GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Site | **St Francis Hall (SFH)** | **Department** | **Student Services** | | **Version / Ref No.** | **IV** |
| **Activity Location** | **St Francis Hall (SFH)** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **Approximate number of people involved in Services, individual prayer, meetings and 1.1 with chaplains, as well as chaplains (x 6) and staff (x1): 66**  **Room capacities:**   * **Worship Room:**    + **25 people (social distancing of 2m+)** * **Cadbury Room: 15 people**   + **15 people (social distancing of 2m+)** * **Oasis Lounge: 12 people (social distancing of 2m+)**   **All measures taken above are subject to and will be superseded by government regulations.**  **Activities taking place:**   * **Services (as per capacity above, however, bookings to be staggered, so it is unlikely that 2 bookings will take place at the same time)** * **individual prayer**   **Others:**   * **Administrator x 1 attending site daily**   **Chaplains (including Full-Time and Part-Time) x maximum of 6 attending site at any given time.** | | | |
| **Assessor** | **Multi-Faith Chaplaincy Team (Alex Ferranti/Fr Kensy Joseph SJ, Rev’d Dr Sharon Jones, Rabbi Fishel Cohen)** | **Assessment Date** | **07/01/2021** | **Date of Assessment Review** | **07/01/2021** | |
| **Academic / Manager Name** | **Nahid Saiyed** | **Academic / Manager Signature** | **Nahid Saiyed** | | | |

