventory items to residents, general site cleanliness and basic maintenance tasks.** | | | |
| **Assessor** | **Julia Coverdale, Brendan Creaby** | **Assessment Date** | **Initial assessment in this format: 13.08.20** | **Date of Assessment Review** | **Review required 14.02.21** | |
| **Academic / Manager Name** | **Tim Owen** | **Academic / Manager Signature** | 34BAC4E0 | | | |

| 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 |
| Biological  Environmental | Virus transmission in the building | All Building users | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying and contact with an object or surface that has been contaminated with COVID-19. | Bournbrook blocks have enclosed stairways and internal routes to the front door to each flat. The blocks are accessed via card access controlled block doors. There are 2 entry/exit points to each block and these have been utilised to make the ground floor of each block one way, with one entry point and one exit point.  There is 1 lift in each Block. Each lift has a maximum occupancy of 1 person or household. This is indicated via clear signage at each floor. 1 flat is 1 household.  Signage is in place encouraging people to use the stairs if possible.  Automatic dispensing hand sanitizer units have been installed at each block entry and exit point and the BB laundry, alongside clear signage directing people to sanitize their hands  All building users (except those exempt) are instructed via clear signage to wear a face covering upon entry to the building. For residents this requirement is in place until they enter their flat, they are not expected to wear a face covering in their flat. For staff and contractors, face coverings must be work at all times when inside the buildings, including inside flats.  The bin rooms at Bournbrook are internal, they are card access controlled and the touchpoints are included on the daily Veran cleaning checklist.  The laundry is internal at Bournbrook and accessible only to residents of Bournbrook. Its touchpoints are included on the daily Versan cleaning checklist.  Residents are encouraged via the accommodation pass and email, to use the accommodation app, which has a function to monitor each washing machine and each dryer. This means a user can assess if there is a machine available without going to the laundry, and does not ned to wait for their washing/drying, they can monitor the progress on the app.  Each staircase has regular and clear signage instruction one person per floor of the staircase  Signage is displayed at regular intervals reminding people to maintain social distance. This is aimed at staff, students and all others site users  Daily cleans using Versan, a broad spectrum anti-viral chemical recommended by cleaning services takes place daily and is recorded via a checklist. These cleans cover all touchpoints up to but not including the flat front doors. All staff are made aware of this via the staff refresher training. All contractors and other regular site users (e.g. cleaning services) have been made aware of this via their site induction.  For safety measures specific to staff and students please see main Risk Assessment | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
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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 |

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| --- | --- | --- | --- | --- | --- |
| **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)**

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| --- | --- | --- | --- | --- | --- |
|  | **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.