GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **Edgbaston campus** | **Department** | **Creative Media** | **Version / Ref No.** | **7** |
| **Activity Location** | **Great Hall Block, Lower Ground Floor, Aston Webb** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**Creative Media (including Design, Media, Account Management and Finance teams). 28 staff based in office (plus 1-4 freelancers that could be required to access office)Designated workstations = 23 (includes editing rooms)These offices are currently in standby mode during the January/February 2021 lockdown. Occasional access will be given to members of the Media team for filming in exceptional circumstances. |
| **Assessor** | **Hilary Brown** | **Assessment Date** | **13/01/2021** | **Date of Assessment Review** | **26/02/2021** |
| **Academic / Manager Name** | **Alaric Rae** | **Academic / Manager Signature** | **C:\Users\brownhj\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\BW4V5G0T\Alaric Signature.JPG** |

| Hazard Assessment | Control Assessment | Actions |
| --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors 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, Freelancers | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via ER all staff communications, ER Remote Working Forum, ER Line Manager Network, ER Operations Group, team meetings, one to one meetings and return to campus briefings to ensure staff are not ill-informed about returning to work safely.Advice is shared with staff members and they have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i.e. line managers, Internal Comms) and shared with staff via ER all staff communications, team meetings, one to one meetings and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx). Risk assessment shared and an electronic copy is available on the Creative Media Microsoft Teams page.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 ER all staff communications and team meetings. 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 ER communications (cascaded via Remote Working Forum, ER Line Manager Network) and team meetingsof guidance available in relation to this: <https://www.hse.gov.uk/stress/>The External Relations Mental Health First Aider network promotes the support available to staff via the ER communication channels and at team meetings.<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 | We recognise that anxiety levels will be high for a large number of staff and therefore we have a robust communications schedule in place for External Relations including cascade of information via-Team reps at the ER Remote Working Forum. During the current lockdown there are no staff working in these offices. All line managers will be required to discuss the return to campus with their direct reports so that they are aware of and can escalate any concerns/issues. |  |  |  | R Sanghera |  |  |
| Organisational | Psychological well being | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions via team meetings and one to one meetings and look at ways to reduce causes of stress. Line managers have received the Guidance on returning to Work document provided by HR to aid discussions and encouraged to use the Return to Campus Discussion Form if required to record any concerns/adjustments.Concerns on workload issues or support needs are escalated to line manager – staff are encouraged to raise concerns at their one to one meetings. 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> | 3 | 2 | 6 | Yes | Existing team risk assessments will be reviewed during the Jan/Feb lockdown period.  |  |  |  | R Sanghera | By end of Feb 21 |  |
| Biological | Virus transmission in the workplace | Staff, Freelancers  | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Great Hall Block, Lower Ground Floor, Aston Webb Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.Staff to work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance.Managers/supervisors ensure staff and students with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19. Managers/supervisors keep track of when staff and students 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 Filming schedules are managed to allow the same crew to work on campus filming jobs. Any freelance designers and editors to work remotely from home, with footage/materials electronically transferred to them or couriered in the event of large file sizes. Edit suites will be not be shared with any other staff member or freelancer to reduce any potential spread risk.Un-essential trips within buildings and sites prevented and discouraged. Meetings protocol to be circulated via ER all staff communications and return to campus briefings.Meetings with colleagues/clients to be carried out remotely via Microsoft Teams, e-mail and telephone. Staff to carry out physical distancing and face covering procedures whilst completing any client facing duties during filming jobs. Any contact time will be managed to be kept to a minimum.  | 3 | 3 | 9 | Yes | Return to campus briefings relevant for each office area will be carried out by teams following the current lockdown period. | 3 | 2 | 6 | All Directors to brief teams | Lockdown end date tbc |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing  | Staff | 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. Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded including: * Change to peak staff entry and exit times. These will be factored into the office/home rotas managed by the Creative Media team. Logistics of jobs that involve freelance support to be managed so that remote working is adhered to at every opportunity. Staff will be prioritised to complete any filming tasks, with freelance support working remotely to cover any edits.
* Changes to core working hours. Reviewed on a case by case basis and in line with HR guidance/policy. Logistics of jobs that involve freelance support to be managed so that remote working is adhered to at every opportunity. Staff will be prioritised to complete any filming tasks, with freelance support working remotely to cover any edits.
* 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. As highlighted above, staggered arrival and departure times will be factored into the office rota.
