GENERAL HEALTH AND SAFETY RISK ASSESSMENT COVID-19

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| Site | **University of Birmingham Campus** | **Department** | **University of Birmingham Guild of students** | **Version / Ref No.** | **V12 updated 12.08.21** |
| **Activity Location** | **Guild of Students building** | **Activity Description – student Union**  | **Return to Campus COVID-19: Building Risk Assessment**This building risk assessment has been conducted for normal operations with building maximum capacity of 2227 based on the following hierarchy of risk management control; 1. **Ventilation** – mechanical, fan assisted and dilute.
2. **Hygiene & Cleaning** – Enhanced cleaning and the provision of hand sanitizer and wipes.
3. **Avoiding unnecessary contact and crowding** – good systems to manage flow of people particularly at busy evening events.
4. **Face Coverings** – encouraging the use of masks in indoor areas
5. **Use of partitions/screens** – keep existing and add additional as deemed required by Guild Emergency Management Team (GEMT)
6. **Normal Evacuation policy applies.**
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| **Assessor** | **Mike Carolan** | **Assessment Date: version V7.** | **148h July 2020** | **Date of Assessment Review** | **12th August 2021** |
| **Academic / Manager Name** | **Jo Thomas**  | **Academic / Manager Signature** | **\\guild.local\gos\SMT\Homes\J.Thomas\Documents\People\CEO\SignatureJo Thomas 001.JPG** |
| Hazard Assessment | Control Assessment | Actions |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | Are these adequate?Yes/No | Changes to/ Additional Controls | Residual Risk Rating | Owner | Due Date | Action Complete |
| S | L | R | S | L | R |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisational | Staff wellbeing | Staff / Student staff | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via team meetings, one to one meetings, Guild Emergency Management Team (GEMT) and regular updates to staff from CEOto ensure staff and students are informed about returning to work/study 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 Guilds lines of communications (i.e. line managers, Internal Comms) and shared with staff via team meeting, one to one meetings, GEMT and regular updates from CEO and the University’s Coronavirus FAQs. This return to campus normal operations risk assessment shared and an electronic copy is available on People HR/Staff Savvy. Line Managers are aware of how significant changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing. HR will continue to lead on a number of staff wellbeing initiatives and support to help managers manage this effectively. This support is continuing and ongoing through the period of the pandemic, and as we return to normal operations.In partnership with Endsleigh Insurance the Guild is providing access to an employee assistance programme (EAP). In addition, the following guidance is referenced in relation to this:1. <https://www.hse.gov.uk/stress/>
2. <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>
3. <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf>
4. <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/stress-management-guidance.aspx>

