GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **Westmere House** | **Department** | **University Graduate School, Student Services** | | **Version / Ref No.** | **3** |
| **Activity Location** | **PGR and staff offices, seminar room, lounge** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **10 members of staff, 90 Postgraduate Researchers (PGRs) with allocated desks, PGR population (c.4,500)** | | | |
| **Assessor** | **Dr Andrea Patel** | **Assessment Date** | **05/08/2020** | **Date of Assessment Review** | **16/09/2020** | |
| **Academic / Manager Name** | **Jon Elsmore** | **Academic / Manager Signature** |  | | | |

| Hazard Assessment | | | | Control Assessment | | | | | | | | | Actions | | |
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| 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 and Postgraduate Researchers | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via team meeting, one to one meetings, ad hoc meetings as required), emailto ensure staff and students are not ill-informed about returning to work safely.  Advice is shared with staff and PGRs and staff/PGRs 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, ad hoc meetings and email communicationsand 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 *N:\SSD Managers\Return to campus documents.*  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 to Postgraduate Researchers with allocated offices in Westmere through the CAL Graduate School. 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 team meeting, one to one meetings and emailof 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 | 3 | 12 | No | Controls and procedures to be implemented as necessary  Processes and procedures to be cascaded as necessary.  Support may be required to assist with staff struggling | 4 | 1 | 4 | AP  AP/ JS  AP/ JS |  | Complete  Complete  Ongoing |
| Organisational | Psychological well being | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions via team meeting, one to one meetings, and ad-hoc meetingswith their team and look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager via email.  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>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  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 | 3 | 12 | No | Staff who are clinically vulnerable or clinically extremely vulnerable are identified and line managers asked to discuss support needs with member of staff  Specific RA to be created for any relevant staff  Line managers to be asked to hold discussions with employees  Staff to be issued with details  Students to be issued with details | 4 | 1 | 4 | AP to liaise with line managers  AP to liaise with line managers/OH  AP to liaise with line managers  AP  AP | 26th Aug  26th Aug  26th Aug  26th Aug  26th Aug | Complete  Complete  Complete  Complete  To be issued before PGRs return to building |
| Biological | Virus transmission in the workplace | Staff and Postgraduate Researchers | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing:* Westmere House *Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff continue to work remotely part-time and on-campus part-time; working in ‘staff bubbles’ to minimise exposure. Occupancy limits are in place and displayed for all staff and PGR offices and desks used in accordance with social distancing requirements.  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. This will be coordinated centrally by Andrea Patel in liaison with Geoff Clinton (Estates Manager). Building maintenance will be scheduled for times when there are fewer people in the building.  Un-essential trips within buildings and sites discouraged and reduced, e.g. staff are encouraged to use telephone, email and e-meetings to communicate with staff and students. | 4 | 3 | 12 | No | Issue online induction to the team for completing and document  Posters to be acquired and displayed  In conjunction with internal partners, instigate a schedule of contractors visits  Remind staff during team meetings to only make essential journeys | 3 | 2 | 6 | AP  AP  AP  AP | 26th Aug  11th Aug  Ongoing  Ongoing | Complete  Complete |
| Environmental | Virus transmission in the workplace due to lack of social distancing | Staff and Postgraduate Researchers | 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:   * Staff have been separated into teams to reduce contact between employees. Occupancy limits have been established and displayed for all staff and PGR offices, the Westmere Seminar Room and Lounge. Compliance with occupancy limits will be monitored through spot checks. * Changes to core working hours to enable staggered start and finish times (for example to allow flexibility for staff travelling on public transport to travel at quieter times). * Job and location rotation reduced. Where staff are normally split between two office locations, this has been reduced to location at one office.   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 reviewed - swipe-access will be limited to staff and postgraduate researchers with allocated desks within the building, though it is recognised that ‘tailgating’ is easy to achieve and that monitoring (through spot checking) and intervention by UGS staff are needed  Procedure in place for dealing with instance of unexpected employee, Postgraduate Researchers or 3rd party arrival (unexpected visitor will be asked to leave the building)*.* A record of who should be in the building and when will be saved to the UGS N drive folder and used to confirm unexpected visitors by requesting to see ID cards and cross-checking against this record.  PGR Hotdesk Room: Occupancy limited to 2 PGRs at any time – occupancy limit for the room is displayed. Students will have to book their attendance through EventBrite not more than two days before. Booked students will be transferred into the appropriate Gallagher Cardax Access control group, and only those who have booked will be able to swipe in. Staff and students are to ensure they are not tailgated into the building and who does tailgate or is not booked in will have their name and identification number taken and asked to leave.  