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.** | **2.1** |
| **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** | **12/08/2021** | **Date of Assessment Review** | **13/05/2021** | |
| **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,  Anne-Marie Vassiliadis,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Liam Kelleher,  Amy Burrell,  Emily Evans,  James Hodgson,  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:   * ***Local induction materials*** * ***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 and 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>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/stress-management-guidance.aspx> | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Organisational | Psychological well being | Professor Hisham Mehanna,  Professor Dominique Moran,  David Evans,  Sue Gilligan,  Anne-Marie Vassiliadis,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Liam Kelleher,  Amy Burrell,  Emily Evans,  James Hodgson,  Potential visitors and contractors | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions via open door approach to discuss with line managers on an ad hoc basis as well as formal one to one meetings. Along with their team discussions and looking at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager, via formal one to one meetings or on an ad hoc basis when required.  Information on the full range of Coronavirus – Covid-19 support available for staff including those who were previously advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) ***not*** to work on campus and staff who are in the [clinically extremely vulnerable group](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#what-will-change-from-1-august) (i.e. those previously advised to shield) is available [here](https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx).  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 working on Campus or working from home/remotely have discussed these with their line manager or supervisor and concerns have been formally recorded and where necessary they have been signposted to the [EAP](https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/employee-assistance-programme-eap.aspx) for support and / or a referral to occupational health has been made using a standard Management Referral available via the HR Portal.  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 | Professor Hisham Mehanna,  Professor Dominique Moran,  David Evans,  Sue Gilligan,  Anne-Marie Vassiliadis,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Liam Kelleher,  Amy Burrell,  Emily Evans,  James Hodgson,  Potential visitors and contractors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Staff continue to work using the mixed model of site and home based (hybrid working) 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 self-isolation period.  Regular access to the Lateral Flow Device tests and kits are available to staff and students who are coming onto campus. Staff and students are strongly encouraged to test twice a week and to record their results on the Government’s reporting website site:  <https://www.gov.uk/report-covid19-result> and to report any positive test results to the University using the COVID-19 reporting form.  The University’s [***On-linematerials 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*.*  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., notice is given so that social distancing is maintained and interactions are kept to a minimum.  Un-essential trips within buildings and sites discouraged and reduced, e.g. printing is kept to essential only to minimise building movement, meetings are held virtually where possible. | 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,  Anne-Marie Vassiliadis,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Liam Kelleher,  Amy Burrell,  Emily Evans,  James Hodgson,  Potential visitors and contractors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Only 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:   * Staff will work on a rota basis with a mixed model of campus based working and home working. * 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. * Room booking system must be used to monitor numbers of people in the building at any one time, alongside the sin-in sheet. * 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. * Welfare areas for serving hot food or drinks have been assessed in accordance with government guidance to reduce the number of people being able to congregate. Smaller kitchens continue to be used at reduced capacities. All users are encouraged to wash or sanitise their hands prior to using equipment (kettle, drinking water fountains, microwaves etc.) and to wash or sanitise their hands after use. Additional signage for the correct method for handwashing displayed. Cleaning materials are available to clean equipment before and after use and signs displayed with information about cleaning and also a contact to replenish the any cleaning materials. Signage also asks users to avoid touching the water cooler/fountain spout with their bottles or hands. * Where available safe outside areas used for break. * Welfare facilities (toilets etc.) have signage to remind people to wash their hands prior to and after use and also of any other measures required to ensure safe use of the facilities including building users being reminded to leave the facilities in a respectable condition.   To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams and attendance in the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.  Work has been arranged so that staff are able to maintain the government guidelines for workplaces.  The latest Guidelines on these measures can be found by clicking the following link [Workplace Guidelines.](https://www.gov.uk/guidance/working-safely-during-covid-19)  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.  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 and making use of microphones during presenting at events to avoid projecting voice.  Wherever one way systems assist the flow of people and avoid crowding or congestion they should be maintained, with appropriate signage and other visual aids in place.  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 2 metre 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 * 2 metre 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 local room usage booking calendar is also used and can be referred to if required.   Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option visitor and contractor arrangements have been revised to ensure:   * Clear guidance on how to reduce the risk of spreading COVID-19 to people is given to them, for example, by phone, on the website or by email or with on-site signage and visual aids and the particular needs of those with protected characteristics, such as those who are hearing or visually impaired have been considered. * Host responsibilities related to COVID-19 have been established and any necessary training for people who act as hosts for visitors has been provided. * Entry and exit routes for visitors and contractors have been reviewed to minimise contact with other people. * In shared facilities e.g. with other employers COVID-19 related arrangements have been co-ordinated and there is co-operation by all occupiers. This includes landlords and other tenants. * Visitors are told they should be prepared to remove face coverings if asked to do so by police officers and staff for identification. * Information provided to visitors does not compromise their safety.   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.  Building users using the stairwell have been informed via team meetings and this document 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.  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 events in public spaces that are organised by the University are only permitted with steps to mitigate the risk of transmission and in line with COVID-19 Secure guidance including the completion of a specific risk assessment.  [Working safely during coronavirus (COVID-19): guidance from Step 4 - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/working-safely-during-covid-19)  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.  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.  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).  Face coverings are not PPE and are not normally required to be worn in the workplace but the University strongly encourages staff, students, contractors and visitors to continue to wear face coverings inside buildings and where people choose to wear them they are supported.  Where face coverings may reduce the risk of transmission from one person to another e.g. in congested areas, crowded enclosed spaces and where people may come into contact with people they do not normally meet, signs are displayed requesting individuals to wear a face covering with the expectation that individuals will wear a face covering in these areas.  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 and before and after removing it * avoid wearing on your neck or forehead * avoid touching the face covering or your face, as it could contaminate it with germs from your hands * change the face covering if it becomes damp or if you’ve touched it * continue to wash your hands regularly * change or wash your face coverings daily * if the material is washable, wash it in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in their usual waste   Refer to the [guidance on how to dispose of personal or business waste, including face coverings and PPE](https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste) | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | Professor Hisham Mehanna,  Professor Dominique Moran,  David Evans,  Sue Gilligan,  Anne-Marie Vassiliadis,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Liam Kelleher,  Amy Burrell,  Emily Evans,  James Hodgson,  Potential visitors and contractors | 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’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * 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 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/guidance/nhs-test-and-trace-workplace-guidance>   * 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. * 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   + meet the criteria included in the [Government Stay at Home Guidance](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,  Anne-Marie Vassiliadis,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Liam Kelleher,  Amy Burrell,  Emily Evans,  James Hodgson,  Potential visitors and contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.  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 University’s Test, Trace and Protect Process and NHS Test and Trace workplace guidance 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,  Anne-Marie Vassiliadis,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Liam Kelleher,  Amy Burrell,  Emily Evans,  James Hodgson,  Potential visitors and contractors | 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 in team meetings and one to one meetings with line managers to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands>  Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building and in all rooms where they will be seen.  Individuals have been informed to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.  Individuals are reminded to catch coughs and sneezes in tissues – Follow: “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed around the workplace.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded in team meetings and one to one meetings with line managers 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/area to ensure controls are in place to keep surfaces clean and free of contamination has been undertaken, cleaning products have been made available to all occupants and everyone has been briefed in team meetings and one to one meetings with line managers on the importance of keeping surfaces and work equipment clean.  Clear use and cleaning guidance for toilets, showers, lockers and changing rooms are in place to ensure they’re kept clean and clear of personal items. This includes enhanced cleaning of all facilities regularly during the day and at the end of the day using normal cleaning products. Disposable cloths or paper roll is provided to clean all hard surfaces especially frequently hand touched surfaces, in showers and changing rooms and hand sanitiser is available on entry and exit to the room.  Facilities are kept well ventilated. For example, by ensuring any mechanical ventilation work effectively and opening windows and vents where possible.  Cleaning for busy areas in the building has been enhanced.  More waste facilities, and more frequent rubbish collection has been provided.  Sharing of equipment is restricted where possible and cleaned before and after use.  Cleaning process for all equipment, tools and vehicles, for example, pallet trucks and forklift trucks including expensive equipment that cannot be washed down has been determined and where necessary protection around machines and equipment has been designed.  Objects and surfaces that are touched regularly such as door handles and keyboards, are cleaned frequently using cleaning materials provided ~~and~~ whilst 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 workstations/workspaces are assigned to specific individuals, where not possible. If lone working and need to be located in the ground floor office workstations are cleaned by all users before and after use between different occupants including shared equipment.  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. Work areas and equipment are cleaned between use using usual cleaning products.  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.  Everyone is encouraged regularly in team meetings and one to one meetings with line managers 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.  