* Staff have been separated into teams to reduce contact between employees. Fixed team approach to be adopted across all ER teams where possible to ensure reduced contact and balance of roles.
* Job and location rotation reduced. The requirements for each job are managed and appropriate location sourced. Exterior locations are preferred to internal, further reducing risk.

Equipment rota and cleaning/quarantine schedule to be created and managed to reduce risks on high touch equipment and surfaces. New ways of working to be researched and implemented, such as remote viewing whilst on set to reduce contact time with contributors. Remote access to be implemented to reduce contact time with colleagues outside of CM team. Research and invest into new software/hardware to enable the team to carry out a blended workflow approach. 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.Procedure in place for dealing with instance of unexpected individual arrival (e.g. Colleagues who are not rostered to be in the office required to leave as the designated work stations and office capacity levels will be planned in advance. This policy communicated via ER all staff communications and via return to campus briefings.) 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: Great Hall Block, Lower Ground Floor, Aston Webb 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. This will be the case for office-based CM teams. Film editors will play out their work during the day (single occupancy editing offices) 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 2m social distancing rules including: * Designated workstations identified within each office area (measured and confirmed with Estates) and a clear desk policy followed at all times. Display Screen Equipment (DSE) assessments reviewed and revised.
* Areas of work marked out with floor tape to ensure adequate social distancing is in place. Visual management aids in place to remind people of the need for social distancing.
* Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms. Maximum capacity established for all meeting rooms, small offices, kitchen and breakout areas.
* Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.)
* Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site.
* Where available safe outside areas used for break.
* Welfare areas for serving hot food or drinks have been assessed in accordance with government guidance and tables/seating from welfare areas moved to create social distancing separation and avoid large groups congregating. 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. The use of drinking water stations have been restricted.
* 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. 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:* Social distancing in waiting and reception areas

Visitors only permitted with an advance appointment. Appointments made to manage and stagger numbers and to avoid excessive people in the CM area. 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 the visit is essential including Estates, Freelance workers and Contributors visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local ER Return to Campus Champions, Holly Wade and where necessary concerns fed back to the third party manager Maintenance Officer to keep CM team informed of contractor visits so that these can be appropriately managed.All corridors are :* Marked in areas to ensure social distancing is adhered to (lines on floor).
* 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.There are designated stairwells for going up and a designated stairwell for coming down, this system will be enforced. The spiral staircase in Creative Media should only be used in emergencies.Buildings with a single stairwell or stairwells over 2m are separated down the centre to try and achieve social distancing. Building users using these stairwells have been informed via team meetings as part of CM’s return to work briefing 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 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 – for example ER Town Halls and other ER training events are now delivered online. (Critical Training courses may still be performed but only following the Government and University Covid-19 guidance.)Managers perform frequent evaluation against social distances controls. Following the current lockdown period, they will be required to undertake a monthly review of the social distancing controls in their area (use of space and team feedback) and feed this back to their team Director and ER H & S Committee representative. Staff are reminded via signageon a daily basis of the importance of social distancing both in the workplace and outside of it. Weekly ER all staff communications will support these reminders.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, 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 provision of hand sanitiser and surface cleaning.
* Keeping the activity time involved as short as possible.
* Using screens or barriers to separate people from each other.
* 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).
* Re-engineering the technical activity.
* Improving ventilation by reorganising the indoor space to optimise the ventilation available.
* PPE consisting of face masks and/or a clear visor that covers the face, and provides a barrier between the wearer and others, provided for staff 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). Re-usable visors are cleaned and sanitised regularly using normal cleaning products.