Guild Emergency Management Team (GEMT) ensure clear, consistent and regular communication, via updates from Guild CEO, and this is provided to all staff to improve understanding and consistency in the Guilds approach to normal operations commencing and continuing through semester 1. Line Managers will continue to support GEMT in preparing the building for normal operations and to ensure everything is in place to reassure their staff teams on an ongoing basis, and to provide the best support for students.Advice is shared with staff in weekly updates from CEO to ensure they are kept up to date with the most current advice on working practices and building usage. All updates from University internal communications is shared with all Guild Management team.The latest version of the COVID-19 Risk assessment is shared and approved by Guild Emergency Management Team (GEMT).  | 4 | 1 | 4 | YES  |  | 4 | 1 | 4 | Facilities Manager, HR Manager/GEMT/line Managers  | Ongoing. | Yes |
| Organisational | Staff wellbeing | Staff | Anxiety and stress caused by concerns around returning to work on Campus | All Managers hold regular discussions with their team and look at ways to reduce causes of stress in their regular 1-2-1, s and in their wider team meetings. Concerns on workload issues or support needs are escalated to line Manager, senior Manager and CEO, and suitable outcomes agreed.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), are asked to follow this Government advice. Should there be any further concerns, discussions will be escalated to HR and CEO and suitable arrangements agreed. Where necessary, this will include any advice from the Guilds Occupational Health provider. . Staff who are clinically vulnerable (any of the conditions detailed on the Government’s guidance page, will discuss their working arrangements with their line manager to consider how they can continue to work safely. Any concerns will be escalated to HR and CEO and suitable arrangements agreed. Where necessary, this will include any advice from the Guilds Occupational Health provider.Any decisions will be in full consultation with HR and approved by CEO.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 either using the [Guilds Covid-19 Return to](https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx) Work form or an alternative method whereby concerns have been formally recorded and where necessary an occupational health referral has been made using a standard Management Referral available via the HR.Employees are made aware through regular CEO updates of additional support mechanisms available to them, e.g. Employee Assistance Programme (EAP), HR, Occupational Health, through line managers and internal communications.  | 4 | 3 | 12 | No | 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.  | 4 | 2 | 8 | Facilities Manager/ HR Manager/ CEO | Ongoing. |  |
| Biological | Virus transmission in the workplace | Staff & Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Staff are rotating Guild/remote working in line with home working policies and procedures and University and government guidance. Line Managers to ensure sufficient staff in the building to meet its operational responsibilities of students returning and normal Guild operations., which includes evacuation responsibilities using the approved Emergency Evacuation Policy Ensure staff with any form of illness do not attend work until the illness has been verified as not being Covid-19, as per the guidance issued to managers by HR. Line Managers will work with HR to keep track of when staff can return to work after the symptom free period. Schedules for essential maintenance services and contractor visits have been developed with the Estates maintenance officer to improve information and to reduce interaction and overlap between people e.g., carrying out services out of hours (before 10 am and after 4pm or at weekends) where this is practicable. If not effective controls and segregation in place. Facilities Manager to work with Estates to ensure this is ongoing – Estates’ maintenance officer has been reminded that the team and contractors need to sign when they are in the building through the Facilities office for effective track and trace. Estates’ maintenance officer will send weekly updates on planned activity in the Guild building to the Facilities manager, who will then manage that interaction week by weekUnessential trips by Guild staff within the building and University sites are discouraged and are reduced, e.g., access to some areas restricted, use of radios or telephones encouraged ensuring cleaning them between uses.  | 4 | 2 | 8 | Yes |  |  |  |  | Facilities Manager, Estates, HR Manager and line Managers.  | Ongoing. |  |
| Environmental | Virus transmission in the workplace due contact with other people | Staff & Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Only work authorised by the Government and the Guild will be permitted in the building – all activity to be signed off by GEMT, and mangers informed as required.Following University and Government guidance under the direction and management of GEMT, details of normal operations are listed below: - * Only essential/operational critical work in the Guild building will be carried out – to identify good mix of what can be done remotely and what needs to complete in the building and how to maintain a consistent management of risk.
* Office space is designed to ensure safe working and occupants are encouraged to open windows.
* Screens or barriers used to separate people from each other especially where people come into close proximity with each other including at points of service, for example at reception desks, tills and counters.
* Back-to-back or side-to-side working (rather than face-to-face) used whenever possible.
* In some cases, additional space will be provided if it is felt that will help a department to work safely. These are signed off by GEMT if required
* Departmental Managers stagger staff breaks, lunch entry and exit time.
* Core working hours reflect the critical work requirement of the organisation’s normal operations. This will be reviewed week by week in line with detailed plans for providing services to students in semester 1 as agreed by GEMT and in line with government advice.
* Guild staff work will be discouraged from meeting in person across departments (using online capability instead). Should in persons meeting be arranged the meeting protocol will apply.
* Building capacity will be as per fire capacities agreed with Estates and appropriate queuing management as required by various risk assessments for events and activities.
* Weekly staff sheet filled in by all managers so that HR know who is in the building each day – this information is referred to by GEMT in making decisions on building operations and to provide information for emergency evacuation.

