GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | **Haworth Building, Edgbaston Campus** | **Department** | **School of Chemistry** | **Version / Ref No.** | **7** |
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| **Activity Location** | **Haworth Building** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment****Up to 220 PhD students, post-docs, technical staff, professional services, contractors and cleaning staff.**  |
| **Assessor** | **Katherine Webb** | **Assessment Date** | **24 August 2021** | **Date of Assessment Review** | **Recommended monthly with quarterly review by H+S Committee** |
| **Academic / Manager Name** | **Bryan Fryer** | **Academic / Manager Signature** |  |
| 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 |
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| OrganisationalOrganisationalOrganisational | Psychological well beingPsychological Well-beingPsychological Well-being | Staff / StudentsStaff/ studentsStaff/ students | Anxiety and stress caused by concerns around returning to work and studies on CampusAnxiety and stress caused by concerns around returning to work and studies on CampusAnxiety and stress caused by concerns around returning to work and studies on campus | Regular communication is in place (individual and group) via virtual team meetings, school coffee mornings, the School health and safety committee and School meetingsto ensure staff and students are not ill-informed about returning to work safely.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 virtual team meetings, school coffee mornings, the School health and safety committee and School meetings (via Zoom/ Skype)and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx). Regular updates are to be provided to PG students through existing communications and via Canvas. This Risk assessment is to be shared and an electronic copy is available on the University webpage ([https://intranet.birmingham.ac.uk/staff/documents/public/campus/risk-assessments/haworth-building-risk-assessment-2021-04-16.docx](https://intranet.birmingham.ac.uk/staff/documents/public/campus/risk-assessments/howarth-building-risk-assessment-2021-04-16.docx)). An Executive Summary of the Risk assessment is to be shared with students. New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees and students through Line Managers, Primary Investigators and the School Technical Manager. These include:* ***Local Induction materials***
* ***Return to Campus COVID-19: Building Risk Assessment* (This completed Risk Assessment)**

Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing aware via induction, team meetings, one to one meetings, health and safety committees/forums of guidance available in relation to this: <https://www.hse.gov.uk/stress/><https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx><http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf><https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/stress-management-guidance.aspx> | 444 | 222 | 888 |  |  |  |  |  |  |  |  |
| OrganisationalOrganisationalOrganisational | Psychological well beingPsychological well beingPsychological well being | Staff/ StudentsStaff/ StudentsStaff/ Students | Anxiety and stress caused by concerns around returning to work on CampusAnxiety and stress caused by concerns around returning to work on CampusAnxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions in person, via Zoom/ Teams meetings and chats with their team and look at ways to reduce causes of stress. Concerns on workload issues or support needs are escalated to line manager as soon as possible, either via a one-to-one meeting or via email communication. 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://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/who-is-at-high-risk-from-coronavirus-clinically-extremely-vulnerable/). Existing risk assessments including those for new or expectant mothers reviewed and revised to reflect new working arrangements. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage. Employees who have concerns about either working on Campus or working from home/ remotely have discussed these with their line manager or supervisor either using the [University’s Covid-19 Return to Campus Discussion Form](https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx) or an alternative method whereby 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 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> | 444 | 222 | 888 |  |  |  |  |  |  |  |  |
| BiologicalBiologicalBiological | Virus transmission in the workplaceVirus transmission in the workplaceVirus transmission in the workplace | Staff/ Students/ Contractors/ VisitorsStaff/ Students/ Contractors/ VisitorsStaff/ Students/ Contractors/ Visitors | Exposure to respiratory droplets carrying COVID-19 Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Staff continue to work using a mixed model of site and home based (hybrid working) as agreed with their line manager, in line with Government and University guidance.Managers/supervisors ensure staff and students with any form of illness do not attend work until the illness has been verified as not being Covid-19. Managers/supervisors keep track of when staff and students can return to work after the symptom free 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: <https://www.gov.uk/report-covid19-result> and to report any positive test results to the University using the [COVID-19 reporting form](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). The University’s [***On-line induction materials for returning to campus***](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx) combination of the guidance and videos have been provided and completed for all staff and students returning to work in University buildings Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., carrying out services out of hours. Building managers and occupants are informed of when the visits will take place and which services are being maintained. Any work that is to be completed outside normal working hours must have a separate approved risk assessment and written approval ahead of time from the school health and safety co-ordinator/ academic lead. Non-essential trips within buildings and sites discouraged and reduced, e.g. access to some areas restricted. The use of radios or personal telephones encouraged ensuring cleaning them between uses. | 444 | 222 | 888 |  |  |  |  |  |  |  |  |
| EnvironmentalEnvironmentalEnvironmentalEnvironmentalEnvironmentalEnvironmentalEnvironmentalEnvironmentalEnvironmentalEnvironmental | Virus transmission in the workplace Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancingVirus transmission in the workplace due to lack of social distancingVirus transmission in the workplace due to lack of social distancingVirus transmission in the workplace due to lack of social distancing | Students/ StaffStudents/ StaffStudents/ StaffStudents/ StaffStudents/ StaffStudents/ StaffStudents/ StaffStudents/ StaffStudents/ StaffStudents/ Staff | Exposure to respiratory droplets carrying COVID-19 Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19Exposure to respiratory droplets carrying COVID-19Exposure to respiratory droplets carrying COVID-19 | Workplace routines changed to reduce the number of people staff come into contact with including: * Local rotas have been developed within research groups to minimise contact between staff and students.
* Job and location rotation reduced.
* 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 (e.g. ESO counter)
* Changes to peak staff entry and exit times.
* Fixed teams or adjusted booking processes in use to reduce the number of people in a lab at the same time to avoid overcrowding.
* Back-to-back or side-to-side working (rather than face-to-face) used whenever possible.
* 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 was 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 any cleaning materials. Signage also asks users to avoid touching the water cooler spout with their bottles or hands.
* Where available, safe outside areas are used for breaks
* 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 is kept for 21 days. NHS Test and Trace QR codes are 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) 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 volume that makes normal conversation difficult, using microphones during training sessions etc. Visual aids, such as floor strips, signage are used for maintaining two metres distance throughout the building/workplace. Additional hand sanitising facilities are to be stationed at exit/entry points and cleaning stations are to be stationed in all shared office spaces, lift lobbies and in the welfare spaces on the 2nd floor. Visits from people outside of the building continue to be 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.
* 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.
* Visitors are told they should be prepared to remove face coverings if asked to do so by staff for identification.
* Information provided to visitors does not compromise their safety.

