GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **Edgbaston Campus** | **Department** | **Estates** | | **Version / Ref No.** | **No 5** |
| **Activity Location** | **Fry Building** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment 36 Singleton, 3 4p offices and 3 shared offices of 18, 18 and 14 – updated for SERT 12/01/21** | | | |
| **Assessor** | **Erik Olsen** | **Assessment Date** | **12/01/21** | **Date of Assessment Review** | **3 months time** | |
| **Academic / Manager Name** | **Lisa Haynes** | **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,  Students | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via:   * team meetings, * one to one meetings, including the completion of the HR Return to Campus Form * Registry and Academic Affairs All-staff meeting 21/08/20 * Academic Services ask AS SMT meeting 24/08/20 * Weekly Head of School Zoom meetings   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   * team meetings, * one to one meetings, including the completion of the HR Return to Campus Form * Registry and Academic Affairs All-staff meeting 21/08/20 * Academic Services ask AS SMT meeting 24/08/20 * Registry and Academic Affairs Teams-site * Weekly Zoom meetings   *online team meetings* 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:   * *share drive* N:\groups\ProjectsOfficeWide\Covid-19 Campus reopening\Fry Building * PS\_Share/Curriculum Management Team shared drive and Registry and Academic Affairs Teams-site * CEN-StaffShared drive with the Health and Safety folder * *Timetabling share drive*.   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, Health and Safety Co-ordinator and shared drives*. 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   * Building induction * Team meetings, * One to one meetings, including the completion of The HR Return to Campus Form   of guidance available in relation to this:  <https://www.hse.gov.uk/stress/>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf> | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Organisational | Psychological well being | Staff  Students | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions *by Zoom/Team* with their team, one to one meetings, team meetings, HR Return to Campus Form and look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager by email and regular formal and informal 121 meetings.  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.  Staff/students who *should not* under any circumstance work on campus have been identified and managers/supervisors have discussed alternative arrangements with them to ensure that they do not return to work on campus. Staff who *should not* under any circumstance work on campus include:   * Any member of staff who has been through a return to work on campus assessment and has been advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) not to travel to work on campus. * Staff in the clinically extremely vulnerable category (those shielding) for whom current guidance is that they should not to travel to work, even where their work cannot be undertaken remotely.   <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 who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx>  Employees are made aware of support mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx> | 4 | 2 | 8 | Yes | Existing risk assessments including those for new or expectant mothers will be reviewed as required 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. | 4 | 2 | 8 | Line Mgr | As  Req |  |
| Biological | Virus transmission in the workplace | Staff  Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Fry Building checklist N:\groups\ProjectsOfficeWide\Covid-19 Campus reopening\Fry Building*** has been completed to identify the control measures to consider reducing the risk of workplace infections.  Managers ensure staff with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19.  Managers keep track of when staff can return to work/campus after the symptom free period.  Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus.  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 working 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 and building managers and occupants informed of when the visits will take place and which services are being maintained  Un-essential trips within buildings and sites prevented and discouraged e.g. liaison now by skype/zoom/teams for meetings etc. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | Staff  Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Only essential work authorised and approved by the Government and University is permitted in University buildings.  Each departmental unit that occupies the building has reviewed its working patterns and have modified workplace routines appropriately to ensure room/building capacity is calculated to maintain at least 2m social distancing is not exceeded including:   * Amended shift routines, staff handovers and team Staff entry and exit times have been changed to avoid peak times, especially where public transport is their mode of travel. * Changes to core working hours have been made with a mixture of onsite work and work from home to ensure room capacity is not breached. * Team briefings will continue to be held electronically. Any meetings on site will be held within an appropriate meeting room, large enough to observe 2 metre social distancing, or outside where a distance of 2 metres can easily be met. * 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. * Individual jobs have been looked at and a reduction in required time on site and interacting with others has been made. Staff will work on site for a set period of time whilst also working from home and will alternate. * Staff have been separated into teams to reduce contact between employees.Each team has been allocated a working pattern which means that no occupant of a desk is next to or facing a colleague in another desk at less than 2 metres distance apart. The maximum number of employees in a room of 18 desks will be no more than 9 persons on any day   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 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 social distancing based on our industry which are included in the ***Social distancing: Fry Building checklist***  (The latest Guidance on these measures can be found by clicking the following link [Social Distancing Guidelines](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)).  One-way flow systems have been implemented and visual aids, such as floor strips, signage have been used for maintaining social distancing throughout the building/workplace.  Staff activities are segregated to promote the 2m social distancing rules including:   * Desks are arranged with employees facing in opposite directions. * Employees will not occupy desks facing each other * Desks have been moved apart * Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms e.g. open plan offices. * Visual management aids in place to remind people of the need for social distancing. * Capacity limits have been set and displayed on doors for common facility areas (e.g. toilets, welfare areas etc.). * Where available safe outside areas used for break. * Smaller kitchens use a one out one in policy. 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. * Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). Smaller facilities has a one out one in policy. Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use.   Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option and only if this is essential including *distribution of exam-related materials,* visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local supervising staff member - Craig Aston and where necessary concerns fed back to the third party 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.   Additional signage in corridors reminding staff about social distancing.  Information provided and signs displayed informing people to use the stairwells rather than lifts unless they have difficulty using the stairs. The maximum occupancy of the lift has been reduced to ONE unless a user of the lift has a carer in which case it is 2*.*. Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.  There are designated stairwells for going up and a designated stairwell for coming down, this system will be enforced.  Additional signage in stairwells reminding staff about social distancing.  Wash hand / use hand sanitiser on exit from stairwell.  Social gathering amongst employees are not permitted whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings.  Large gatherings including University events organised in public outdoor spaces have been cancelled or postponed or alternative IT solutions provided, e.g. Zoom/Teams/Skype arrangements (Critical Training courses may still be performed but only following the Government and University Covid-19 guidance.)  Line-managers and staff will continuously assess controls and will be briefed to challenge any slip in standards and report any concerns through email or during one to one /team meetings.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.  Only essential work authorised and approved by the Government and University is permitted in University buildings. Where the 2m social distancing guidelines cannot be followed in full in relation to a particular essential activity,  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 cannot 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.  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 posters and signageof 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 * 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.   Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside all University buildings at all times except for in single occupancy rooms. 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.  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 * avoid wearing on your neck or forehead * avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus * change the face covering if it becomes damp or if you’ve touched it * avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering buildings)   When removing a face covering:   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing * only handle the straps, ties or clips * do not give it to someone else to use * if single-use, dispose of it carefully in a residual waste bin and do not recycle * if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed   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. |  | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | Staff  Students | 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. 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 by Line Managers as and when necessary by email 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 [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * 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> | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Staff  Students  Visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Anybody visiting site will be informed by posters 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 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> | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Staff  Students | 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. | Employees have been encouraged 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/>  Posters are displayed around the workplace including in welfare facilities o*n corridor walls*  Soap and water in the toilets on every floor and two hand sanitiser units are provided near each stairwell in the workplace and adequate supplies are maintained and are placed at the entrance to the building and in other areas *in corridors and by lift* 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 by a single pull-up poster in the entrance foyerof the public health advice:  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination has been undertaken, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed *by copy of the Service Level Agreement at the entrance and in building inductions to returning staff* on the importance of keeping surfaces and work equipment clean.  Objects and surfaces that are touched regularly are cleaned frequently using *UoB provided* *disinfecting 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.  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.  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 *by email*  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 arrangements for cleaning (eg Clear Desk and No Personal Bins At Desks policies)have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc.  COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). (See location specific chemical risk assessments for cleaning products used within the area).  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | Staff  Students | 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 on-line induction materials* 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 the impact of any Local or National Government requirements and 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. Security will be the point of contact for First Aid incidents, available on 0121 414 4444. * **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 local managersto 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,  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. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | Staff | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the minimal deliveries to the unit so that social distancing can be maintained at all times has been considered and include:   * Contact when handing goods over to the customer has been avoided. Goods are placed at a safe distance. * Where considered necessary, goods (mainly replacement printing paper supplies) that can be left for 72 hours are not immediately opened * Strict hand washing procedure in place after handling all deliveries. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff  Students  Visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place.  There is signage advising staff, students and visitors to wash their hands regularly and not to touch their face in the corridors.  There is one door for access and one door for egress and one way systems are inforce in the building. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided.  Additional 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 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff  Students | 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. Ventilation systems will be maintained in line with planned and preventative maintenance schedules.  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’, REHVA guidance, other industry and HSE guidance. <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>  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. CIBSE Covid-19 Ventilation Guidance  <https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ>  Ventilation systems are monitored in most cases by building management systems that will raise a fault alarm to Estates automatically.  Building windows are sealed and cannot be opened. | 4 | 2 | 8 | 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.