| Hazard Assessment | | | | Control Assessment | | | | | | | | | Actions | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?  Staff  Students  Contractors  Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | | | Are these adequate?  Yes/No | Changes to/ Additional Controls | Residual Risk Rating | | | Owner | Due  Date | Action Complete |
| S | L | R | S | L | R |
| Organisational | Psychological well being | Staff and chaplains | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via the *Chaplaincy* *team emails, team meetings on Mondays, including Chaplaincy Management Board meetings (CMB), and one to one meetings between staff and line manager, to* ensure staff adequately informed about returning to work safely.  Advice is shared with staff members and students 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 *team meeting, one to one meetings, health and safety committees/forums* and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Risk assessment shared with chaplains and an electronic copy is available on the Chaplaincy’s *share drive (location: O:\CHAP\Administration\Health and Safety\COVID 19 Risk Assessment). A physical copy will be available at the Reception Desk. Chaplains will be emailed a copy of the Risk Assessment, as well as being updated on any changes to the document.*  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 *CMB*. 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 manager 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 *CMB*,  *team emails, team and one to one meetings* of guidance available in relation to this:  <https://www.hse.gov.uk/stress/>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf> | 2 | 3 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational | Psychological well being | Staff and chaplains | Anxiety and stress caused by concerns around returning to work on Campus | Covid related information will be shared at weekly chaplaincy meeting, monthly Chaplaincy Management Board (CMB) and termly Recognised Chaplains meeting, weekly 1.1 meeting with chaplaincy administrator and line manager to identify causes of stress and solutions for supporting psychological wellbeing. Concerns on workload issues or support needs are escalated to line manager.  Chaplains are not employed by the University but by their respective Sending Bodies, which are nationally-recognised faith organisations of their denominations. As such, they have their own external support mechanisms. Chaplains who are in clinically vulnerable groups themselves and identified to be considered in ‘at risk’ groups by their Sending Bodies are encouraged by Sending Body managers to discuss their support needs to ensure additional measures are put in place to protect them including working from home.  Staff concerns on workload issues or support needs are escalated to line manager *via 1.1 on a weekly basis.*  Staff 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.  Chaplains invited to return to work on Campus, who are subject to additional risk assessment requirements of their sending bodies, will discuss any concerns they have with their own line management and inform the University through the usual channels.  Employees ~~invited to return back to work on Campus~~ who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor ~~using the University’s Covid-19 Return to Campus Discussion Form~~ and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx>  Employees are made aware of support mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>  This link is for students:  <https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx>  The risk on the psychologic and wellbeing of staff for SFH is low, as there are control measures in place to ensure wellbeing of staff, i.e. support from managers, as well as flexible working opportunity to accommodate their needs.  Chaplains are not employed by the University, as such, they have their own external support mechanisms.  Chaplains are well equipped to provide wellbeing support, and often provide peer-to-peer support, as well as being a mechanism of support for other staff. Chaplains could also receive support and conditions for working from their Faith Organisations, as they are not employed by the University. | 1 | 2 | 2 | Yes |  |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Staff, chaplains, students contractors, visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: St Francis Hall Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections. The SFH building checklist can be found on the following link: O:\CHAP\Administration\COVID 19 information  Chaplains and 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 ensure staff and chaplains with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19.  Manager keep track of when staff and chaplains 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/chaplains ~~returning to~~ working in University buildings*.* Posters are displayed in the foyer, by the Administrator’s desk, in the Worship Room, Cadbury Room, Oasis Lounge and society’s poster boards, that encourage staying home when sick, cough and sneeze etiquette.  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 e.g., *PAT testing, Fire tests and water checks.*  Un-essential trips within buildings and sites prevented and discouraged ~~and reduced~~, e.g. any unused rooms will be kept locked and the Administrator will limit to essential visits to other sites. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | Staff, chaplains, students contractors, visitors | 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:   * Changes to core working hours. *The new opening hours were revised and St Francis Hall will be open only on the following times:*    + Mondays: 12pm – 4.30pm   + Tuesday: 12pm – 4.30pm   + Wednesday: 12pm – 4.30pm   + Thursday: 12pm – 4.30pm   + Friday: 12pm – 4.30pm * The number of bookable spaces/areas/rooms have been reduced to only 2: Worship Room and Cadbury Room. * Access to SFH on swipe system or reception switch only. * SFH will be closed over weekend. If there are events taking place / booked for the weekend a member of staff/chaplain will be present to ensure measures are adhered to. * Start of events and Services to be staggered to minimise the number of people present to ensure all measures are controlled * The Oasis Lounge Kitchen End hospitality facilities will continue to be closed. * Furniture to be removed from the reception area to increase social distancing in this area. * Numbers entering SFH will be monitored to ensure maximum capacity is not exceeded (this will be monitored by Chaplains and staff). * To reduce the need for face-to-face contact, chaplains will continue their ministerial work online where appropriate. * A member of staff will be present on the building when it is open. * 2 way system in the stairs leading to the lower ground floor. This is to facilitate access to the lower ground in order to accommodate the move of equipment and access the welfare facilities. The controls measures in place to reduce any risk associated to the implementation of a 2 way system in the stairs are:   + to allow only one person is in the stairs at any time   + a priority system for the person already ascending/descending the stairs. The middle area/landing area by the Cadbury Room will be used to maintain social distancing should the person ascending/descending encounters someone in halfway through the stairs, for the middle area/landing area allows for social distancing.   + signage to inform users of how the 2way works. * one way system inside of bookable areas/rooms (Worship Room and Cadbury Room, as well as the Oasis Lounge) * The below the link to the Government webpage for meeting with others (social distancing) has recently been updated and information will be observed.   <https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing#rules-in-other-venues-and-activities>   * Worship Room capacity to be reduced from 200 to 25. * Cadbury Room capacity to be reduced from 100 to 15. * The limit for communal worship services is determined by the capacity and layout of the worship space itself (contrasted with the limits set for weddings and funeral services). * Further increasing the frequency of hand washing and surface cleaning. * Keeping the activity time involved as short as possible. * Using screens or barriers to separate people from each other where deemed necessary, for example, separate the Service leader from the attendees. * Improving ventilation by opening windows where deemed necessary and appropriated. * Face covering and/or a clear visor that covers the face, and provides a barrier between the wearer and others are provided 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). * Oasis Lounge and Kitchen End capacity to be reduced from 105 to 12. * Oasis Kitchen – to be closed and used only by staff, capacity 1. * Printer room, capacity 1 * Meeting Room, capacity 1 * Meditation room, to be used by chaplains only, capacity 2 * Society’s cupboard, capacity 1 * Offices, capacity 2 in each. * Access control for the St Francis Hall reviewed and access will now be on swipe access and/or reception switch only.   