## General Health and Safety Risk Assessment Form

### Site
Advanced Therapies Facility (ATF)
College of Medical and Dental Sciences

### Department
Advanced Therapies Facility

### Version / Ref No.
6
Incorporating updates to generic template v19 and specific items of review for this site

### Activity Location
Advanced Therapies Facility
Building no. 2800

### Activity Description
COVID-19: Building Risk Assessment
The ATF houses the Human Biomaterials Resource Centres on the ground floor which undertakes research service laboratory work and the Cell Therapy activity within clean rooms and labs on the 2nd floor. The activity is heavily regulated by the HTA and MHRA with strong existing compliance frameworks. There is frequent traffic with many non-ATF parties.

### Assessor
Gareth Bicknell
Reviewed by Stuart Curbishley/Karen Willis

### Assessment Date
07/12/2021

### Date of Assessment Review
Review when significant change in circumstances. Re-issue when changes made.

### Academic / Manager Name
Karen Willis

### Academic / Manager Signature
[Signature]

### Hazard Assessment

<table>
<thead>
<tr>
<th>Hazard Category</th>
<th>Hazards Identified</th>
<th>Who might be harmed?</th>
<th>How might people be harmed?</th>
<th>Existing Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisationa l</td>
<td>Psychologica l well being</td>
<td>Staff</td>
<td>Anxiety and stress caused by concerns around returning to work and</td>
<td>Regular communication is in place (individual and group) via team meetings, one to one meetings, as well as the HBRC/CTS management committees/meetings, to ensure staff and students are not ill-informed about returning to work/study safely.</td>
</tr>
</tbody>
</table>

### Control Assessment

<table>
<thead>
<tr>
<th>Initial Risk Rating</th>
<th>Are these adequate?</th>
<th>Changes to/ Additional Controls</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>S L R</td>
<td>Yes/No</td>
<td></td>
<td>S L R</td>
</tr>
<tr>
<td>2 3 6</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Actions

<table>
<thead>
<tr>
<th>Owner</th>
<th>Due Date</th>
<th>Action Complet e</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
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 meetings, one to one meetings, as well as the HBRC/CTS management committees/meetings and the University’s Coronavirus FAQs click here.


New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in and disseminated to employees through Line Managers and the HBRC/CTS standard operating procedures (SOPs), policies and training documents, which are embedded in the HBRC/CTS quality management system. These include:

- Local induction materials
- COVID-19: Building Risk Assessment (This completed Risk Assessment)
- Revised SOPs updated to Q-Pulse document control system

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 induction, team meetings, one to one meetings, as well as the HBRC/CTS management committees/meetings of guidance available in relation to this:

https://www.hse.gov.uk/stress/

https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx


https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/stress-management-guidance.aspx
<table>
<thead>
<tr>
<th>Organisationa l Psychologica l well being</th>
<th>Staff</th>
<th>Anxiety and stress caused by concerns around working on Campus</th>
<th>Managers hold regular informal discussions at least monthly with their team members individually and look at ways to reduce causes of stress.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Concerns on workload issues or support needs are escalated to line manager as they arise.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Information on the full range of Coronavirus – Covid-19 support available for staff including those who were previously advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) not to work on campus and staff who are in the <strong>clinically extremely vulnerable group</strong> (i.e. those previously advised to shield) is available <a href="#">here</a>.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Employees who have concerns about either working on Campus or working from home/remote have discussed these with their line manager or supervisor and concerns have been formally recorded and where necessary they have been signposted to the <strong>EAP</strong> for support and / or a referral to occupational health has been made using a standard Management Referral available via the HR Portal.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="https://intranet.birmingham.ac.uk/staff/coronavirus/working-on-campus.aspx">https://intranet.birmingham.ac.uk/staff/coronavirus/working-on-campus.aspx</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx">Working on campus (birmingham.ac.uk)</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx">https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="https://intranet.birmingham.ac.uk/staff/coronavirus/working-on-campus.aspx">https://intranet.birmingham.ac.uk/staff/coronavirus/working-on-campus.aspx</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This link is for students:</td>
</tr>
<tr>
<td>Biological</td>
<td>Virus transmission in the workplace</td>
<td>Staff/Contractors</td>
<td>Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.</td>
</tr>
</tbody>
</table>