All staff and postgraduate researchers will be encouraged to social distance properly. Social distancing posters and floor stickers are displayed throughout the building.  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: Westmere House 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. Desks are arranged with employees facing in opposite directions. Display Screen Equipment (DSE) assessments reviewed and revised. * Visual management aids (posters, pop up stands, and floor stickers) 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*.* * Capacity limits have been set and are displayed for common facility areas (e.g. toilets, kitchen, seminar room, lounge, Quiet Room). * 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. * Kitchen will use a one out one in policy – poster displayed to this effect. All users are encouraged to wash their hands prior to using equipment (hot/cold water tap, microwave, fridge) and to wash their hand 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). Toilets have 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.   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.   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 building maintenancevisitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local supervising staff member (Dr Andrea Patel) and where necessary concerns fed back to the third party manager, Estates Manager, Cleaner – Campus Services Domestic Manager.  All corridors:   * Have additional signage reminding staff and Postgraduate Researchers about social distancing * Have a one way system around the top floor of the building and locker room. * That are over 2 m wide have a two way system in use, people using the corridor must stay to their left.   Additional signage in corridors reminding staff about social distancing  There is a designated stairwell for going up to the second floor from the first floor and a designated stairwell for coming down from the second floor to the ground floor.  The main staircase to the first floor and the rear staircase between the first and ground floor will be two-way, signage in place telling all users to keep left and announce themselves when using the stairwell, so as one person can use the stairs at any time. Building users using these stairwells have been informed by email to announce themselves prior to use and to keep to the left.  Additional signage in stairwells reminding staff about social distancing.  Wash hand / use hand sanitiser on exit from stairwell.  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, postponed or moved to online delivery (e.g. webinars, Canvas courses, watch parties).  Large gatherings including events in public outdoor spaces that are organised by the University that are unable to be provided by alternative IT solutions are only permitted with reasonable steps to mitigate the risk of transmission and in line with COVID-19 Secure guidance including the completion of a specific risk assessment.  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>  Managers perform frequent evaluation against social distances controls through spot checks. Staff are reminded verbally on a daily basis 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 (e.g. PGR workshops and social events) consideration has been given to whether that activity needs to continue, 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:   * Further increasing the frequency of hand washing and surface cleaning. * Keeping the activity time involved as short as possible. * Using back-to-back or side-to-side working (rather than face-to-face) whenever 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.   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. This guidance is provided through posters.  Face coverings are not PPE and are not required to be worn in the workplace where 2m social distancing can be maintained. However where people choose to wear them managers support them.  Individuals have been reminded through *email* 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 | 4 | 3 | 12 | No | Rota to be established for CAL PGRs  NHS Test & Trace guidance to be downloaded and saved to UGS N-Drive  Swipe card access to be updated to only those staff and students with allocated desks in Westmere House  Procedure to be documented and shared with staff and PGRs via email  Establish Eventbrite booking system and communicate booking process to PGRs through monthly PGR Newsletter. | 3 | 2 | 6 | AP to liaise with CAL  AP  AP  AP  AP | Ongoing  26th Aug  3rd Sept  26th Aug  7th Sept | Complete  Complete  Complete |
| Biological | Suspected case of COVID-19 | Staff and Postgraduate Researchers | 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 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 email and team meeting 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 | No | NHS Test & Trace guidance downloaded and stored on UGS N-Drive. Staff directed to where the guidance is saved  Process for monitoring departmental supplies to be instigated  Details to be cascaded to staff and documented  Brief staff on expectations and document  Link to Government advice to be issued to staff and documented  Details of Test & Trace system to be documented  Process for reporting multiple cases to be confirmed  Staff to be informed of process and document | 3 | 2 | 6 | AP  AP  AP  AP  AP  AP |  | Complete  Complete  Complete  Complete  Complete  Complete  Complete |
| Biological | Someone entering the workplace with COVID-19 | 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 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 | No | Posters / information to be displayed by entrance doors  Details of Test & Trace system to be documented | 3 | 2 | 6 | AP  AP | 26th Aug  26th Aug | Complete  Complete |