* 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 University buildings at all times except 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.Individuals have been reminded through UoB and ER all staff communications of how to use face coverings safely including the following:When wearing a face covering you should:* wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
* 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

PPE is provided for individuals working in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services and for first aiders. The taking of PPE home is not permitted.Adequate training has been provided on what PPE is required – e.g. first aiders have been briefed; filming at particular locations will involve a full Health and Safety induction from the building H&S representative, along with the issuing of and instruction on how to safely use/wear the appropriate PPE. This could include lab coats, goggles, masks and gloves. (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).  | 4 | 2 | 8 | Yes | A fixed team, blended working approach has been adopted to reduce contact with other staff and to limit time spent in the office.Staggered start/finish times built in to team rotas.Designated socially distanced workstations throughout each office area (2m); cleaning responsibilities for staff communicated; deliveries process communicated to all staff ahead of return to officeSocial distancing and hand sanitisation guidance to be followed at all times (reinforced by visual signs, designated workstation approach and regular staff communications); all staff briefed on ventilation requirements (windows opened during working day)All staff asked to bring their own food, cutlery and flasks/bottles; kitchen areas will only be available for making hot drinks (ie no food preparation). No shared supplies of tea, coffee, milk.Additional cleaning regimes will be in place for workstations and frequent touch points (e.g. door handles)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. Studio and recording rooms booked through online system with welfare checks carried out by studio manager or nominated departmental deputiesSocial distancing and hand sanitisation guidance to be followed at all times (reinforced by visual signs, designated workstation approach and regular staff communications) Strict maximum occupancy signage in all shared areas (toilets, meeting rooms, kitchen and break out spaces)  | 3 | 2 | 6 | CM Studio ManagerAll Directors to complete rotas once lockdown end date known |  |  |
| Biological  | Suspected case of COVID-19  | Staff, Freelancers  | 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)
* Provision and monitoring of adequate supplies of cleaning materials are in place.
* Team briefed on actions to be taken in the event of someone being suspected of having COVID-19.
* Staff 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 | A fixed team, blended working approach has been adopted to reduce contact with other staff and to limit time spent in the office.Track and trace process shared with all line managers; ER Local Management Group established. | 3 | 2 | 6 | R Sanghera | 11/9/20 |  |
| Biological | Someone entering the workplace with COVID-19 | Freelancers, Estates 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. The Estates Maintenance Officer to advise the Creative Media Renu Panesar/Holly Wade when contractors are due in the building and all contractors are asked to report to a member of the Business Team on arrival in the building.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 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Staff | 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 via ER all staff communications and local 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/>Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building and in other areas such as offices, meeting rooms, kitchen and break out spaces 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. Manager advice would be to seek a medical opinionIndividuals 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 via regular UoB and ER all staff communications and local signageof 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 via ER all staff communications, team meetings and return to campus briefings on the importance of keeping surfaces and work equipment clean. Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected. Alternatives to touch-based security devices such as keypads provided. Where it has not been possible to provide an alternative, the staff member responsible for unlocking the door via the keypad at the start of the day should use the hand sanitiser immediately afterwards. Additionally all ER staff issued with a hygiene hook to reduce contact with touch based devices.There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards. Staff are encouraged to minimise the use of printers and to use the hand sanitiser before and after use. Whiteboard use should be limited and hand sanitiser used afterwards. Sharing of equipment is restricted where possible (and cleaned / disinfected before and after use. Each crew/staff member to be issued with (may need acquiring) own set of toolkits, which they’ll be responsible for and will not share with other crew members. 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.Equipment to be quarantined in-between jobs to track the equipment that has been used for specific jobs. Estates to be prioritised to complete all maintenance where necessary. Objects and surfaces that are touched regularly are cleaned frequently using anti-bacterial 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. All ER staff to be issued with hygiene hooks that can be used to operate touch based devices.Use of hot desks and spaces avoided and, where not possible workstations are cleaned between different occupants including shared equipment. ER has adopted a designated workstation approach and staff will be expected to clean their designated workstation at the start and end of the day.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 has been completed via local communications and reinforcement from managersCurrently, the use of coat-stands has been avoided; coats are left on the back of the designated workstation chair; bags can be locked in the designated workstation pedestal. Longer term options for lockers will be explored.Lab clothing and equipment such as goggles washed on-site rather than by individual staff members at home.This is included in all filming risk assessments should the job include filming at a laboratory. Monitoring and supervision arrangements have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc. Following the current lockdown period, ER Managers will be required to undertake a monthly review of the controls in their area (observation and team feedback) and feed this back to their team Director and ER H & S Committee representative. 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 | All staff required to complete the social distancing mandatory training course and completion rates currently being checked using the new Mandatory Training Completion data Tableau dashboard.Designated socially distanced workstations (2m); cleaning responsibilities for staff communicated; deliveries process communicated to all staff ahead of return to officeStrict maximum occupancy signage in all shared areas (toilets, meeting rooms, kitchen and break out spaces) All staff will be asked to bring their own food, cutlery and flasks/bottles; kitchen areas will only be available for making hot drinks (i.e. no food preparation). No shared supplies of tea, coffee, milk.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.  | 3 | 2 | 6 | All staff to complete mandatory staff training by end of Jan 2021 | 12/2/2021 |  |
| Organisational  | Exposure to Existing Hazards | Staff | 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 as part of their return to campus briefing 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. 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.