| Environmental | Virus transmission in the workplace | Staff/Contractors | Exposure to respiratory droplets carrying | Workplaces and routines changed to reduce the number of people staff come into contact with including: | 3 | 2 | 6 | Yes | Test & Trace QR codes specific to the HBRC and CTS have been
<table>
<thead>
<tr>
<th>Due to contact with other people</th>
<th>COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Amended shift routines, staff handovers and team briefings. Teams briefs still held online where possible.</td>
</tr>
<tr>
<td></td>
<td>- 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.</td>
</tr>
<tr>
<td></td>
<td>- Fixed teams or adjusted booking processes in use to reduce the number of people in a lab at the same time to reduce the number of contacts. COVID-secure drop-off and pick-up procedures still in effect.</td>
</tr>
<tr>
<td></td>
<td>- Work stations moved or staff relocated to reduce contacts. Provision of additional screens where needed to segregate people. Desks are still arranged with employees facing in opposite directions or working side by side. No need for Display Screen Equipment (DSE) assessments review, since there is no change to layout.</td>
</tr>
<tr>
<td></td>
<td>- Back-to-back or side-to-side working (rather than face-to-face) used whenever possible.</td>
</tr>
<tr>
<td></td>
<td>- Number of people each person has contact with is reduced by using ‘fixed teams or partnering’ (so each person works with only a few others).</td>
</tr>
<tr>
<td></td>
<td>- Smaller kitchens continue to be used at reduced capacities. All users are encouraged to wash or sanitise their hands prior to using equipment (kettle, drinking water fountains, microwaves etc.) and to wash or sanitise their hands after use. Additional signage for the correct method for handwashing displayed. Cleaning materials are available to clean equipment before and after use and signs displayed with information about cleaning and also a contact to replenish the any cleaning materials. Signage also asks users to avoid touching the water cooler/fountain spout with their bottles or hands.</td>
</tr>
<tr>
<td></td>
<td>- Where available safe outside areas used for break.</td>
</tr>
<tr>
<td></td>
<td>- Welfare facilities (toilets etc.) have signage to remind people to wash their hands prior to and after use and also of any other measures required to ensure safe use of the facilities including building users being reminded to leave the facilities in a respectable condition.</td>
</tr>
</tbody>
</table>

To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service.
and Trace service a temporary record of shift patterns and teams and attendance in the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.

Work has been arranged so that staff are able to maintain the government guidelines for workplaces. The latest Guidelines on these measures can be found by clicking the following link Workplace Guidelines.

Visits from people outside of the building continue to be managed via remote connection/working where this is an option. Where this is not an option visitor and contractor arrangements have been revised to ensure:

- Clear guidance on how to reduce the risk of spreading COVID-19 to people is given to them, for example, by phone, on the website or by email or with on-site signage and visual aids and the particular needs of those with protected characteristics, such as those who are hearing or visually impaired have been considered.
- Host responsibilities related to COVID-19 have been established and any necessary training for people who act as hosts for visitors has been provided.
- Entry and exit routes for visitors and contractors have been reviewed to minimise contact with other people.
- Visitors are told they should be prepared to remove face coverings if asked to do so by staff for identification.
- Information provided to visitors does not compromise their safety.

These measures are monitored by the local supervising staff members Gareth Bicknell and Stuart Curbishley and where necessary concerns fed back to the third party manager.

Information provided and signs displayed encouraging people to use the stairwells rather than lifts unless they have difficulty using the stairs and to wear face coverings inside lifts when used.

