GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | |  | | | | **Department** | | | | **College of Engineering & Physical Sciences** | | | **Version / Ref No.** | | | **V1** | | | |
| **Activity Location** | | **Collaborative Teaching Laboratory** | | | | **Activity Description** | | | | **Return to Campus COVID-19: Building Risk Assessment**  **This building risk assessment has been conducted for restricted access with reduced building maximum capacity of 22, the activities will include the preparation of teaching resources for filming educational material and conduct statuary and mandatory buildings works in preparation for the next academic year. The categories of staff returning at this point in time will be CTL staff that includes technical and operational staff and Academic staff with teaching commitments.** | | | | | | | | | |
| **Assessor** | | **Mala Patel** | | | | **Assessment Date:** | | | | **07th Jan 2021** | | **Date of Assessment Review** |  | | | | | | |
| **Academic / Manager Name** | | **Prof. Jonathan Seville / Mala Patel** | | | | **Academic / Manager Signature** | | | |  | | | | | | | | | |
| Hazard Assessment | | | | | Control Assessment | | | | | | | | | | | | Actions | | |
| Hazard Category | Hazards Identified | | Who might be harmed?  Staff  Students  Contractors  Others | How might people be harmed? | Existing Control Measures | | Initial Risk Rating | | | | Are these adequate?  Yes/No | Changes to/ Additional Controls | | Residual Risk Rating | | | Owner | Due  Date | Action Complete |
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|  |  | |  |  |  | |  |  |  | |  |  | |  |  |  |  |  |  |
| Organisational | Psychological well being | | Staff  Contractors  Visitors | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via (All CTL Staff group, individual and teams) via team meeting, one to one meetings, health and safety committees and CTL Operations meeting. Teaching staff via email and induction. Students via electronic board messages and CTL induction) 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 meeting, one to one meetings, health and safety committees and CTL Operations meeting) and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Risk assessment shared and an electronic copy is available on the CTL intranet page website and share drive. <https://intranet.birmingham.ac.uk/collaboration/ctl/Health-and-Safety/CTL-COVID-Reponse.aspx>  New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through Line Managers and Head of Operations and Academic Director. These include:   * ***Social distancing: General guidance for staff and students*** * ***Social distancing: Buildings adaptations guidance*** * ***Social distancing***: ***Product solutions booklet*** * ***Social distancing: Building checklist*** * ***On-line induction materials for returning to campus***: combination of the guidance and videos.   <https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx>   * ***Return to Campus COVID-19: Building Risk Assessment* (This completed Risk Assessment)** * ***CTL induction*** [***https://intranet.birmingham.ac.uk/collaboration/ctl/Health-and-Safety/CTL-COVID-Reponse.aspx***](https://intranet.birmingham.ac.uk/collaboration/ctl/Health-and-Safety/CTL-COVID-Reponse.aspx)   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 team meeting, one to one meetings, health and safety committees and CTL Operations meeting of guidance available in relation to this:  <https://www.hse.gov.uk/stress/>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf> | | 4 | 2 | 8 | | YES |  | |  |  |  |  |  |  |
| Organisational | Psychological well being | | Staff  Contractors  Visitors | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions team meeting, one to one meetings, all CTL staff meeting with their team and look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager in one to one meeting.  During term time due to CTL’s commitment to deliver technical support, working from home is not operational feasible.  Staff who are in clinically vulnerable groups themselves and identified to be considered in ‘at risk’ groups are encouraged by line managers to discuss their support needs to ensure additional measures are put in place to protect them including working from home.  Staff who are in the clinically extremely vulnerable group may be at high risk of serious illness if they catch coronavirus (COVID-19) must discuss their support needs with their line manager to ensure a specific individual risk assessment is carried out and additional measures are put in place to protect them including continuing to work from home.  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable>  Existing risk assessments 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.  Employees invited to return back to work on Campus who have concerns have discussed these with their line manager or supervisor using the University’s Covid-19 Return to Campus Discussion Form and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx>  Employees are made aware of support mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>  This link is for students:  <https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx> | | 4 | 2 | 8 | | Yes |  | |  |  |  |  | 1/07/2020 |  |
| Biological | Virus transmission in the workplace | | Staff  Contractors  Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Collaborative Teaching Laboratory Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Due to CTL’s commitment to prepare and deliver technical support, working from home is not operationally feasible.  Dependent on operational commitments, staff to work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance.  Managers ensure staff and students with any form of illness do not attend work until the illness has been verified as not being Covid-19.  Managers keep track of when staff can return to work after the symptom free period.  The University’s [***On-line induction materials for returning to campus***](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx) combination of the guidance and videos have been provided and completed for all staff returning to work in University buildings*.*  To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and on site induction.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., add examples of any revisions made e.g. of carrying out services out of hours or during Wednesday afternoons  Un-essential trips within buildings and sites discouraged and reduced, e.g. add examples of any revisions made e.g. the CTL café will remain closed for business, access to building is restricted, and use of audio-visual equipment, radios or telephones encouraged ensuring cleaning them between uses. | | 4 | 2 | 8 | |  |  | |  |  |  |  |  |  |
