GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **Edgbaston Campus** | **Department** | **CAL** | | **Version / Ref No.** | **12** |
| **Activity Location** | **Harding Building** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **This is predominantly a student study space, no UoB staff are based in the building. It has open plan study areas, private study areas, PGR spaces and teaching spaces on the 4th floor. There is also a CEPLER Pro Bono office.**  **Approx capacity – 57 students**  **Approx capacity – 4 teaching staff** | | | |
| **Assessor** | **Simon Baldwin** | **Assessment Date** | **11/01/2021** | **Date of Assessment Review** | **26/02/2021** | |
| **Academic / Manager Name** | **Rachel Allmark / Andrzej Gasiorek** | **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 | Students, Staff | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) to ensure teaching staff and students are not ill-informed about returning to work/study safely. Team leaders will hold regular team meetings and continue to host 1-2-1 meetings with staff. For Academic staff, HoS/Department leads will hold meetings or provide staff briefings. Safety committees will also provide updates.  Inductions have been sent out to all teams and those individuals who teach in the space.  Students will be directed to the Main UoB intranet page via their department’s student handbooks where risk assessments and building inductions are uploaded for all buildings and where possible schools with departmental pages will post the risk assessments and inductions there as well.  Risk assessments have been posted to the central intranet page and inductions have been posted to the CAL intranet.  Advice is shared via induction with staff and students with current advice on staying protected through the University’s lines of communications (i.e. line managers, Internal Comms) and shared with staff via a local induction, safety committees and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Staff who are joining the UoB are provided with access to their schools Covid-19 Intranet pages so that they can read the CAL building inductions, risk assessments and Go-Cat information before joining.  Risk assessment shared and students (via the UoB Intranet page) and an electronic copy is available on the CAL V Drive: V:\Facilities\Health & Safety\Risk Assessments\Academic Year 20-21\Return to Campus\SB - Harding - 21.08  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 CAL Facilities 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)** Which can also be found here: V:\Facilities\Health & Safety\Risk Assessments\Academic Year 20-21\Return to Campus\SB - Harding - 21.08   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 safety committees, Academic Team leaders will hold regular team meetings/briefings and continue to host 1-2-1 meetings with staffof guidance available in relation to this:  <https://www.hse.gov.uk/stress/>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf> | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational | Psychological well being | Students / Staff | Anxiety and stress caused by concerns around returning to work on Campus | Students and staff who are in clinically vulnerable groups themselves and identified to be considered in ‘at risk’ groups are encouraged via building induction by the University to discuss their support needs with Student Service / Personal Tutor / Line Managers to ensure additional measures are put in place to protect them including working from home.  Students and 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 Personal Tutor / Student Services / Line Managers 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. This is explained via induction.  <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>  Concerns on workload issues or support needs are escalated to the student’s personal tutor or staff member’s Line Managers by individual at 1-2-1 meetings or at the request of the student or staff member.  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>  Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid students that require them being put at a disadvantage.  Students who return back to Campus who have concerns about either continuing to come to Campus or studying from home/remotely about doing so have been encouraged (via induction) to discuss these with their Personal Tutor and where necessary a specific risk assessment is carried out with the student to put extra control measures in place.  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>  Students are made aware of support mechanisms available to them (e.g. counselling,) through their personal tutors, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.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> | 2 | 3 | 6 | Yes |  |  |  |  |  |  |  |
| 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: Harding Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  UoB encourages students with any form of illness not to attend the UoB campus site until the illness has been verified as not being Covid-19. This is communicated via induction.  Managers/supervisors ensure staff/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/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.  All risk assessments and inductions have been sent out to all partners e.g. Security, Cleaning Services, Estates.  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. Estates have confirmed that staff will be informed of any planned visits in advance.  Un-essential trips within buildings and sites prevented and discouraged, and students and staff are informed of this within the building induction e.g. meetings are to be held virtually. Local Covid guidelines must be followed when moving to a different building. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | Students / 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.  Study space routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded including:   * Study space has been reviewed and the number of available desks has been reduced. Sit here stickers have been positioned to re-enforce this. * The private study spaces have been reviewed and their capacity has been reduced, a capacity sign has been placed on the door.   NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.  When conducting regular building checks the CAL Facilities Team will monitor the use of the area to ensure that it is compliant. The Harding study space has already been added to the CAL Marshalls route and is routinely monitored.  Work has been arranged so that students and staff are able to maintain the government guidelines for social distancing based on our industry which are included in the ***Social distancing: Harding 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. This is a quiet study space and will remain so.  One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining social distancing throughout the building/workplace.  Student and staff activities are segregated to promote the 2m social distancing rules including:   * Work stations have been marked as ‘Sit here’ to indicate where students can safely sit and work. * The building has been 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 via a capacity sign on the door of the study spaces and rooms. * Capacity limits have been set and displayed for common facility areas e.g. toilets. * Students and staff are encouraged via induction 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. * 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   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 local covid-19 measures are followed and these measures are monitored by the local manager 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 study spaces in the building. * Corridors that are over 2 m wide have a two way system of use, people using the corridor must stay to their left.   Additional signage in corridors reminding students and staff about social distancing.  Information provided and signs displayed informing people to use the stairwell rather than lift unless they have difficulty using the stairs. The maximum occupancy of the lift has been reduced to 1 unless a user of the lift has a carer in which case it is 2.Signs outside the lift reflect this information. Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.  Lifts are still to be used to move heavier / larger goods as a planned operation ensuring the lift cannot be stopped on each floor or staff placed on each floor to prevent access to lift until equipment moved. This has been covered in the building induction.  The main stairwell is separated down the centre to try and achieve social distancing. Building users using these stairwells have been informed via induction to announce themselves prior to use and to keep to the left.  