Non-work related gatherings (social) amongst employees have been discouraged whilst at work and alternative arrangements made where possible e.g. meeting virtually or outside.
Managers perform frequent evaluation against social contact controls. Controls are assessed by spot checks. Staff are reminded through posters on a daily basis of the importance of reducing social contacts both in the workplace and outside of it.

Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.

No working in close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time (the majority of the working day) is permitted unless the work is essential such as in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services where there is an activity specific risk assessment and PPE is provided for individuals undertaking this work.

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 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:


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).

The University strongly recommends individuals (including staff, students, visitors and contractors) unless exempt, wear face coverings inside all University buildings. This includes all corridors, circulation spaces and communal areas, all mixed-use
office spaces when moving around, all teaching and learning settings, all study spaces and all libraries. Information provided by the University and local communications and signs displayed informing people of the requirement to wear a face covering within the building.

Spare face coverings are available for individuals who have forgotten to bring a face covering with them.

Individuals have been reminded through the university website and the risk assessment of how to use face coverings safely including the following:

- When wearing a face covering you should:
  - wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on and before and after removing it
  - avoid wearing on your neck or forehead
  - avoid touching the face covering or your face, as it could contaminate it with germs from your hands
  - change the face covering if it becomes damp or if you've touched it
  - continue to wash your hands regularly
  - change or wash your face coverings daily
  - if the material is washable, wash it in line with manufacturer’s instructions. If it's not washable, dispose of it carefully in their usual waste

Extra non recycling bins to dispose of single use face coverings and PPE are provided, refer to the guidance on how to dispose of personal or business waste, including face coverings and PPE.

| Biological | Suspected or known case of COVID-19 | Staff | Exposure to respiratory droplets carrying contact with an object that has been contaminated with COVID-19. | Response plan in place in the event of a confirmed or suspected case of COVID-19 and communicated and includes:
- If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance.
- If any students appear unwell or make comment or complain to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow the University’s Test, Trace and Protect Process.
- The area will be cleaned in accordance with the specific Government guidance | 3 | 2 | 6 | Yes | Most staff have been fully vaccinated for a several months, and many are now receiving the booster |
● Provision and monitoring of adequate supplies of cleaning materials are in place.
● Team briefed by email reminders on actions to be taken in the event of someone being suspected of having COVID-19.
● Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided.
Employees to follow the Government advice: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance
● Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation.
● If an individual tests positive for COVID-19 this will be managed in accordance with the University’s Test, Trace and Protect Process.
● If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance.
● Individuals will be told to isolate because they:
  o have coronavirus symptoms and are awaiting a test result
  o have tested positive for coronavirus
  o meet the criteria included in the Government Stay at Home Guidance

| Biological | Someone entering the workplace with COVID-19 | Staff/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 requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. 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 University's Test, Trace and Protect Process and NHS | 3 | 3 | 9 | Yes |
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

Environmental Virus transmission in the workplace

<table>
<thead>
<tr>
<th>Staff/ Contractors</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 &amp; touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors.</td>
</tr>
</tbody>
</table>

Individuals have been instructed and are regularly reminded by posters to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/.

Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building and in other areas such as the photocopier where they will be seen.

Individuals have been informed to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.

Individuals are reminded to catch coughs and sneezes in tissues – Follow: “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed around the workplace.


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 have been made available to all occupants and everyone has been briefed reminded using SOPs, website, and this risk assessment on the importance of keeping surfaces and work equipment clean.

Clear use and cleaning guidance for toilets, showers, lockers and changing rooms are in place to ensure they’re kept clean and clear of personal items. This includes enhanced cleaning of all facilities regularly during the day and at the end of the day using normal
cleaning products. Disposable cloths or paper roll is provided to clean all hard surfaces especially frequently hand touched surfaces, in showers and changing rooms and hand sanitiser is available on entry and exit to the room.