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 e.g. *refused entry into the building. Contact details such as email, telephone will be provided for further information if needed.*  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: St Francis Hall 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 Services. However, the most recent guidelines allow for a small group, singing – distanced from the congregation. The chaplains and chaplaincy management board will consider any change in government guidelines alongside University policy, and will adapt arrangements accordingly.  Two way flow system in the foyer and stairs leading to the lower ground and One-way flow system in the bookable rooms are implemented and visual aids, such as floor strips, signage are used for maintaining a social distance throughout the building/workplace.  Staff activities are segregated to promote the 2m social distancing rules including:   * 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. * Provision of additional screens where needed to segregate people inside of the chaplains’ offices and reception desk. * Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms e.g. worship spaces and offices. * 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 2m social distancing separation and avoid large groups congregating. * The chaplaincy kitchen use a one out one in policy (chaplains and staff only) and this is displayed by a poster. 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 hot water urn to make tea in the Oasis Lounge area has been taken out of use. * 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:   * Queuing systems or processes * 2m Social distancing in waiting and reception areas * Perspex screen in place for reception desk. * Electronic visitor management system in place.   Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option and only if the visit is essential including *contractors to carry out work on behalf of Estates, such as equipment testing,* visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local supervising staff member *(Chaplaincy Administrator)* 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 inside bookable areas (Worship Room, Cadbury Room) as well as the Oasis Lounge. * Have a 2 ways system on the stairs leading to the Lower ground floor only. Bookable areas such as the Worship Room and Cadbury Room have a one way system in place. Additional signage in stairwells reminding staff about social distancing. * 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 and building users about social distancing.  Information provided and signs displayed informing people to use the stairwells rather than lifts unless they have difficulty using the stairs. The maximum occupancy of the lift has been reduced to one unless a user of the lift has a carer in which case it is 2*.* ~~and social distance marked on the floor~~. ~~Users are encouraged to stand side by side or back to back.~~ Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.  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 *by signage at the top and bottom of the stairs* to announce themselves prior to use and to keep to the left.  Additional signage in stairwells reminding staff about social distancing.  Wash hands / use hand sanitiser on exit from stairwell.  Social gathering amongst employees are not permitted ~~have been discouraged~~ 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 such as the *gathering takes place via Zoom or Teams*. (Critical Training courses may still be performed but only following the Government and University Covid-19 guidance.) Communal worship services follow the appropriate social distancing and mitigation measures described in this document.  Managers perform frequent evaluation against social distances controls. *This will take place via meetings to evaluate procedures implemented to ensure social distancing is being followed as well as physical checks to the building. Signs are in place in strategic places to ensure visitors receive the message. Bookable areas furniture and floor signs have been rearranged to ensure social distancing can be observed when the building is in use.* Staff, chaplains and visitors are reminded *– by the administrator when they arrive on the building on* a daily basis of the importance of social distancing both in the workplace and outside of it.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should. Any concerns regarding near-miss to be raised with Chaplains and staff. Information is collected and shared with relevant Health and Safety coordinators in the department.  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, *~~examples of the activities~~* 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 re-organising the indoor space to optimise the ventilation available. * Re-organising pedestrian flows * 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 using emails, the Multi-Faith Chaplaincy’s social media platforms, signage on the building when on site during their visit and supported by further guidance from the Administrator on how to comply with safety measures, for example, 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   Additionally, the information above will be displayed on the Receptions area.  Adequate training has been provided on what PPE is required i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing. Government advice is followed:  <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  PHE quick guides for correct donning and doffing of PPE for [non-AGPs.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures) has been utilised for examples in best practice for putting on and taking off (donning and doffing). | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | Staff, chaplains, students contractors, visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event of a confirmed or suspected case of COVID-19 and communicated and includes:   * If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. If any 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 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 via email, phone, and team meetings as soon as it is possible on actions to be taken in the event of someone being suspected of having COVID-19. * Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided. * Employees to follow the Government advice: <https://www.gov.uk/coronavirus> * Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * If an individual tests positive for COVID-19 this will be managed in accordance with the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance. * Individuals will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + are a member of the same household as someone who has symptoms or has tested positive for coronavirus   + have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Staff, chaplains, students contractors, visitors | 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.  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’s guidance. University managers will follow the NHS Test and Trace workplace guidance for any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Staff, chaplains, students contractors, visitors | 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 during inductions, in emails as necessary, or when new information is received , and via posters inside the areas being used for worship, to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>. Posters are displayed around the workplace including in welfare facilities, various room that are used by visitors and the foyer area.  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 the Worship Room, Cadbury Room and Oasis Lounge, and toilet and kitchen facilities* where they will be seen.  Individuals have been informed to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.  Individuals are reminded to catch coughs and sneezes in tissues – Follow: “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed around the workplace.  Items used for prayer, such as prayer matts, prayer books, have been removed from SFH. All users were reminded via chaplaincy newsletter, emails to societies using the building, chaplaincy social media platforms, chaplaincy webpage and on site (face-to-face) that they will need to bring their own items to be used for prayer.