| Environmental  Same as pg 5  Same as pg 5  Same as pg 5 | Virus transmission in the workplace due to lack of social distancing | | Staff  Contractors  Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded. details are listed below:-   * Only essential work authorised and approved by the Government and University is permitted in University buildings. * Stagger to peak staff break, lunch entry and exit time. * Core working hours reflect the essential work requirement * CTL is working to essential work schedule/shift * Each rota will be have a member of CTL Operations team who will be monitor the social distancing and should perform frequent evaluation against 2m social distances controls.   Procedure in place for dealing with instance of unexpected individual e.g. refused entry and card access withdrawn  ***Building access control***  Card access control will be utilised for the CTL building and it will be closely monitored and it will reflect the shift schedule for the CTL building. ‘No entry’ procedure will be put in for dealing with instance of unexpected employee (identified through not being included on the College approved list and not wearing the authorised lanyard) / 3rd party arrival.  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***  (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 and visual aids, such as floor strips, signage are used for maintaining two metres distance throughout the building/workplace.  Arrival and departure times at work have been staggered to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.  Staff activities are segregated to promote 2 metres distance including:   * Work stations:   Room capacity have been reduced and provision of additional screens have been ordered to segregate office desks.  Display Screen Equipment (DSE) assessments reviewed and revised.   * Areas of work marked out with signage to ensure adequate social distancing is in place. Visual management aids in place to remind people of the need for social distancing, * Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms e.g. open plan offices, meeting rooms, seminar rooms and laboratories. Signage has be applied to indicate maximum room capacity. * Capacity limits have been set for common facility areas (e.g. CTL toilets are single capacity, welfare areas – kitchen and informal areas etc.). Each staff member will be allocated a toilet, the maximum capacity for the building will be 20 people as there are 22 toilets in total in the building. * 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 and tables/seating from welfare areas moved to create 2m separation and avoid large groups congregating. Kitchen use a one out one in policy. All users are encouraged to wash their hands prior to using equipment (kettle) and to wash their hand before and after use. Additional signage for the correct method for handwashing displayed. All drinking water fountains have been taken out of use. * Social distancing is marked on the corridor floor prior to entry and refuge areas for waiting when WCs (toilets) are occupied. Smaller facilities has a one out one in policy. Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition.   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 arrangements have been revised to ensure social distancing and hygiene at all times.  These measures are monitored by the local CTL Technical coordinator and where necessary concerns fed back to the third party manager.  All corridors are :   * Marked in areas to ensure social distancing is adhered to * Where applicable marked the one way system around the building. * Corridors that are 2 m wide have a two way system of use, people using the corridor must stay to their left. * 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 in corridors reminding staff about social distancing   Information provided and signs displayed informing people to use the stairwells rather than lifts unless they have difficulty using the stairs. The maximum occupancy of the lift has been reduced to 1 visitors lift and 2 Staff lift and social distance marked on the floor. Users are encouraged to stand side by side or back to back. Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.  Signage has been applied to stairwells instructing to give way as designated stairwell for going up and a designated stairwell for coming down, is not feasible in the CTL. A system will be enforced to only permit travelling in one direction at any one time. Additional signage in stairwells reminding staff about social distancing.  Wash hand / use hand sanitiser on exit from stairwell.  Social gathering amongst employees are not permitted 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 (Critical Training courses may still be performed but only following the Government and University Covid-19 guidance.)  Member of Operations team will perform frequent evaluation against social distances controls. Staff are reminded during daily staff briefing on a daily basis of the importance of social distancing both in the workplace and outside of it.  Where the social distancing guidelines cannot be followed in full in relation to a particular activity, this activity should not be conducted. Consideration has been given to whether that activity needs to continue and highlighted the CTL Operations team.    Hygiene guidance given 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.  Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside all University buildings at all times except for at their place of work (desk, work bench, equipment work station etc) where a separate risk assessment will cover these activities. Working in a single occupancy room will not require a separate risk assessment.  