 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 is kept for 21 days by departmental Managers. The Guild will work closely with the University on our joint commitment to trace and trace. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.***Building access control*** 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 here: [Workplace Guidelines.](https://www.gov.uk/guidance/working-safely-during-covid-19)  [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)Due to the potential increased risk of transmission from aerosol transmission steps have been taken to avoid people needing to unduly raise their voices to each other e.g. not playing music or broadcasts at a volume that makes normal conversation difficult, using microphones during training sessions. This applies to Joe’s bar, which is open to students and operational on an ongoing basis. Cleaning & Venues staff are asked to use radio contact and not shout instructions to each other.Two-way flow systems implemented and visual aids, such as floor strips, signage are used for promoting smooth movement throughout the building/workplace and in Joes bar .and any external areas and to avoid bottlenecks and large crowds in escape routes and common areas such as reception and the study spaces. During welcome week all fairs will be closely managed to ensure no overcrowding and to ensure adequate ventilation in all areas. This will be achieved through a combination of mechanical, fan assisted and dilute ventilation- these measures forming a key part of all event and activity risk assessment – chill out spaces to be considered for evening eventsArrival and departure times at work to be staggered to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. Opening hours are set by GEMT as required. As a general guide in normal operations the main building is open from 7am-1am. In addition, Venues will run events to 4am on agreed dates under strict risk assessments. Thereafter new semester changes to opening times to suit provision of services to students- these will be agreed by GEMT each week following assessment of the previous week’s activity and/or the latest government advice and instruction.Staff activities are organised to promote safe working including: * Work stations: Are arranged so as to be back-to-back or side to side.

 * Where public spaces and staff spaces roll into one, TENSA barriers and staff-only signage will remain in place to inform visitors and students that they cannot enter the area
* Where available outside areas used for breaks. Mermaid square is set up daily for social distancing and furniture is not moved once set up.
* Staff room areas have been assessed in accordance with government guidance and with enhanced cleaning and sanitizer in place.
* Avoid large groups congregating by staggering shifts and breaks in general. Managers are responsible for managing rotas and encouraging staff not to congregate.
* Kitchen use is a one out/ one in policy. Hydro boils are in use with sanitiser available and staff encouraged to use it after touching any frequently used surfaces in the kitchen.
* All users are encouraged through appropriate signage to wash their hands prior to using equipment (kettle or hydro-boil) and to wash their hand before and after use. Additional signage for the correct method for hand washing displayed.
* All drinking water fountains are available for use and these have been serviced in July 2021.
* Sanitiser and antiviral wet wipes are available in all staff rooms and staff encouraged to use it after using furniture or if they have touched other surfaces in the area.
* Regularly touched items will be frequently cleaned each day by the cleaning team, working to an agreed daily checklist, which are signed off by cleaning staff and returned to the Facilities office; but this will not avoid the absolute need for good hand hygiene by everyone using the areas. Staff continue to clean their own personal work stations with the antiviral wet wipes provided by Facilities.
* Toilets - Building users are reminded to leave the facilities in a respectable condition with daily cleaning /checks in place.
* Signing in system is established. Staff have been asked to contact reception by email when they arrive/leave each day and this is recorded on a spreadsheet which can be viewed in an emergency situation.
* Facilities Manager will work with Estates to compile an accurate list of activity by maintenance staff and contractors working on their behalf each week – this list will be kept in the Facilities office for 21 days.
* 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 arrangement have been revised to ensure safety and hygiene at all times. And by appointment only.
* Reception areas clearly marked and queues established to ensure no congestion in all waiting and reception areas.
* 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 and mangers are asked to ensure office and work arrangements are such as to avoid face to face close contact.

Clear method of socially distancing of staff and visitors in reception areas defined and implemented including:* Queuing systems or processes.
* Suitable systems in waiting and reception areas achieved by layout of the area and daily monitoring.
* Visitor management systems 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 this will be managed appropriately by the appropriate line manager.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 the Guild building.
* 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 GEMT.

 Large gatherings including events in public spaces that are organised by the Guild 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): <https://www.gov.uk/guidance/working-safely-during-covid-19/restaurants-pubs-bars-nightclubs-and-takeaway-services#hospitality-2-9><https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>**All corridors are:*** Marked at appropriate intervals to ensure effective movement and to avoid bottle necks.