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded via *team meetings, University internal comms to students and staff, as well as face-to-face if an irregularity is noted during visits to the building* of the public health advice:  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  Newspaper deliveries are being directed to the chaplains who placed the orders for the items, at their home addresses, as per their request. It is recommended that the items should be stored for 72 hours prior to being read.  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 *during inductions and on site in person visits to St Francis Hall* on the importance of keeping surfaces and work equipment clean.  Sharing of equipment such as remote control for using the projector, lecterns, tables and chairs are restricted where possible and cleaned / disinfected before and after use by the users (information is displayed by the equipment that it needs cleaning before and after usage and cleaning material is provided). Usage of the printer will be limited to the printer in the lower ground floor. There will be a limit of 1 person at a time inside of the printing room. If the printer is used, the user will have to follow hygiene guidance and procedures as described in the printer room, and clean before and after usage.  Objects and surfaces that are touched regularly are cleaned frequently using antibacterial, antiviral wet wipes, such as door handles and keyboards, and making sure there are adequate disposal arrangements.  Internal doors that **are not** signed as fire doors (unless held open with a mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles.  Use of hot desks and spaces avoided and, where not possible workstations are cleaned prior and after the space has been used between different occupants, including shared equipment, by the last person using the space/equipment, with antibacterial, antiviral wet wipes.  There is clear desk policy in place to reduce the amount of personal items on desks and work benches to be practiced when the space is in use or not in use.  There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.  Areas where people directly pass things to each other, for example office supplies, have been identified and ways to remove direct contact, such as using drop-off points or transfer zones have been introduced.  Everyone is encouraged during induction and posters, as well as University internal comms to students/staff 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.  Chaplains and staff will be encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.  Monitoring and supervision arrangements *are in place, via the building administrator, who reports to chaplains and line manager,* to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc.  COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). (See location specific chemical risk assessments for cleaning products used within the area).  Chaplains and staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | Staff, chaplains, students contractors, visitors | 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.  If chaplains, contractors or visitors are in the building when a safety role staff or chaplain is not present, they will have to contact Security Services in case of Emergency. There is a direct line phone to Security emergency services by the disable toilet, ground floor.  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 via induction, emails and signage on the buildingthat in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe. * **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency.*.* Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. * **First Aid:** First aid needs assessment reviewed to take into account the impact of any Local or National Government requirements and any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date. * **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  *building administrator and line manager* to 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, and mitigations *– such as cancellation of Services or closure of the building when there is intelligence of a threat posed on local communities worshiping in the building,* have been introduced for any new or altered security risks.  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 | Inbound & Outbound Goods including Post | Staff and chaplains | 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 with delivery services 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. * Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents. * Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer has been avoided. * Where possible all deliveries are stripped of all packaging (which is disposed of). * Strict hand washing procedure in place after handling all deliveries. * Where possible deliveries to remain isolated and untouched for a minimum of 48 hours. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff, chaplains, students contractors, visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place.  There is signage advising individuals to wash their hands regularly and not to touch their face.  There is one door for access and multiple doors for egress and one-way and two-way systems are inforce in the building for the bookable areas  Building access control is used during busy spells in the building and for any Local or National Lockdown periods.  Controlled access and egress is monitored to ensure it is followed. *Control access and egress is monitored by the Administrator using a track-and-trace spreadsheet of visitors to the building. Only members of the University can access the builidng using their ID cards for worship or pre-arranged purposes. The building is only open for users when the Administrator is present. When the Administrator is not present, Security should be informed of any entrance to the building and/or the Administrator, so necessary arrangements are made with Security.* | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff, chaplains, students contractors, visitors | Exposure to respiratory droplets carrying COVID-19. | 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> | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Organisational | Driving at work | Staff, chaplains, | 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.  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.  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. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | Staff, chaplains, students | 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.  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 user.* | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff, chaplains | Exposure to respiratory droplets carrying COVID-19. | Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.  All ventilation has been serviced as required. All filters have been changed as required. Ventilation systems will be maintained in line with planned and preventative maintenance schedules.  General considerations reflected on during reopening of the buildings in relation to the Ventilation and fresh air to occupied spaces. Core strategy based on ‘CIBSE Covid-19 Ventilation Guidance’, REHVA guidance, other industry and HSE guidance. <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>  The guidance is constantly under review by the University’s Estates as SARS-CoV2 transmission routes become more clearly defined, and any updated recommendations assessed and implemented where relevant to University systems. CIBSE Covid-19 Ventilation Guidance  <https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ>  Ventilation systems are monitored in most cases by building management systems that will raise a fault alarm to Estates automatically.  Building users are encouraged where possible to ensure windows are open. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Organisational | Places of worship | Chaplains and staff | Safety usage of places of worship. | Additionally to the measures highlighted on this Risk Assessment, St Francis Hall will also follow the guidance for places of worship. Further information and guidance on the safe use of places of worship during the pandemic can be found on the following link:  <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-2-december> | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

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

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

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

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

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

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

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

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