All activities have been assessed for risk, 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. When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.  In high-risk labs working environment when working with hazardous chemicals or naked flame, masks must not be worn, refer to the COSHH risk assessment for the PPE requirements.  However where people choose to wear them managers support them.  Individuals have been reminded through via the CTL induction process 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  • when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands  • change your face covering if it becomes damp or if you’ve touched it  • continue to wash your hands regularly  • change and wash your face covering daily  • if the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste  • practise social distancing wherever possible  PPE is provided for individuals working in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services and for first aiders. The taking of PPE home is not permitted.  Adequate training has been made 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  PHE quick guides for correct donning and doffing of PPE for non-AGPs. as well as for AGPs has been utilised for examples in best practice for putting on and taking off (donning and doffing). | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | | Staff  Contractors  Visitors | 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. 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) and includes:   + Cleaning an area with sanitiser after someone with suspected COVID-19 has left will reduce the risk of passing the infection on to other people   + 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   + 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 touchpoints) * Provision and monitoring of adequate supplies of cleaning materials are in place. * Team briefed on actions to be taken in the event of someone being suspected of having COVID-19. * Staff instructed to 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 and monitor for signs of symptoms in the remaining workforce and keep Head of Operations 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 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. * Staff will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + are a member of the same household as someone who has symptoms or has tested positive for coronavirus   + have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace. * Line managers have held discussions with their staff to identify those considered in ‘at risk’ groups - which include those who are 70 or over, have a long-term condition, are pregnant or have a weakened immune system, or are living/caring for someone in these groups and will ensure additional measures are put in place to protect them including working from home. * Staff have been encouraged to download the government COVID-19 contract tracing app, when it becomes available. | | 4 | 2 | 8 | | YES |  | |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | | Staff  Contractors  Visitors | 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.  Services are working with the University’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.  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’s 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 | | YES |  | |  |  |  |  |  |  |
| Environmental  Environmental  Environmental  Environmental | Virus transmission in the workplace  Virus transmission in the workplace  Virus transmission in the workplace  Virus transmission in the workplace | | Staff  Contractors  Visitors | 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.  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 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 in welfare facilities.  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.  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 of the public health advice:  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination has been undertaken, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed on the importance of keeping surfaces and work equipment clean.  Campus cleaning services to follow approved daily cleaning rota ensuring all CTL building (office, labs and informal areas, kitchen and toilets) are thoroughly cleaned and sterilised well before CTL staff come in at 8am.  Exclusive entry/exits points in place for personnel working in high-risk areas, such as mechanical test sites and wet labs designated. Alternatives to touch-based security devices such as keypads provided.  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards.  Sharing of equipment is restricted where possible (additional equipment/hand tools may need to be purchased – additional lab equipment has been purchased so that student can work individuals instead of in pairs) and cleaned / disinfected before and after use.  Objects and surfaces that are touched regularly are cleaned frequently using anti-viral wipes /70% Ethanol /diluted Virkon/ disinfectant with disposable cloths as door handles and keyboards, and making sure there are adequate disposal arrangements.  Use of hot desks and spaces avoided and, where not possible e.g., the user before cleans workstations and after use 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.  Internal doors that **are not** signed as fire doors (unless held open with a mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles.  Use of hot desks and spaces avoided and, where not possible e.g. training facilities, workstations are cleaned 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.  There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.  Areas where people directly pass things to each other, for example office supplies, have been identified and ways to remove direct contact, such as using drop-off points or transfer zones have been introduced.  Everyone is encouraged regularly 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.  Staff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.  CTL Staff will be encouraged to use their lockers to store personal belongs.  