 * All corridors will be a two-way system unless otherwise stipulated by GEMT for particular situations or events and activities.
* Corridors that are 2 m wide have a two-way system of use, people using the corridor must stay to their left and signage has been installed to encourage this.
* Corridors that are less than 2 m wide will have a bi-directional system in use, people using the corridor must stay to their left and give priority to passer-by in accordance with signage.
* Congestion /to be carefully managed – staff encouraged to use these spaces as access routes and not as areas where discussions with others take place. This has been discussed with line managers, and the Facilities Manager is monitoring this and will have further supportive discussions with Managers if required.
* GEMT will strongly encourage the use of masks in all indoor settings and there are signs on all entrances requesting that staff and visitors wear masks in the Guild building.

**Lifts:*** Information provided and signed displayed informing people to use the stairwells rather than lifts unless they have difficulty using the stairs.
* Lift areas are cleaned daily and frequently touched items are cleaned throughout each day.
* Lifts are still being used to move heavier/larger goods as a planned operation and staff involved should ensure access to the lift is prevented until the equipment has been moved (ideally this will be completed in quiet periods such as early morning)

**Stairwells*** Signage applied to stairwells instructing staff & visitors to give way and to staff left.
* As designated stairwells for going up and a designated stairwell for coming down is not feasible in the Guild, a system will be enforced to only permit travelling in one direction at any one time and signs stating one person at a time in a stairwell are installed.

 * Staircase 2 at the entrance to the Guild building off the front car park is a one-way system as the design of the staircase makes this appropriate.
* Congestion will be carefully managed – staff encouraged to use these spaces as access routes and not as areas where discussions with others take place. This will be discussed with Managers regularly.
* Additional measures will be place during evening events to ensure safety and appropriate use of all stairwells as per risk assessments.

**Generally COVID-19 is under the direct management of GEMT with general advice in normal operations as follows;*** Social gatherings amongst employees will be discouraged whilst at work in person meetings will be conducted in line with the meeting protocol.
* Reception areas have screens and these will remain in place for the foreseeable future. The area behind the desk is strictly for staff only, signage has been installed on the doors to discourage unauthorised entry, and staff have been encouraged to politely ask visitors to stand back from the screens.
* Reception areas will be managed carefully and queuing systems in place during anticipated busy periods to manage flow and movement and to avoid congestion.
* Meeting rooms are now available and all users will be encouraged to use them to full capacity and to maintain good ventilation at all times. Managers are also asked to read and follow the meeting protocol approved by GEMT.
* GEMT will continue to monitor University and government advice throughout semester 1and make adjustments accordingly.
* Study space management – Reception will monitor the space daily to ensure it is not overcrowded and any issues will be reported into GEMT. Ventilation will be available in the study space and managed daily by Facilities.
* Ventilation signage will be in place to reinforce messaging.
* As above, for social spaces particularly in the reception area.

**Mitigating actions taken and are being maintained include the following:** * Further increasing the frequency of toilet areas and general surface cleaning throughout each day working to agreed checklists – cleaning team leaders will work with the Facilities Manager and assess on a week-by-week basis. Enhanced cleaning is being planned for normal building operations in semester 1.
* Dilute ventilation at all times is encouraged – open windows.
* Using screens or barriers to separate people from each other – some agreed locations for screens and barriers have been implemented, and further screens can be added if deemed appropriate by GEMT or to avoid face to face office working.
* Where it is possible using back-to-back or side-to-side working (rather than face-to-face).
* Sanitiser widely available throughout the building in 43 agreed locations. Further stations will be added to any temporary structures such as marquees in Welcome Week.
* Hygiene guidance for staff and visitors is given via signage in all wash rooms 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.
* All Student groups’ areas in the Guild are now open and GEMT are managing the areas working with the Student Groups Manager.
* All future activities will be risk assessed by the staff lead responsible and forwarded to GEMT 7 days in advance. The assessment will state whether PPE is required and will specify the type of PPE required. In these cases, PPE will be provided for individuals. (The taking of PPE home is not permitted under any circumstances.) When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial except for the activity it has been assigned to.
* Multiple use of workstations by Guild staff are discouraged and must be kept to a minimum. If it needs to go ahead staff have been advised to follow hygiene protocol and to clean equipment after use with alcohol sanitising wet wipes
* Public workstations are in use with hygiene provided, and signed appropriately.
* Individuals (including staff, students, visitors and contractors), unless exempt, will be encouraged to wear face coverings, inside the Guild and also University buildings. Information provided in the University and local communications and local inductions and signs displayed encouraging people to wear a face covering within the building.

