GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **54 Pritchatts Road** | **Department** | **Institute for Global Innovation and the Institute of Advanced Studies** | | **Version / Ref No.** | **1.1** |
| **Activity Location** | **Main Edgbaston Campus** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **Office/desk based work, 11 members of staff who will have designated workspace. With the possibility of meetings with other university employees and possibly external guests for the purpose of meetings. Up to 8 people in one meeting space at any one time.** | | | |
| **Assessor** | **Sukhi Birks** | **Assessment Date** | **12/08/2020** | **Date of Assessment Review** |  | |
| **Academic / Manager Name** | **Professor Hisham Mehanna** | **Academic / Manager Signature** |  | | | |

| Hazard Assessment | | | | Control Assessment | | | | | | | | | Actions | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?  Staff  Students  Contractors  Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | | | Are these adequate?  Yes/No | Changes to/ Additional Controls | Residual Risk Rating | | | Owner | Due  Date | Action Complete |
| S | L | R | S | L | R |
| Organisational | Psychological well being | Professor Hisham Mehanna,  Professor Dominique Moran,  David Evans,  Sue Gilligan,  Caroline Hetherington,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Valerie Ouellet,  Emily Evans  Potential visitors and contractors | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely. This will be via:   * Professional service Team meetings, * Business meetings, * One to one meetings with line managers, * Building management updates via email (any change will be communicated here, as well as in team and business meeting).   Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i.e. line managers, Internal Comms) and shared with staff via:   * Professional service Team meetings, * Business meetings, * One to one meetings with line managers, * Building management updates via email (any change will be communicated here, as well as in team and business meeting). * And the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).   Risk assessment shared with staff and an electronic copy is available on the shared drive, location*:*  ‘A:\Admin and team meetings\54 Prichatts - Building Management\Covid-19 Re-Opening Prep’  and in the  Teams channel: ’54 – Office reopening’’  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, Teams and available on the intranet. 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: **Covid-19 - return to campus discussion form, staff inductions and teams meetings** completed with employee and line manager.  Any changes will be communicated via Building management updates, team meetings, business meeting, one to one meetings.  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 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Organisational | Psychological well being | Professor Hisham Mehanna,  Professor Dominique Moran,  David Evans,  Sue Gilligan,  Caroline Hetherington,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Valerie Ouellet,  Emily Evans  Potential visitors and contractors | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions *add information about how this is done and when* with their team and look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager *add information about how this is done and when*  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>  This link is for students:  <https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx> | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Potential visitors and contractors  Professor Hisham Mehanna,  Professor Dominique Moran,  David Evans,  Sue Gilligan,  Caroline Hetherington,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Valerie Ouellet,  Emily Evans | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | **Social distancing:**54 Prichatts Road (Institute for Global Innovation and Institute of Advanced Studies) Building checklisthas 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 e.g. rooms taken out of action/general use when contractors on site. Any essential services or contractor visits are by prior arrangement only.  Un-essential trips within buildings and sites prevented and discouraged. By avoid printing where possible, if your desk is based on the ground floor avoid using first floor facilities where possible. And when working on the first floor avoid using ground floor facilities. The use of id telephones is encouraged ensuring cleaning them between use. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | Professor Hisham Mehanna,  Professor Dominique Moran,  David Evans,  Sue Gilligan,  Caroline Hetherington,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Valerie Ouellet,  Emily Evans  Potential visitors and contractors | 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.Staff will work on a rota basis 2 out of 5 days per week will be campus based. * Amended shift routines, staff handovers and team briefings. * Staff have been separated into teams to reduce contact between employees. The IGI core team will work together in one office and the IAS core team will work together in another office along with the Global Challenges Forum project manager. The fellows will also work in ‘bubble’ in another office. * Hot desk space is temporarily unavailable until further notice and casual drop in’s to the building are discouraged. * Job and location rotation reduced, team members are assigned specific general admin tasks, such as checking the post, updating the signing in folder and kitchen hygiene is met.   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. The visitor log/singing in sheets will aid this.  NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.  Access control for the building has been reviewed. All UoB staff have swipe card access to 54 Pritchatts road within core working hours 0900 – 1700.  Procedure in place for dealing with instance of unexpected employee (identified through not being included on the institutes approved list) 3rd party arrival. Visitors attending meetings are to sign in; other visitors who are not scheduled for a meeting will be asked to leave.  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: 54 Pritchatts road 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.  One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining social distancing throughout the building/workplace.  Staff activities are segregated to promote the social distancing rules including:   * All work stations which are in use are ensured to be 2 metres apart. Staff will be relocated around the building, with core staff will be divided between two working offices with fixed desk space allocated. All other occupied offices adhere to maximum room capacities, which maintain 2 meter social distancing. Desks are arranged with employees facing in opposite directions. 