* **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 Rupee Sanghera/Ian Braznellto 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 will be available as additional support for First Aid assistance – and the Security emergency contact number provided to staff in the return to campus briefings.Security implications of changes made to operations and practices in response to COVID-19 Local or National Government requirements, have been considered, and mitigations have been introduced for any new or altered security risks. Given the reduced office capacity, all staff to familiarise themselves with the lone working (office) policy as part of the return to campus briefings.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. | 3 | 2 | 6 |  Yes | PEEP requirements defined including who will assist with their evacuation in an emergency Up to date rotas of who is on shift that day to be issued to the fire wardens to ensure an accurate register is obtained on the day. |  |  |  |  |  |  |
| 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.
* Unnecessary contact at delivery bay has been minimised e.g. non-contact deliveries where the nature of the product allows for use of electronic pre-booking.
* Methods to reduce frequency of deliveries in place - ordering larger quantities less often.
* Where possible and safe, single workers load or unload vehicles or if not possible the same pairs of people, with additional mitigating measures including the wearing of face coverings, are used for loads where more than one is needed.
* Drivers encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-ways.
* Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents.
* Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer has been avoided.
* Where possible all deliveries are stripped of all packaging (which is disposed of).
* Strict hand washing procedure in place after handling all deliveries.
* Where possible deliveries to remain isolated and untouched for a minimum of 48 hours.
 | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff | 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.Building access control is used during busy spells in the building and for any Local or National Lockdown periods i.e. one out one inControlled access and egress is monitored to ensure it is followed.Staff will be scheduled on a rota basis including start/finish times. All visitors will be managed; any ad hoc visitors won’t be permitted access. Monitoring will be carried out by ER Operations Group members.Hand sanitiser to be used prior and after opening front door.  | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff | Exposure to respiratory droplets carrying COVID-19. | Non-essential travel is not permitted during the National Lockdown period and is minimised at all other times– remote options considered first. There is flexibility around start/finish times (in line with core working hours) recognising that staff who use public transport will need to assess peak travel times on their office based days.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> | 3 | 2 | 6 | Yes | There will be flexibility around start/finish times (in line with core working hours) recognising that staff who use public transport will need to assess peak travel times on their office based days. |  |  |  |  |  |  |
| Organisational | Driving at work | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Non-essential travel is not permitted during the National Lockdown period and is minimised at all other times – remote options considered first. Staff roles that are required to car share have been considered and whether this could continue. Alternative solutions to two-person delivery have been put in place including delayed delivery of large items or using an alternative method, for example, mechanical / material handling equipment. Car share for business purposes (e.g. school visits/offsite business travel) is not be permitted and regularly reviewed.Where these are not possible the number of people travelling together in any one vehicle is minimised, using fixed travel partners, vehicles are well ventilated to increase the flow of air via open windows and occupants sit side by side or behind other people and sitting face-to-face is avoided. Seating arrangements to maximise distance between people in the vehicle has been considered and all of the occupants, unless exempt, wear face coverings inside the vehicles at all times.Job and location rotation has been reduced. Journeys have been scheduled and delivery/collection times to reduce contact with others.Shared vehicles are frequently cleaned including between shifts or on handover. This includes cleaning of objects and surfaces that are touched regularly, such as door handles and vehicle keys, and adequate disposal arrangements are in place.Sufficient quantities of hand sanitiser /wipes are retained within vehicles to enable workers to clean hands after each delivery / drop-off.Staff are encouraged to wash hands before boarding vehicles. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| 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. Cleaning wipes and staff briefing emails have been provided informing staff of thisSterilising 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 crew members before, during and upon completion of every shoot.All staff briefed about cleaning responsibilities for designated workstations (ie all surfaces and equipment wiped down at the start and end of each day) via all-staff town hall meetings, local team meetings, 1-1 meetings, and email communications including ER FAQs. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff | Exposure to respiratory droplets carrying COVID-19. | Recirculation of unfiltered air within the media studio 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 users must ensure that windows are kept open during the working day to increase ventilation.. | 3 | 3 | 9 | No | Film studio recommended operational hours; one of the following use cases per day: 1 hour for a group of up to 5 people2 hours for a group of up to 3 people3 hours for a group of up to 2 peopleNo use on consecutive daysProp doors open when not in use (provided these they are not fire doors)Adhere to building risk assessmentTouch points to be cleaned before and after use.Risk assessment produced for specific tasks in studio using guidance. | 3 | 2 | 6 |  |  |  |