**When wearing a face covering managers should ensure that all their teams do the following:*** Washing 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 sanitizer before removing.
* Only handle the straps, ties or clips.
* So 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.

In addition Managers should ensure that if PPE is required then adequate training has been provided on what PPE is required i.e. gloves, masks, aprons, goggles, etcExtra recycling bins to dispose of single use face coverings and PPE are provided, Facilities will follow 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) | 4 | 2 | 8 | Yes | All in place as agreed with line Managers | 4 | 1 | 4 | GEMT | Ongoing |  |
| Biological  | Suspected or known case of COVID-19  | Staff  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event of a confirmed or suspected case of COVID-19 and communicated and includes:* If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to Guild and 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 on actions to be taken in the event of someone being suspected of having COVID-19. This is laid out as part of the cleaning specification. This is regularly discussed at team meetings.
* 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
	+ Are a member of the same household as someone who has symptoms or has tested positive for coronavirus unless double vaccinated.
	+ Have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.

**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> | 4 | 1 | 4 | YES |  | 4 | 1 | 4 | HR Manager/ Facilities Manager /CEO | Ongoing |  |
| Biological | Someone entering the workplace with COVID-19 | Staff & Students 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 are requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. Guild departments will be working with the Guild’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 and to discuss arrangements and control measures throughout the period of the pandemic. Anybody visiting site will be informed prior to their attendance that they are not to enter the Guild if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines. Staff leads responsible for arranging visits from external groups or people are responsible for ensuring this is communicated.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. managers will follow the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx) and NHS Test and Trace workplace guidance any Guild staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | 4 | 2 | 8 | YES |  |  |  |  | Line Managers  | Ongoing |  |
| Environmental | Virus transmission in the workplace through ineffective personal hygiene  | Staff & Students | 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 floor | Individuals have been instructed and are regularly reminded via appropriate signage to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>Posters are displayed around the workplace including toilet facilities and staff rooms promoting good hand hygiene. 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 where they will be seen and used especially by visitors. Locations of all sanitiser stations have been agreed with University Estates and are being monitored by Facilities team, to ensure consistent location and that they are always full. Containers of sanitiser will be securely stored in the cleaning stores – due to its alcohol content they will be stored in the cabinet designed for flammables and not held in large quantities. All related H&S documentation has been received from creative media and is held in the Facilities office. 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 in agreed locations to enforce this important message.To help reduce the spread of coronavirus (COVID-19) individuals are reminded of the public health advice in regular staff updates from CEO:Guidance:<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do> | 4 | 2 | 8 | YES |  |  |  |  | Facilities Manager | Weekly checked by the Facilities manager |  |
| Environmental | Virus transmission in the workplace through ineffective cleaning and or lack of inspections | Staff & Students | 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. | 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 in August 2021, and cleaning products and disposable anti-viral wipes are available to all occupants and everyone briefed on the importance of keeping surfaces and work equipment clean. Facilities Manager continues to work with each departmental Manager and agree how the department can support the cleaning service on an ongoing basis, and to ensure good standards of housekeeping. There will be daily inspections of the building by the cleaning team leaders and these will be recorded and kept in the Facilities Office. Furthermore, the list of frequency touched items for cleaning throughout the day will be carried out and signed by the staff member and given to the Facilities Manager.Guild internal cleaning services to follow approved daily cleaning rota ensuring all areas (office, corridors, staircases, and kitchen) are thoroughly cleaned and sterilised before Guild staff arrive at 9am. | 4 | 2 | 8 | YES |  |  |  |  | Facilities Manager | Weekly checked by the Facilities manager |  |