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 e.g. open plan offices, meeting rooms and seminar rooms. * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc. The shower room has been decommissioned for shower use but the basin remains operative for hand hygiene*.* * Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site. * Staff are encouraged to use the outside garden space for lunch breaks where possible. * Welfare areas for serving hot food or drinks have been assessed in accordance with government guidance. The microwave can be used as long it is wiped clean before and after use. Coffee machines have been taken out use. Kitchen seating will be removed. To avoid large groups congregating, the kitchens use will have a one out one in policy*.* Because of the nature of the kitchen space, open planning with access to a ground floor meeting room and toilet, there will befloor marking to ensure social distancing. * All users are encouraged to wash their hands prior to using equipment and to wash their hand after use. Additional signage for the correct method for handwashing displayed. * The chilled water mains tap in the kitchen will still be in use for drinking water. * Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). * First floor toilet facilities will have a one out one in policy. Additional signage will be displayed to encourage the knock and call policy. Building users are reminded to leave the facilities in a respectable condition.   Clear method of socially distancing of staff and visitors in reception areas defined and implemented including:   * Queuing systems or processes * Social distancing in waiting and reception areas * Electronic visitor management system in place. Most visitors are pre- arranged. We also keep a local meeting calendar for room use. A further log book can be formed from that information alongside the visitor log.   Visits from people outside of the building are managed via remote connection/working where this is an option. Visitors will be asked to use the intercom system. Visitors will received email guidance on local protocols and be given a short verbal reminder when they arrive on site. These measures are monitored by the local supervising staff member. And where necessary, concerns are fed back to the third party manager e.g. maintenance inspections and test – Estates Manager, Cleaner – Campus Services Domestic Manager.  Where this is not an option and only if the visit is essential including visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local supervising staff memberand 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). * One way system on the ground floor. * First floor will be socially distanced corridor use.   Additional signage in corridors reminding staff about social distancing  Accessible entry for wheelchair users, using the accessible lift Information provided and signs displayed informing people once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.  As the building has a single stairwell under 2m wide, building users using these stairwells will have been informed via:   * Professional service Team meetings, * Business meetings, * One to one meetings with line managers, * Building management updates via email (any change will be communicated here, as well as in team and business meeting).   To use the knock and call policy, to announce themselves prior to using the stairs and to keep to the left.  Additional signage in stairwells reminding staff about social distancing and washing of hands/using 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 relocated to larger spaces (Edgbaston park hotel) or alternative IT solutions provided (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. Reports of space utilisation and reporting of any concerns. Staff are remindedon 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.  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, such as essential maintenance, 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 through regular reminders in team meetings and building management updatesof 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  Hygiene guidance given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | Professor Hisham Mehanna,  Professor Dominique Moran,  David Evans,  Sue Gilligan,  Caroline Hetherington,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Valerie Ouellet,  Emily Evans | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event of a confirmed or suspected case of COVID-19 and communicated and includes:   * If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. Managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * The area will be cleaned in accordance with the specific Government [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) and includes:   + Cleaning an area with validated disinfectants after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people   + Where possible the area will be closed and secure for 72 hours, before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours   + Disposable gloves, masks and aprons will be worn for cleaning. These will be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished   + Once symptomatic, all surfaces that the person has come into contact with will be cleaned with validated disinfectants (including touchpoints) * Provision and monitoring of adequate supplies of cleaning materials are in place. * Team briefed immediately via virtual meeting and followed up by email on actions to be taken in the event of someone being suspected of having COVID-19. * Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided. * Employees to follow the Government advice: <https://www.gov.uk/coronavirus> * Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * If an individual tests positive for COVID-19 this will be managed in accordance with the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance. * Individuals will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + are a member of the same household as someone who has symptoms or has tested positive for coronavirus   + have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Professor Hisham Mehanna,  Professor Dominique Moran,  David Evans,  Sue Gilligan,  Caroline Hetherington,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Valerie Ouellet,  Emily Evans | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.  Services are working with the University’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.  Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.  