GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Site | **Tiverton Activity** | **Department** | **University of Birmingham Sport & Fitness** | | **Version / Ref No.** | **3** |
| **Activity Location** | **Tiverton Rd**  167 Tiverton Rd, Birmingham B29 6BS | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **Fitness & Weights facilities**  **Staff #’s- 20, split over teams throughout business opening hours.**  **Customers- Max 50 at this juncture** | | | |
| **Assessor** | **Steve Harris** | **Assessment Date** | **14th August** | **Date of Assessment Review** | **6th September** | |
| **Academic / Manager Name** | **Zena Wooldridge** | **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 |
| S | L | R | S | L | R |
| Organisational | Psychological well being | Staff | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via  Mondays- am Senior Managers meeting.  Monday pm, HOD (Heads of Department).  Separate meeting throughout the week based on sub-projects related to business.  HODS- periodic catch -up meetings with all furloughed staff.  to ensure staff and students are not ill-informed about returning to work safely.  Advice is shared with staff members and staff 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   * Phone calls, video calls ( Zoom, Skype, WhatsApp)   and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx)  Risk assessment shared with staff and an electronic copy is available on the   * University of Birmingham Sport & Fitness staff webpages.   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 University of Birmingham Sport & Fitness return to work training programme and Covid-19 Operating Procedures 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)**   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 University of Birmingham Sport & Fitness Return to Work Training Programme which included team meetings, one to one meetings, discussion forums. Onsite and off-site meetings to enable workplace orientation to happen. Staff are made aware 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> | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational | Psychological well being | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager during regular (weekly) online meetings and follow –up one to ones.(weekly)  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](N:\\UBSport\\TRANX\\COVID RE-OPENING PLANNING\\MASTER PLAN\\1 GUIDENCE -Filed By Source\\UoB)  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> | 3 | 3 | 9 |  |  |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Staff, Students, contractors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Tiverton Gym Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff continue to work remotely where possible, in line with Government and University guidance.  Managers ensure staff 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., *Weekly Alarm testing, monthly water hygiene testing are done outside of Operating Hours by agreement in advance. UoB Maintenance jobs are arranged outside of working hours where possible. If the task is business critical areas will be temporarily closed off to adhere to social distancing guidelines. Area will be cleaned in line with established cleaning procedures post work.*  Un-essential trips within buildings and sites discouraged and reduced, e.g.   * Staff assigned to area bubbles to maintain social distancing.   Team Briefing will be in the main activity area before building opens or in booked out facilities to prevent clashing. All briefing will be standing with a maximum time of 20mins  All areas being used have had numbers determined by National Governing Body Guidelines. Area specifics detailed in UBS&F Covid-19 Operating [procedures (COP’s](https://docs.google.com/document/d/1w2NmvNoZJ-5G91UakVj5AhDdF8vi8LlI18iLEoBtuUA/edit))  Tiverton Gym will have 30 in the main Gym 10 in the free weights | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | Staff, Students, contractors | 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 social distancing is not exceeded including:   * Staffs hours will be 07.30- 21.00 weekdays, 07.30-1800 weekends. 2 shifts each day, 4 staff per shift * Changes to core working hours 10am -8pm weekdays and 10am -8pm weekends * Amended shift routines include staff handovers and team briefings done whilst adhering to social distancing guidelines * 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 have been separated into teams to reduce contact between employees. Staff are separated within these teams into different areas of work to maintain social distancing within the main gym.   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.  Access control for each building determined by line Managers ensuring staff have completed.  1, Return to Campus CANVAS module  2. Fire Safety CANVAS module ( as staff are fire wardens)  3. UBS&F mandatory training elements during wk beg 27-31 August 2020.  4. Completion of registration to UBS&F track & Trace system for staff.  5. Shift briefings to include checks on staff uniforms, including lanyards. Staff not compliant will be sent home to collect with time owing paid back at shift end  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: Tiverton Gym 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)).  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.  One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining social distancing throughout the building/workplace.  Staff activities are segregated to promote the social distancing rules including:   * Work stations moved or staff relocated. Provision of additional screens where needed to segregate people. DSE assessments reviewed and revised. * Headcount capacity to ensure social distances standards from UKACTIVE has necessitated equipment to be removed or marked NOT IN USE. * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc. For this building 1 person at a time in toilets. Appropriate signage in place. 1 member of staff on a break in the staff room at time. Appropriate signage in place. * Staff numbers dictate that staff stay on site for their breaks * Where available safe outside areas used for break. For this building the rear, gate controlled, parking /service area. * This facility will operate one person at a time on a break. All users are encouraged to wash their hands prior to using equipment (kettle) and to wash their hands 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 to the WCs (toilets). This facility 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, by internal signage, to leave the facilities in a respectable condition.   