Facilities are kept well ventilated. For example, by ensuring any mechanical ventilation work effectively and opening windows and vents where possible.

Cleaning for busy areas in the building has been enhanced.

More waste facilities, and more frequent rubbish collection has been provided.

Sharing of equipment is restricted where possible and cleaned before and after use.

Cleaning process for all equipment, tools and vehicles, for example, pallet trucks and forklift trucks including expensive equipment that cannot be washed down has been determined and where necessary protection around machines and equipment has been designed.

Objects and surfaces that are touched regularly such as door handles and keyboards, are cleaned frequently using cleaning materials provided and whilst making sure there are adequate disposal arrangements.

Internal doors that are not signed as fire doors (unless held open with a mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles.

Use of hot desks and spaces avoided and workstations/workspaces are assigned to specific individuals, where not possible e.g. NHS PCs, workstations are cleaned by each user between different occupants including shared equipment.

There is clear desk policy in place to reduce the amount of personal items on desks and work benches to be practiced when the space is in use or not in use. Work areas and equipment are cleaned between use using usual cleaning products.
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.

Everyone is encouraged by the website and this risk assessment 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.

More storage for workers provided for clothes and bags e.g. lockers and staff encouraged in team meetings to use them.

Lab clothing and equipment such as goggles washed on-site rather than by individual staff members at home. These are building defaults and in the case of clothing, handled by specific contractors.

Monitoring and supervision arrangements e.g. by spot checks have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc.

All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Exposure to Existing Hazards</th>
<th>Staff</th>
<th>Increased risk of harm due to controls included in existing risk assessments &amp; safety arrangement affected by COVID-19 measures</th>
<th>All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of 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. 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: Fire procedures: number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. Required modifications to fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes.

- **First Aid:** First aid needs assessment reviewed to take into account the impact of any Local or National Government requirements and any new Guidelines issued by the University or HSE, and first aid information including the location of first aid kits and first aider contact information up to date.

- **Hygiene:** Washing facilities with soap/gel available. People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.

Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a **dynamic risk assessment shall be performed by** Gareth Bicknell or Stuart Curbishley to ensure measures are introduced to mitigate risk (for example, another area within the building or campus could have a critical role such as first aider that could cover as a temporary solution).

Security implications of changes made to operations and practices in response to COVID-19 Local or National Government requirements, have been considered. **Impact on site is limited and no further mitigations have been identified.**

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 especially during any Local or National Government lockdowns in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19.

<p>| Environmenta l | Inbound &amp; Outbound Goods | Staff | Exposure to contact with an object that has been logistics for the deliveries to the building has been considered and include: | 3 | 1 | 3 | Yes |</p>
<table>
<thead>
<tr>
<th>Organisation</th>
<th>Travelling to work</th>
<th>Staff</th>
<th>Exposure to respiratory droplets carrying COVID-19.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents.</td>
<td>Delivery and receipt confirmation made contactless and physical contact when handling goods over to the customer has been avoided.</td>
<td>Strict hand washing procedure in place after handling all deliveries.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Ventilation</th>
<th>Staff</th>
<th>Exposure to respiratory droplets carrying COVID-19.</th>
</tr>
</thead>
</table>
| Ventilation systems are maintained in line with planned and preventative maintenance schedules, including filter changes. | An assessment of the ventilation in the building, and where necessary individual areas/rooms, has been undertaken which included checks such as: | An assessment of fresh air (ventilation) has been undertaken for the workplace and where necessary individual workspaces. This included:
- Is the space naturally or mechanically ventilated
- All areas within the building which are usually occupied and have poor ventilation have been identified and the use of the area re-assessed (see below).
- An assessment of Fresh air (ventilation) has been undertaken for the workplace and where necessary individual workspaces. This included how fresh air is provided (natural, mechanical or combination of both), how many people occupy/use the area, how much time people spend in the areas, how large the area is, what activities take place in the areas, the equipment and machinery in the workspaces, the use of fans and Local Exhaust Ventilation. |

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Control</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>6</td>
</tr>
</tbody>
</table>
Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible. While this will continue to be minimised some area will need to have some recirculation, to improve thermal comfort.