| Environmental | Virus transmission in the workplace through a building that has not been prepared properly | Staff & Students | 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. | 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. Hand sanitizer 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, and there will be close collaboration on waste management between the Facilities and Venues team particularly on busy events. A full list of regularly touched items has been made available to the cleaning team to be cleaned on a rotational basis throughout each day – Facilities Manager will discuss flexible working and shifts with the team and review month by month or as required by the situation. Regular cleaning of frequently touched items will be carried out by internal cleaning team each day – an appendix to the cleaning specification has been drawn up to avoid any confusion (this to include the list of items and how they are cleaned and the frequency on a rotating basis throughout the shift). Facilities Manager will have regular discussions with the team to ensure any new practices are carried out.Guild internal cleaning service SLA will be displayed in the Facilities office, and all cleaning cupboards. All entry/exits points will be closely managed, where possible they will be permanently open when weather permits (glass lobbies and retail area) – where it is not feasible high frequency of cleaning will take place particularly in relation to frequently touched areas like push plates.There is limited or restricted use of high-touch items and equipment, for example, printers, public computers When these are used staff will be encouraged through appropriate signage to ensure they use sanitizer after each use in addition to regular cleaning of these items.Sharing of equipment is restricted where possible, and cleaned / disinfected before and after use by the users as directed at point of use. Where this has to happen there will be strict cleaning regime in place and it must be approved off by a senior Manager.Objects and surfaces in each department that are touched regularly are cleaned frequently by departmental staff, such as door handles and keyboards, and making sure there are adequate disposal arrangements nearby – Facilities Manager to work closely with departmental Managers and support them through the cleaning team. Antiviral wipes have been issued to each individual staff member and staff are encouraged to ask Facilities for additional wipes if required. Most of the Fire doors are held open linked into the fire panel. Internal doors **that are not signed as fire doors** (unless held open with a mechanical device) should be kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles. Use of hot desks and spaces avoided in most cases and, where not possible e.g. training, all equipment is cleaned between different occupants including shared equipment and individual sanitizer available.There is clear desk policy in place to reduce the number of personal items on desks to be practiced when the space is in use or not in use. Facilities Manager is working with departmental Managers to ensure this remains in place into the future and throughout the pandemic.There are cleaning procedures for goods and merchandise entering the site. Greater hand washing and hand washing facilities is available for workers handling goods and merchandise and hand sanitizer provided where this is not practical. Non-business deliveries will be strongly discouraged, 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 where sanitizer is available and items placed on a table for collection. All staff to be encouraged by Facilities Manager regularly 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 each day. Staff encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc. and to not leave them lying in sinks but to keep them secure in their own work spaces. Hydro boils are be available and staff encouraged to clean with antiviral wipes and to use sanitizer after each use. Guild office Staff are encouraged not to use their own workspace to store personal belongs. Cleaning and Venues staff to use the lockers provided. All staff have been issued with personal hand sanitizer spray bottles and it will be strongly encouraged that all Guild staff carry it at all times whilst at work and use it after touching potentially contaminated communal points and the line will monitor compliance. It is accepted that staff may prefer to use soap and water only. Facilities Manager will manage stock levels of this item throughout the period of the pandemic.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, furthermore to discontinue using whatever is causing the issue.All 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). (This to apply to any department using chemicals). The COSHH risk assessment has been reviewed and operational and it is available through the Facilities Manager.All Guild staff are encouraged to avoid direct personal contact with others i.e. shaking hands or entering someone’s personal space etc. and there is extensive signage around the building to promote this. | 4 | 2 | 8 | YES |  |  |  |  | Facilities Manager | Weekly checked by the Facilities manager |  |
| Organisational  | Exposure to Existing Hazards | Staff & Students | Increased risk of harm due to controls included in risk assessment & safety arrangements affected by COVID-19 measures. | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures are amended to ensure that they take into account the impacts of COVID-19 counter measures. Staff leads will refer to this assessment for guidance. This to be regarded as an ongoing process. Generic risk assessments such as the general Guild building assessment are being reviewed regularly alongside the Government’s ‘Road Map’ and any future regulations by the Facilities Manager on an ongoing basis for the foreseeable future. This is a dynamic process in an ever-changing situation and must be closely monitored by GEMT.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 or hand gloves etc during this time due to global shortages. Individuals are responsible maintain their own equipment in a sterile condition. The taking of PPE home is not permitted. Guild will follow Government advice on the correct use and requirements for wearing face masks in public spaces and advise staff as required. Emergency Procedures reviewed and revised and emailed to all staff including the following:* **Communication**: In an emergency any COVID-19 signage is over ruled. Regular mock evacuations will take place to test written flow charts.
* **Fire procedures:** All Guild staff are trained Fire wardens - fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. There are not any 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.