Clear method of socially distancing of staff and visitors in reception areas defined and implemented including:   * Queuing systems or processes * Social distancing in waiting and reception areas * Electronic visitor management system in place. For members- Members book a gym slot on Gladstone. At the gym entrance member swipes card at the reader. If a session has been booked they are granted access Swipe reader will be cleaned during cleaning sessions. Hand sanitiser available for all customers on entry * All members swipe out on exit enabling UBS&F to track & trace members throughout the timetable   Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option including Reactive maintenance works and Planned Preventative Works by UoB Staff and approved sub – contractors visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local Gym Supervisors in conjunction with the Gym Manager and UBS&F Health & Safety Officer*.*  Where necessary concerns fed back to the third party manager e.g. Heating system Estates Manager, Cleaner – Campus Services Domestic Manager.  All corridors are :   * Marked in areas to ensure social distancing is adhered to (lines on floor). * Have a one way system around the building. * Corridors that are over 2 m wide have a two way system of use, people using the corridor must stay to their left.   Additional signage in corridors reminding staff about social distancing  Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings. Large gatherings have been cancelled or postponed or alternative IT solutions provided. (Zoom, Skype, Microsoft Teams) Critical Training courses may still be performed but only following the Covid-19 guidance.  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>  Managers perform frequent evaluation against social distances controls. These include spot checks by the Gym Manager, H&S Officer. Staff are reminded on a daily basis, at start of shift briefings, of the importance of social distancing both in the workplace and outside of it.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.  Where the social distancing guidelines cannot be followed in full in relation to a particular activity, delivering first aid, *consideration* has been given to whether that activity needs to continue or adjusted to reduce of a reoccurrence warranting first aid happening and, if so, all the mitigating actions possible to reduce the risk of transmission between staff have been included in a task specific risk assessment and are being taken. Mitigating actions include:   * Additional first aid supplies specifically to first aid trained staff that is theirs to keep and request replacements for * Further increasing the frequency of hand washing and surface cleaning. * Keeping the activity time involved as short as possible. * 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). * Improving ventilation by running this 24/7. Where possible 100% fresh air no recirculation. When heating is needed percentage of fresh air will be reduced and re-circulated air heated. Rear entry and front entry doors will be opened to add additional fresh air throughput. UoB Service provider (Sneider) and Estates BMS controllers * Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside University buildings where 2m social distancing isn’t possible and can not be maintained. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering within the building.   Hygiene guidance given at time of booking as local condition of booking. Customers need to read/acknowledge before they are allowed to book Internal signage 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.  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.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures). 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).  Face coverings are not PPE and are not required to be worn in the buildings where 2m social distancing can be maintained. However where people choose to wear them managers support them. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | Staff, Students, contractors,  Customers | Exposure to respiratory droplets carrying and 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 other individuals 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 and Government advice. 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 validated disinfectants after someone with suspected coronavirus (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 with validated disinfectants (including touchpoints) * Provision and monitoring of adequate supplies of cleaning materials are in place. * Team briefed via the COVID-19 OPERATING PROCEDURES, Monthly H&S meetings 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/coronavirus> * Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * If an individual tests positive for COVID-19 this will be managed in accordance with the University’s Outbreak Management 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:   + 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.   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> | 3 | 3 | 9 |  |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Staff, Students, 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.  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 or the 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> | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Staff, Students, contractors,  Customers | 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 with appropriate signage throughout Tiverton Gym. Staff are informed at the start of shift briefings, 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 toilets, staff rooms.  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 the Main Gym and lifting gym 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 in the staff office, main gym and weights gym.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded by UoB Covid -19 branded materials throughout the public and staff areas.  