Natural ventilation can be improved by fully or partially opening windows, air vents and doors, not signed as fire doors. This should be balanced against the need to maintain comfortable temperatures for all users of the space.

The University will be centrally monitoring carbon dioxide (CO2) as a proxy for air quality and ventilation in large teaching spaces. Information can be provided on these spaces. Additional control can be provided via the use of portable CO2 sensors where there are any concerns raised about the adequacy of ventilation in a given space.

Mechanical ventilation has typically been set at maximum fresh air settings and operate at extended periods.

Staff have been informed, via this risk assessment of the following steps which they can take to make sure their workplace is adequately ventilated whilst maintaining a comfortable temperature:

- opening windows and doors partially can still provide acceptable ventilation while keeping the workplace comfortable. Opening higher-level windows will probably create fewer draughts.
- if the area is cold relax dress codes so people can wear extra layers and warmer clothing
- use natural ventilation alongside heating systems to maintain a reasonable temperature in the workplace.

Most mechanical ventilation systems are monitored by building management systems that will raise a fault alarm; but please ensure that any potential fault with mechanical or natural ventilation is raised with the Building Management and or the Estates Helpdesk.
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, HSE guidance, Government and other relevant industry guidance. 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.

Links used above:
HSE - Ventilation and air conditioning during the coronavirus (COVID-19) pandemic 21st July 2021
CIBSE - COVID-19: Ventilation version 5 - Updated 16th July 2021
DfE - Higher education COVID-19 operational guidance - Updated 19 July 2021
HSE - Keeping workplaces safe as coronavirus (COVID-19) restrictions are removed - Updated 19 July 2021
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.

<table>
<thead>
<tr>
<th>Consequence / Severity score (severity levels) and examples of descriptors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Domains</strong></td>
</tr>
<tr>
<td>Impact on the safety of staff, students or public (physical / psychological harm)</td>
</tr>
<tr>
<td>No time off work</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Likelihood score</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency</td>
<td>Rare</td>
<td>Unlikely</td>
<td>Possible</td>
<td>Likely</td>
<td>Almost certain</td>
</tr>
<tr>
<td>Broad descriptor</td>
<td>This will probably never happen/occur</td>
<td>Do not expect it to happen/occur but it is possible it may do so</td>
<td>Might happen or occur occasionally</td>
<td>Will probably happen/occur but it is not a persisting issue</td>
<td>Will undoubtedly happen/occur, possibly frequently</td>
</tr>
<tr>
<td>Time-framed descriptor</td>
<td>Not expected to occur for years</td>
<td>Expected to occur at least annually</td>
<td>Expected to occur at least monthly</td>
<td>Expected to occur at least weekly</td>
<td>Expected to occur at least daily</td>
</tr>
<tr>
<td>Probability</td>
<td>&lt;0.1 per cent</td>
<td>0.1–1 per cent</td>
<td>1.1–10 per cent</td>
<td>11–50 per cent</td>
<td>&gt;50 per cent</td>
</tr>
</tbody>
</table>

The overall level of risk is then calculated by multiplying the two scores together.

Risk Level = Consequence / Severity x Likelihood (C x L)

<table>
<thead>
<tr>
<th>Likelihood</th>
</tr>
</thead>
<tbody>
<tr>
<td>Likelihood score</td>
</tr>
<tr>
<td>Rare</td>
</tr>
<tr>
<td>5 Catastrophic</td>
</tr>
<tr>
<td>4 Major</td>
</tr>
<tr>
<td>3 Moderate</td>
</tr>
<tr>
<td>2 Minor</td>
</tr>
<tr>
<td>1 Negligible</td>
</tr>
</tbody>
</table>

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.