If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s guidance. University managers will follow the NHS Test and Trace workplace guidance for any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Professor Hisham Mehanna,  Professor Dominique Moran,  David Evans,  Sue Gilligan,  Caroline Hetherington,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Valerie Ouellet,  Emily Evans | 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 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. Main entrance, kitchen area, first floor corridor, ground floor corridor.  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 all meeting rooms, all offices, kitchen, first floor corridor, ground floor corridor 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. The use of soap and water where available is advised, hand sanitiser should be used when soap and water isn’t available.  Individuals are reminded to catch coughs and sneezes in tissues – Follow: “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed around the workplace.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded of the public health advice:  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  A review of the cleaning regime for the building 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 briefedon the importance of keeping surfaces and work equipment clean.  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards. Flip chart stand are available users will need to supply their own pens and flip chart paper. Use of the printer is for strictly necessary printing only, and must be sanitised before and after use.  Staff are encouraged to use their own stationary (staplers etc), if this is shared cleaning / sanitising before and after use is encouraged.  Objects and surfaces that are touched regularly are cleaned frequently, by users of that space using sanitisation supplies provided 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 shared use of desk space is not permitted, workstations are cleaned and sanitised by the user of the space regularly.  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.  There will be a designated deliveries area, as there will be for post. 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. Papers for meetings will not be printed, attendee should bring their own copies and/or displayed on meeting room screen where possible.  Staff will have their own stationary supply to reduce the need to directly pass things to each other.  Everyone is encouraged frequently to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared machinery handles etc. before after and during work.  Staff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc. All communal crockery and cutlery will be taken out of general use.  Staff are encouraged to use the desk drawers to store their personal items, bags, clothes.  Monitoring and supervision arrangements, clear desk policy checkshave been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc.  COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). (See location specific chemical risk assessments for cleaning products used within the area).  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | Professor Hisham Mehanna,  Professor Dominique Moran,  David Evans,  Sue Gilligan,  Caroline Hetherington,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Valerie Ouellet,  Emily Evans | 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 Covid-19 Return to campus discussion form, building induction, staff meetings that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe. * **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. * **First Aid:** First aid needs assessment reviewed to take into account the impact of any Local or National Government requirements and any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date. * **Hygiene:** Washing facilities with soap/gel available. People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.   Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed by the building manager and the head of projects and partnerships for the institute of Global Innovation (Sukhi Birks and David Evans (research Support Services) 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 19 Local or National Government requirements, have been considered and mitigations 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. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | Professor Hisham Mehanna,  Professor Dominique Moran,  David Evans,  Sue Gilligan,  Caroline Hetherington,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Valerie Ouellet,  Emily Evans | 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:   * Designated Pick-up and drop-off collection point (Lobby area), procedures, signage and markings revised. * Unnecessary contact at delivery 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. * 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 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Professor Hisham Mehanna,  Professor Dominique Moran,  David Evans,  Sue Gilligan,  Caroline Hetherington,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Valerie Ouellet,  Emily Evans | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place.  There is signage advising staff to wash their hands regularly and not to touch their face.  There is one door for access to the building (main entrance/front door) and three options for egress depending on which room they are in (room G05 patio doors, room G06 patio doors, rear exit to garden via plant room) and one way systems are in force in the building on the ground floor, 1st floor is social distance aware as one way system is not practicable.  Building access control is used during busy spells in the building and for any Local or National Lockdown periods i.e. one out one in.  Controlled access and egress is monitored to ensure it is followed. Swipe access to enter the building or sign in*.* | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Professor Hisham Mehanna,  Professor Dominique Moran,  David Evans,  Sue Gilligan,  Caroline Hetherington,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Valerie Ouellet,  Emily Evans | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided.  Workers encouraged to avoid public transport where applicable and use alternatives e.g. cycling, walking to work etc. Where staff are unable to avoid public transport they do so in accordance with Government and University Guidance:  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  Staff advised to stagger start and finish times if using public transport and to avoid public transport if at all possible. | 4 | 3 | 12 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Professor Hisham Mehanna,  Professor Dominique Moran,  David Evans,  Sue Gilligan,  Caroline Hetherington,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Valerie Ouellet,  Emily Evans | 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. | 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.