Customers have to acknowledge they have read and understand their responsibilities to maintain good hygiene practices as part of them booking a timeslot on Gladstone (electronic booking system) in Tiverton Gym. Staff will monitor this and remind customers whilst keeping social distancing guidelines. Gladstone will act as the track & trace process  Customers will lose the ability to book slots if they do not adhere to Hygiene guidelinesof 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, cleaning products and disposable cloths have been made available to all Gym users. Gym users have been informed of their responsibilities for localised cleaning of touchpoints on machines before and after use, as part of their terms & conditions of use. Staff have been instructed to monitor this and if need remove the right for customers to book if they do not follow guidance on good cleaning practices. Gym Supervisors will monitor that staff are doing this. Staff failing to comply will have their responsibilities reiterated to them. A repeat of this may result in disciplinary action being taken  Objects and surfaces that are touched regularly are cleaned frequently by trained UBS&F staff during the day. Customers, informed as part of their booking T&C’s, that they must acknowledge prior to being able to book.  Designated cleaning slots programmed in-between gym sessions.  Products recommended by UoB Cleaning Services will be used for cleaning gym equipment.  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 workstations are cleaned by Gym staff before and after their shift. They are designated as primary users for set times during the period they are assigned to the desk space.  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 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. This is reinforced at start of shift team briefings by the Gym Supervisors  Staff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc. All previously shared items of cutlery have been removed.  Staff will be using lockers not available to customers for clothes and bags and staff encouraged use them. These will be personalised and staff responsible for cleaning them  Monitoring and supervision arrangementshave been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc. These includes monitoring on shift by Gym Supervisors and spot checks by the Gym Manager and/or H&S Officer.  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. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | Staff, Students, Contractors | 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 through staff newsletters, return to work training, local signage,that in an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. * **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. * **First Aid:** First aid needs assessment reviewed to take into account any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date. * **Hygiene:** Washing facilities with soap/gel available. People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.   Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed by UBS&F Health & Safety Officer with the input of the Gym Manager, to ensure measures are introduced to mitigate risk (for example, another area within the building 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, have been considered.  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. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | Staff | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the unit so that social distancing can be maintained at all times has been considered and include:   * Pick-up and drop-off collection points, procedures, signage and markings revised. Located at the rear entrance to Tiverton Gym * Methods to reduce frequency of deliveries in place - ordering larger quantities less often. * 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. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff, Customers, Contractors | 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.  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.  Building numbers are controlled by members booking on pre-determined time slots with number in each slot dictated to by Government Guidance for sports facilities, UoB Guidance on social distancing.  Members received local guidelines asking them not to turn up before their session. If they do a queuing system will exist outside the building | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff, Customers, Contractors | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures already in place in the rear Service yard area. This is only assessable to staff. There is no member parking.  Bike-racks are provided to help people walk, run or cycle to work where possible. There are 2 spaces with appropriate social distancing space between them  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>  Staff advised to stagger start and finish times if using public transport and to avoid public transport if at all possible. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | Staff  Customers | 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 as per pre-determined cleaning regimes in between activity slots.  Customers expected to clean touch points before & after use of equipment  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 by customers as part of their Terms and conditions of booking and by staff in between programmed activity slots | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff, Customers | Exposure to respiratory droplets carrying COVID-19. | Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.  All ventilation has been serviced as required. All filters have been changed as required.  Building users are encouraged where possible to ensure windows are open.  Air turnover has been measured as below and all adjustments made to conform to the industry guidance [HERE](file:///\\Adf\corp\HAS\UBSport\TRANX\COVID%20RE-OPENING%20PLANNING\MASTER%20PLAN\1%20GUIDENCE%20-Filed%20By%20Source\CIBSE):  **Large Gym**  From the room sizes (27m x 13.5m x 6m) the cubic capacity is 2187m³.  The 2 AHUs for the large gym give:  Large Gym (Vertical) AHU1 – Drawing 11944/1            Air volume 0.92 m3/s  Large Gym (Vertical) AHU2 – Drawing 11944/2            Air volume 0.92 m3/s  Total 1.84 m³/s. Convert that to m³/h. 3600 seconds in an hour. 1.84 x 3600 = 6624 m³/h  ACPH = Q/VOL  Q = Volumetric flow rate in m³/h  Vol = cubic capacity of the space  6624 m³/h  / 2187m³ = 3.028 ACPH (that’s if the measurements of the room are correct)  **Large Gym: 3.028 ACPH**  **Small Gym**  From the room sizes (17m x 9.7m x 5m) the cubic capacity is 824.5 m³  The AHU feeding the small gym gives:  Small Gym (Horizontal) AHU3 – Drawing 11944/3        Air volume 0.92 m3/s  0.92 m³/s x 3600 = 3312 m³/h  3312 m³/h  /  824.5m³ = 4.016 ACPD  Small Gym: 4.016 ACPH | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |

**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.