| Environmental, Biological, Mechanical | Virus transmission in the workplaceEquipment & Machinery | Staff, Freelancers | Exposure to respiratory droplets carrying COVID-19.Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Film related control measures:Building risk assessments to be acquired prior to filming dependant of brief. Covid 19 government guidelines are taken into consideration for each task and controlled by the Production Crew. A bespoke risk assessment for filming jobs to be completed upon receipt of brief and completion of recce. Filming could take place at any campus location, so individual assessment of safety is always required, adhering to UoB guidance, film commission guidance, building risk assessment and government guidance. Media Team to follow updated guidance of the British Film Commission therefore in line with University and Government guidance.<http://britishfilmcommission.org.uk/guidance/regarding-covid-19-coronavirus/><https://www.gov.uk/government/collections/guidance-for-dcms-sectors-in-relation-to-coronavirus-covid-19>Note: The British Film Commission is a professional body and their guidance was produced with the Government and is industry-specific Location contacts to provide a full verbal induction of each area at the beginning of each shoot. Areas for ‘crew’ and ‘talent/contributor’ to be clearly marked on the floor to ensure distancing is adhered to.If required, fixed boom microphones will be used to avoid contact and maintain social distance.If more than one contributor is filmed, boom microphone will be disinfected in-between Users.Inventory of kit to be completed so it can traced to any particular crew. All kit to be disinfected before, during (if required) and on completion of shoot, before returning to the stores. Crew to ensure safe minimum 2 metre distance is adhered to in-between themselves, crew and contributors.Crew to wear face masks at all times during any interior task and exterior task where crew distancing proves challenging.  Crew to travel in separate vehicles to and from the filming site. Time spent with contributors to be minimised to reduce risk.Consider shortening recording days during the pandemic to reduce pressure on crews and reduce spread risk. Freelance workers to ideally use own equipment to reduce risk of contamination. No other person on the shoot should use/touch this equipment to avoid potential spread.A dynamic Risk Assessment to be completed upon arrival, allowing the crew to assess the working environment for potential hazards. If there is concern, crew should contact the virtual production office. Should any staff, contributor or student feel uncomfortable, unsure or unsafe during the specific task, progress should be halted, crew members report immediately to the virtual Production Office.  | 4 | 2 | 8 | Yes | Freelancers to provide their Covid 19 risk assessments and PPE.For certain filming activity, freelancers will need to provide their own production equipment. |  |  |  |  |  |  |
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**Risk Assessment Guidance**

Risk Scoring System

The scoring system is provided as a tool to help structure thinking about assessments and to provide a framework for identifying which are the most serious risks and why.

|  | **Consequence / Severity score (severity levels) and examples of descriptors**  |
| --- | --- |
|  | **1**  | **2**  | **3**  | **4**  | **5**  |
| **Domains**  | **Negligible**  | **Minor**  | **Moderate**  | **Major**  | **Catastrophic**  |
| **Impact on the safety of staff, students or public (physical / psychological harm)**  | Minimal injury not requiring first aid or requiring no/minimal intervention or treatment. No time off work | Minor injury or illness, first aid treatment needed or requiring minor intervention.Requiring time off work for <3 days  | Moderate injury requiring professional intervention Requiring time off work for 4-14 days RIDDOR / MHRA / agency reportable incident  | Major injury leading to long-term incapacity/ disability (loss of limb)Requiring time off work for >14 days  | Incident leading to death Multiple permanent injuries or irreversible health effects |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood score**  | **1**  | **2**  | **3**  | **4**  | **5**  |
| **Frequency** | **Rare**  | **Unlikely**  | **Possible**  | **Likely**  | **Almost certain**  |
| **Broad descriptor**  | This will probably never happen/occur | Do not expect it to happen/occur but it is possible it may do so | Might happen or occur occasionally | Will probably happen/occur but it is not a persisting issue | Will undoubtedly happen/occur, possibly frequently |
| **Time-framed descriptor** | Not expected to occurfor years | Expected to occurat least annually | Expected to occur atleast 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.