The fire escape stairwell by the CEPLER will only be used by CEPLER and PGR students and will be used as a down stairwell in the event of a fire.  Additional signage in stairwells reminding students / staff about social distancing.  Wash hand / use hand sanitiser on exit from stairwell.  Social gathering amongst students and staff are not permitted whilst on site and is communicated via the building induction.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should. Students and staff have been informed via induction where to report near misses too.  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, e.g. teaching in 418, use of the Interpreting suite (a task specific risk assessment has been created for this) and the moot room. 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 and students 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. * Improving ventilation by re-organising the indoor space to optimise the ventilation available. * Re-organising pedestrian flows * Reducing the number of people each person has contact with by reducing the capacity in the room (so each person works with only a few others). 418 has a capacity of 8 students wearing masks / face coverings. The interpreting suite has a capacity of 4 students and a lecturer (masks / face coverings cannot be worn due to activity) social distanced. Each booth has a capacity of 1. 405 has a capacity of 20 students wearing masks / face coverings. All whiteboard pens have been removed from these teaching areas. * 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 and students 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 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.  Individuals, unless exempt, are required to wear face coverings, in all University learning environments, where the use of the face covering does not impact teaching and learning. Information provided in the University and local communications and signs displayed informing people of the mandatory requirement to wear a face covering within the building.  Individuals have been reminded via induction 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. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | Students / Staff | 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 building with suspected COVID-19, they are encouraged to go home (via induction) in accordance to the University guidance. If any students appear unwell or make comment or complain to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow the University and Government advice. Managers and personal tutors 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. * Students and staff briefed via induction on actions to be taken in the event of someone being suspected of having COVID-19. * Students must tell their personal tutor if they develop symptoms. * Students to follow the Government advice: <https://www.gov.uk/coronavirus> * 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> * 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 study space or 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 | Yes |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Students / Staff / Contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. These will only be CAL contractors and will be managed by Facilities e.g. Blind installations.  Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.  If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s and University guidance. University managers and personal tutors will follow the NHS Test and Trace workplace guidance for any University staff or student that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Students / 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 induction and posters at welfare facilities 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 building and adequate supplies are maintained (by CAL Facilities) and are placed at the entrance to the building and in other areas where they will be seen. They are located in on the 2nd and mezzanine levels of the study space and wipes are provided in each study room. Wipes and hand sanitiser are also provided in the teaching rooms. Where signs will be placed with them to confirm who to contact to replenish them.  Individuals have been informed via induction to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.  Individuals are reminded via induction 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/study space e.g. outside welfare areas and in walkways.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded via inductionof 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 has been undertaken 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 and everyone has been briefed via induction on the importance of keeping surfaces and work equipment clean. The cleaning SLA that is received is sent to all team leads and displayed at the main entrance of the building. Advice on where to get a copy of the SLA is included in the induction.  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards. White boards have been put out of use in shared areas and meeting rooms and all whiteboard pens removed. One photocopier has been put out of use and wipes are provided for the other to be wiped down before and after by the user.  Objects and surfaces that are touched regularly are cleaned before and after each use by the users using wipes e.g. MFDs and keyboards at computer stations. Touch points e.g. door handles are cleaned regularly by cleaning services and their products.  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.  Shared study space the workstations are cleaned by user before and after use. This is covered in the induction.  Everyone is encouraged via induction to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards etc. before after and during work/study.  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 and students are encouraged via induction to avoid direct personal contact with others i.e. shaking hands etc. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | Students / 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.  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware via induction that in an emergency, for example a 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. * **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 CAL Facilitiesto 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. | 2 | 2 | 4 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Students / Staff / Others / Contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place.  There is signage advising individuals to wash their hands regularly and not to touch their face.  Building access control is used continuously including for any Local or National Lockdown periods to ensure that only UoB Students and teaching staff can enter the building. Access control is also used to prevent staff and students accessing Harding from Law and Law from Harding. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Organisational | Travelling to Campus | Students / Staff | Exposure to respiratory droplets carrying COVID-19. | Students and staff encouraged to avoid public transport where possible and use alternatives e.g. cycling, walking to work etc. Where staff are unable to avoid public transport, they use it 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 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | Students / 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 e.g. photocopiers will be frequently cleaned and disinfected by the individual using them, i.e. they will be wiped down with a cleaning wipe before and after use. This will be communicated in the building induction.  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 individual using them, this has been communicated via the building induction. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Students / Staff/ Others / Contractors | 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. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

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

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

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

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Likelihood** | | | | |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
|  | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **5 Catastrophic** | 5 | 10 | 15 | 20 | 25 |
| **4 Major** | 4 | 8 | 12 | 16 | 20 |
| **3 Moderate** | 3 | 6 | 9 | 12 | 15 |
| **2 Minor** | 2 | 4 | 6 | 8 | 10 |
| **1 Negligible** | 1 | 2 | 3 | 4 | 5 |

The Initial Risk Rating is the level of risk before control measures have been applied or with current control measures in place.

The Residual Risk is the level of risk after further control measures are put in place.