 * **Guild’s emergency;** procedure will be adjusted if any decisions regarding the building affects normal movement or escape. It is hoped to minimise changes to how the building normally operates by maintaining two way systems and an effective signage plan. Facilities Manager continues to work closely with departmental Managers to ensure appropriate fire cover is in place – this to ensure no decisions taken compromise fire safety in any way. If Facilities Manager has any concerns, he will raise them in the regular GEMT meetings.
* GEMT have a **temporary evacuation procedure** in place for a restricted building should that again be required – once this is activated it will be managed by Facilities, Venues and Reception until the normal procedure is restored. Whilst the temporary procedure is in place a weekly review will take place by the Facilities Manager and an update sent into GEMT for sign off. As soon as GEMT agree the normal procedure is reactivated and Facilities Manager has the relevant discussions with all departmental Managers so that they consider fire marshal responsibilities when planning weekly office and home working.
* In view of staff rotating between office and home working there is a weekly review of **Fire Marshal cover** by the Facilities Manager working with departmental Managers. In addition, a weekly rota is established indicating who is in the building on a particular day.
* **First Aid:** Each day the nominated First aider will be from Facilities and Venues, First aid needs assessment reviewed to take into account 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 is up to date. Facilities Manager has communicated directly with Guild first aiders and these communications will be updated as changes occur so that first aiders are fully informed at all times.
* **Hygiene in First Aid situations:** Washing facilities with soap 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.