Monitoring and supervision arrangements have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc.  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,  Anne-Marie Vassiliadis,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Liam Kelleher,  Amy Burrell,  Emily Evans,  James Hodgson,  Potential visitors and contractors | 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,  Anne-Marie Vassiliadis,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Liam Kelleher,  Amy Burrell,  Emily Evans,  James Hodgson,  Potential visitors and contractors | 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. * Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer has been avoided. * Where possible all deliveries are stripped of all packaging (which is disposed of). * Strict hand washing procedure in place after handling all deliveries. * Where possible deliveries to remain isolated and untouched for a minimum of 48 hours. | 3 | 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,  Liam Kelleher,  Amy Burrell,  Emily Evans,  James Hodgson,  Potential visitors and contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place.  There is signage advising 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,  Anne-Marie Vassiliadis,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Liam Kelleher,  Amy Burrell,  Emily Evans,  James Hodgson,  Potential visitors and contractors | Exposure to respiratory droplets carrying COVID-19. | Individuals travelling to University premises or on behalf of the University are encouraged to follow the [Government’s safer travel for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak) to help them stay safe, and protect others by controlling the spread.  Where people are travelling together in any one vehicle, they are encouraged to:   * use fixed travel partners * not sit face-to-face * open windows and switch on ventilation systems that draw in fresh air. Open windows only partially if it’s cold. * frequently clean their vehicle including objects and surfaces that are touched regularly, such as door handles and vehicle keys. | 4 | 3 | 12 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Professor Hisham Mehanna,  Professor Dominique Moran,  David Evans,  Sue Gilligan,  Anne-Marie Vassiliadis,  Alex Young,  Zohra Tarajia,  Sukhi Birks,  Carlo Luiu,  Liam Kelleher,  Amy Burrell,  Emily Evans,  James Hodgson,  Potential visitors and contractors | Exposure to respiratory droplets carrying COVID-19. | Ventilation systems are maintained in line with planned and preventative maintenance schedules, including filter changes.  An assessment of the ventilation in the building, and where necessary individual areas/rooms, has been undertaken which included checks such as:   * Is the space naturally or mechanically ventilated * All areas within the building which are usually occupied and have poor ventilation have been identified and the use of the area re-assessed (see below). * An assessment of Fresh air (ventilation) has been undertaken for the workplace and where necessary individual workspaces. This included how fresh air is provided (natural, mechanical or combination of both), how many people occupy/use the area, how much time people spend in the areas, how large the area is, what activities take place in the areas, the equipment and machinery in the workspaces, the use of fans and Local Exhaust Ventilation.   Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.  An assessment of the ventilation in the building, and where necessary individual areas/rooms, has been undertaken which included checks such as:   * Is the space naturally or mechanically ventilated * All areas within the building which are usually occupied and have poor ventilation have been identified and the use of the area re-assessed (see below). * An assessment of Fresh air (ventilation) has been undertaken for the workplace and where necessary individual workspaces. This included how fresh air is provided (natural, mechanical or combination of both), how many people occupy/use the area, how much time people spend in the areas, how large the area is, what activities take place in the areas, the equipment and machinery in the workspaces, the use of fans and Local Exhaust Ventilation.   Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible. While this will continue to be minimised some area will need to have some recirculation, to improve thermal comfort.  Natural ventilation can be improved by fully or partially opening windows, air vents and doors, not signed as fire doors. This should be balanced against the need to maintain comfortable temperatures for all users of the space.  The University will be centrally monitoring carbon dioxide (CO2) as a proxy for air quality and ventilation in large teaching spaces. Information can be provided on these spaces.  Additional control can be provided via the use of portable CO2 sensors where there are any concerns raised about the adequacy of ventilation in a given space.  Rooms can be purged (aired) when not in use by leaving the windows and doors fully open. However, it is important to plan and close windows to minimise the risk of rodent and pigeon issues.  Staff have been informed, via this risk assessment of the following steps which they can take to make sure their workplace is adequately ventilated whilst maintaining a comfortable temperature:   * opening windows and doors partially can still provide acceptable ventilation while keeping the workplace comfortable. Opening higher-level windows will probably create fewer draughts. * if the area is cold relax dress codes so people can wear extra layers and warmer clothing * use natural ventilation alongside heating systems to maintain a reasonable temperature in the workplace.   Ventilation Instruction signs displayed throughout the building instructing individuals to “Please ensure you open all windows on arrival and close on departure.”  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](https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown), [HSE guidance](https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance), [Government](https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance) and other relevant industry guidance. 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.  Links used above:  HSE - Ventilation and air conditioning during the coronavirus (COVID-19) pandemic 21st July 2021  <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>  CIBSE - COVID-19: Ventilation version 5 - Updated 16th July 2021  <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>  DfE - Higher education COVID-19 operational guidance - Updated 19 July 2021  <https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance>  HSE - Keeping workplaces safe as coronavirus (COVID-19) restrictions are removed - Updated 19 July 2021  <https://www.hse.gov.uk/coronavirus/roadmap-further-guidance.htm> | 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.