| Environmental | Virus transmission in the workplace | Staff and Postgraduate Researchers | 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 by signage to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Posters are displayed around the workplace including in welfare facilities, stairwells, building foyer, offices, and corridors.  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 (top and bottom of stairs) 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.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded at team meetings and email 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, cleaning products and disposable cloths have been made available to all occupants (disinfectant wipes and hand sanitiser are available in every room) and everyone has been briefed by email and team meeting on the importance of keeping surfaces and work equipment clean.  There is limited or restricted use of high-touch items and equipment, for example, printers.  Sharing of equipment is restricted where possible, and cleaned / disinfected before and after use (e.g. printers).  Objects and surfaces that are touched regularly are cleaned frequently by the buildings cleaners and members of staff using disinfectant cleaning wipes such as door handles and keyboards, and 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. The Postgraduate Researcher Hot Desk room will be limited to an occupancy of 2 and users will need to book through EventBrite. Workstations are cleaned before and after use by users, using disinfectant wipes  Workstations are cleaned before and after use by all users, using disinfectant wipes.  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.  Staff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.  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. This will be through regular walk around the building by Andrea Patel.  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. Disinfectant wipes and hand sanitiser are available in each room 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 | 3 | 12 | No | Posters to be prominently displayed and staff reminded during meetings  Link to Public Health advice be issued to staff and documented  Poster on printer to brief users to consider need to print and instruct to clean surfaces with disinfectant wipes before and after use  Staff have been issued with their own tools. Reiterate that tools are to be disinfected before and after use and document  Staff to be issued with anti-bac wipes  Review of doors to take place and suitable notices displayed on doors  Establish procedure for PGR hot desk booking system and communicate to PGRs  Staff and PGRs to be briefed on requirements. Provide ant-bac wipes and document  Staff and PGRs to be asked to remove any non-essential items  Instigate procedure for receiving goods, cascade to staff and document  Staff to be reminded to regularly clean personal items  Staff to be asked to bring their own utensils  Remind staff not to have direct contact with others | 3 | 1 | 3 | AP  AP  AP  AP  AP  AP  AP  AP  AP  AP  AP  AP | 26th Aug  26th Aug  26th Aug  26th Aug  26th Aug  26th Aug  26th Aug  26th Aug  26th Aug  26th Aug  26th Aug  26th Aug | Complete  Complete  Complete  Complete  Complete  Complete  Complete  Complete for staff  Complete  Complete  Complete  Complete |
| Organisational | Exposure to Existing Hazards | Staff and Postgraduate Researchers | 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.  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware (by email and team meeting)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:** 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 the Head of the University Graduate Schoolto 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, 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 | No | RA’s to be reviewed and updated accordingly  All staff, including First Aiders and Fire wardens to be informed and advice documented  There are few designated fire wardens in the team so all staff will be expected to act as fire ushers. Ushers direct users to the nearest fire exit. Process to be reviewed and cascaded to fire wardens  Staff to be reminded to wash hands immediately after assisting others  Undertake review to ensure suitable measures are in place  Reiterate to staff the need to be vigilant and to report any unsafe observations | 3 | 1 | 3 | AP  AP  AP  AP  AP  AP | 26th Aug  26th Aug  26th Aug  26th Aug  26th Aug  26th Aug | Complete  Complete  Complete  Complete |
| 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 building so that social distancing can be maintained at all times has been considered and include:   * Drop-off points and procedures revised. * 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. * 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 | No | Establish procedure for deliveries and brief staff | 3 | 1 | 3 | AP | 26th Aug | Complete |
| Environmental | Virus transmission outside of the workplace | Staff/Postgraduate Researchers/Others | 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 egress that is contact free.  Building access control is used with access limited to those with allocated desks within the building.  Controlled access and egress is monitored to ensure it is followed. Monitoring will take place periodically through ‘spot checks’ (Building Manager will observe people arriving and leaving the building for a random one hour time period twice a week). | 4 | 1 | 4 | Yes |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff/ Postgraduate Researchers | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided.  Facilities such as bike-racks are provided to help people walk, run or cycle to work where possible.  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. | 4 | 2 | 8 | No | Staff to be advised to use public transport wearing a face mask  Line managers to include as part of return to work discussions | 4 | 1 | 4 | AP  AP | 26th Aug  26th Aug | Complete  Complete |
| Mechanical | Machinery & Equipment | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected by cleaning staff and equipment users.  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 the last person to use the equipment and next person to use the equipment. | 4 | 3 | 12 | No | Staff to be briefed on the requirement of disinfecting surfaces and equipment.  Appropriate cleaning materials are to be provided | 3 | 1 | 3 | AP  AP | 26th Aug  26th Aug | Complete  Complete |
| Environmental | Ventilation | Staff/ Postgraduate Researchers | 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. | 4 | 3 | 12 | No | Staff and PGRs to be briefed via email | 4 | 1 | 4 | AP | 26th Aug | Complete |

**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.