Lab clothing and equipment such as goggles washed on-site rather than by individual staff members at home. Dirty lab coats to be placed in designated washing machine and personal safety specs to be cleaned before and after use. Use a clean bag to store lab coat and safety specs and placed in locker at the end of the working lab. End the end of the day to discourage the use of coat stands and pegs and leaving lab coats in labs.  Monitoring and supervision arrangements , line managers and the CTL operations team will monitor compliance 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 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  Organisational | Exposure to Existing Hazards  Exposure to Existing Hazards | | Staff  Contractors  Visitors | Increased risk of harm due to controls included in existing risk assessments & 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 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 to ensure suitable level of stock of certain PPE such as face masks etc during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. 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 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:** All CTL staff are trained Fire wardens - 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. 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. * **First Aid:** Each shift will have a nominated First aider, First aid needs assessment reviewed to take into account any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date. * **Hygiene:** Washing facilities with soap/gel available (see Cleaning below). 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 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).  People have been made aware 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.  Security implications of changes made to operations and practices in response to COVID-19, have been considered, the building will be restricted access to only building usersand mitigations to advise building users to not allow tailgating and to report suspicious behaviour immediately have been introduced for any new or altered security risks.  Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to national or local lockdown.  Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | | 4 | 2 | 8 | | YES |  | |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | | Staff  Contractors | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the CTL 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 are used for loads where more than one is needed. * Drivers encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-ways. * 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). * Strict hand washing procedure in place after handling all deliveries. * Where possible deliveries to remain isolated and untouched for a minimum of 48 hours. | | 4 | 2 | 8 | | YES |  | |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | | Staff  Contractors  Visitors | 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 advising staff to wash their hands regularly and not to touch their face.  There is one door for access and one door for egress and one way systems are inforce in the building.  Card access will be used for building access control and it will be adapted to reflect the activity of the building. Controlled access and egress is monitored to ensure it is followed. – via the Ops team | | 4 | 2 | 8 | | YES |  | |  |  |  |  |  |  |
| Organisational | Travelling to work | | Staff  Contractors  Visitors | Exposure to respiratory droplets carrying COVID-19. | Workers encouraged to avoid public transport where applicable and use alternatives e.g. cycling, walking to work etc. Where staff are unable to avoid public transport they do so in accordance with Government and University Guidance:  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx> | | 4 | 2 | 8 | | YES |  | |  |  |  |  |  |  |
| Organisational | Driving at work | | Staff and Others | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Non-essential travel is minimised – remote options considered first.  Staff roles that are required to car share have been considered and whether this could continue. 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.  Where these are not possible the number of people travelling together in any one vehicle is minimised, using fixed travel partners, vehicles are well ventilated to increase the flow of air via open windows and occupants sit side by side and sitting face-to-face is avoided.  Job and location rotation has been reduced.  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 | | YES |  | |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | | Staff  Contractors  Visitors | 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.  Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion. If machines and equipment are shared, sterilising will be carried out between operations.  CTL staff will use anti-viral wipes /70% Ethanol /diluted Virkon/ disinfectant with disposable cloths are provided to clean machines (such as printers) and equipment prior to use and upon completion. Laptops will be utilised and staff will be instructed bring in their laptops daily.  Staff will assess the compatibility of the Sterilising chemicals and cloths are provided to clean machines (such as printers) and equipment prior to use and upon completion. | | 4 | 2 | 8 | | YES |  | |  |  |  |  |  |  |
| Environmental | Ventilation | | Staff  Contractors  Visitors | Exposure to respiratory droplets carrying COVID-19. | Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible   * In the lab areas, recirculating air is not used. * In non- lab areas, like the informal spaces and staff areas, recirculating air is used. Unfortunately, the recirculation of unfiltered air cannot be disabled as the ventilation system is linked to the Local Exhaust Ventilation operations and would lead to unstable system and a consider drop in the temperature of the building.   To mitigation have been put in place by Estates, who confirmed that all vent running 24/7 and that the plant running as commissioned due to the complex system; no additional strategy changes could be applied.  All ventilation has been serviced as required. All filters have been changed as required. | | 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 |

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