Facilities Manager will monitor First Aid provision on a week-by-week basis to ensure the Guild is covered each day. Should there be any concerns the Facilities Manager will carry out a dynamic risk assessment and identify how First Aid will be provided and inform GEMT to seek approval for any changes made to normal provision.Security implications of changes made to operations and practices in response to COVID-19, have been considered. GEMT continue to review on a regular basis.Life-saving rules, will continue to be governed, enforced and communicated to all during COVID-19, especially during any local or national lockdowns. In particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. Where H&S is concerned, we are all Managers and that message will be regularly enforced particularly at Management team meetings. Staff are aware of the reporting processes and these have not changed but messages will be reinforced as staff return as part of the regular briefings by the CEO. | 4 | 2 | 8 | YES |  |  |  |  | Facilities Manager/ line Managers | Ongoing. |  |
| **Environmental** | Inbound & Outbound Goods including Post | Staff Students and visitors | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the Guild to be minimised and planned so that social distancing can be maintained at all times has been considered and a protocol has been established and shared with Managers to include: * Limited pick-up and drop-off collection points at reception, procedures, signage and segregation required. Reception team to manage and discuss any issues with the Facilities Manager. In the Managers absence cleaning team leaders will support.
* Unnecessary contact at loading bay has been minimised e.g. non-contact deliveries where the nature of the product allows for use of electronic pre-booking.
* Methods to reduce frequency of deliveries in place - ordering larger quantities less often but Managers to consult with their Senior Manager particularly on the management of budgets and the storage space required for additional stock, as storage is very limited.
* 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.
* Guild staff leads to contact companies to encourage their drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing access or egress.
* Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents that normally would need to be signed.
* Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer to be largely avoided.
* Where possible all deliveries are stripped of all packaging (which is disposed of by the delivery company).
* Strict hand washing procedure in place after handling all deliveries, and staff regularly reminded of the importance of good hand hygiene.
* Sanitiser readily available where deliveries arrive at reception and the loading bay, or if a large delivery is being processed by a Guild team before it is sent out to students then sanitiser is available in the area where this work is undertaken.
* Staff encouraged to not have personal deliveries sent to the Guild building
 | 4 | 2 | 8 | YES |  |  |  |  | Facilities and reception | Ongoing. |  |
| **Environmental** | Virus transmission outside of the workplace | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the building there will be signage installed to warn all prior to entering the Guild building that social distancing is in place and to please abide by it.There is signage in all toilet areas advising staff to wash their hands regularly and not to touch their face (particularly mouth, nose and eyes).Clear protocols for entering and exiting the building will be in place and regularly reviewed by GEMT in a changing situation. This will be managed by effective signage and by using the building as it is designed – reviews on a weekly basis by Facilities/Venues to assess its effectiveness and reported back into the GEMT meetings, with changes as appropriate or required.Clear communication and contact between the Guild and all franchises operating in the building ensuring that both operations are in sync particularly around queues, and that any close periods are effectively managed to ensure areas are closed down safely. Guild have sought ongoing guidance from the University’s Properties Manager, who communicates with all franchises on the Guild’s behalf. Facilities Manager is supporting the Director of Engagement to monitor on an ongoing basis to ensure franchises are supported throughout the period of the pandemic. | 4 | 2 | 8 | YES |  |  |  |  | Facilities Manager / Estates | Ongoing |  |
| **Organisational** | Travelling to work | Staff and Others | Exposure to respiratory droplets carrying COVID-19. |  Individuals travelling to University premises or work 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) guidance 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 | 2 | 8 | YES |  |  |  |  | Facilities Manager / HR Manager | Ongoing |  |
| **Mechanical** | Machinery & Equipment | Staff  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected before and after use. Staff are be encouraged to clean their own areas and the cleaning team will do their regular daily service, and with regular enhanced cleaning of frequency touched areas on a rotating basis through the day using the checklists provided.Section on how staff can support the cleaning team is included in the Building Operations & Related Guidance document.If machines and equipment are shared, staff involved must ensure that adequate hygiene practice will be carried out between operations.Guild staff will use anti-viral wipes /70% Ethanol or diluted Virkon or disinfectant with disposable cloths provided to clean machines (such as printers) and equipment prior to use and upon completion. Products must not breach the Guild’s COSHH risk assessment and a copy of this is available through the Facilities ManagerLaptops/ devices will be utilised and staff will be instructed to bring in their allocated device daily. Staff will be responsible for keeping them secure and clean.  | 4 | 2 | 8 | YES |  |  |  |  | Facilities Manager / guild staff | From 17.8.20 – 11.09.20 |  |
| **Environmental** | Ventilation | Staff 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. 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. 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.Mechanical ventilation has typically been set at maximum fresh air settings and operate at extended periods. This is agreed between the Facilities manager and Estates.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.”Most mechanical ventilation systems are monitored by building management systems that will raise a fault alarm; but please ensure that any potential fault with mechanical or natural ventilation is raised with the Building Management and or the Estates Helpdesk. 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 University’s Estates, as SARS-CoV2 transmission routes become more clearly defined, and any updated recommendations assessed and implemented where relevant to Guild 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>  | 4 | 2 | 8 | YES |  |  |  |  | Facilities Manager /Estates | Ongoing |  |

**Risk Assessment Guidance**

Risk Scoring System

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

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

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

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

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

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

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

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