These measures are monitored by the local supervising staff member – Katherine Webb and where necessary concerns are fed back to the third party manager. Information provided and signs displayed encouraging people to use the stairwells rather than lifts unless they have difficulty using the stairs and to wear face coverings inside lifts when used. Lift users are encouraged to stand side by side or back to back and social distance marked on the floor. Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.Non-work related gatherings (social) amongst employees have been discouraged whilst at work and alternative arrangements made where possible e.g. meeting virtually or outside. 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 using a shared Feedback document circulated via Google Docs and regular Zoom meetings to discuss issues. Staff are reminded on a weekly basis of the importance of reducing social contacts 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 close contact roles where there is an activity specific risk assessment and PPE is provided for individuals undertaking this work. PPE is provided for individuals working in close contact roles for example, first aiders. The taking of PPE home is not permitted.Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing. Suitable face coverings are to be determined by the nature of the task at hand and will be provided by the School. Government advice is followed: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe><https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> 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. Face coverings should only be worn in laboratory settings if they are suitable for the task at hand. Disposable or cloth face masks may be used by researchers if appropriate, and following consultation with their PI. Re-useable cloth or disposable face coverings may be worn in shared office spaces, corridors, stairwells or welfare areas. Building users are reminded that these face coverings are to be changed/ laundered regularly to help prevent contamination. Windows are to be opened to encourage ventilation where possible. 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. Public Health England (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) (aerosol generating procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures). 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing) gloves. Individuals have been reminded through email communications and group meetingsof how to use face coverings safely including the following:* 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
* when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
* change your face covering if it becomes damp or if you’ve touched it
* continue to wash your hands regularly
* change and wash your face covering daily
* if the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste
* practise social distancing wherever possible

Extra non-recycling bins to dispose of single use face coverings and PPE are provided, 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)  | 4444444444 | 2222222222 | 8888888888 |  |  |  |  |  |  |  |  |
| Biological BiologicalBiological | Suspected case of COVID-19 Suspected case of COVID-19 Suspected case of COVID-19  | Staff/ StudentsStaff/ StudentsStaff/ Students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Staff and students must tell their line manager/ PI if they develop COVID-19 symptoms. Absence will be managed in accordance to the University guidance provided. All staff and students will also be required to complete an [on-line reporting form](https://forms.office.com/Pages/ResponsePage.aspx?id=z8oksN7eQUKhXDyX1VPp89SnBbAnJ6FCi5UiE0CXxflUQTM4VUVUM1FIV1VaN01GNE9MSEJDWVgwUC4u) in order to identify the areas of the building in which they have been working and any colleagues who may have been exposed. All rooms identified as having been accessed by those showing symptoms will be closed pending the results of testing. These rooms will be indicated on a centrally maintained [Room Closure Monitoring](https://docs.google.com/spreadsheets/d/1sr5cfdO_dHMwhgXNeVECzfKwI553eJUBBMu9zlYKO0o/edit?usp=sharing) spreadsheet. Where a positive Covid-19 result is confirmed, the individual must [report the result](https://intranet.birmingham.ac.uk/staff/coronavirus/covid-19-reporting-form.aspx) to the University. Response plan in place in the event 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.
* Teams briefed during email communications and School discussion meetings 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 and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>
* If an individual tests positive for COVID-19 this will be managed in accordance with the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx)..
* If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance.
* Individuals will be told to isolate because they:
	+ have coronavirus symptoms and are awaiting a test result
	+ have tested positive for coronavirus
	+ 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)
 | 444 | 222 | 888 |  |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Staff/ Students/ Contractors/ Visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. The Building manager and/or Technical manager must be informed of any planned engineer visit. Anybody visiting the site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s guidance. University managers will follow the 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 for any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | 4 | 2 | 8 |  |  |  |  |  |  |  |  |
| EnvironmentalEnvironmentalEnvironmentalEnvironmentalEnvironmentalEnvironmentalEnvironmental | Virus transmission in the workplaceVirus transmission in the workplaceVirus transmission in the workplaceVirus transmission in the workplaceVirus transmission in the workplaceVirus transmission in the workplaceVirus transmission in the workplace | Staff/ StudentsStaff/ StudentsStaff/ StudentsStaff/ StudentsStaff/ StudentsStaff/ StudentsStaff/ 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 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 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 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 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 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 Contact with an object that has been contaminated with COVID-19   | Individuals have been instructed and are regularly reminded to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>Posters are displayed around the workplace including in welfare facilities.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, in all lift lobbies and in welfare spaces. Further handwashing facilities are available in all laboratories and toilets throughout Haworth. 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.Regular access to the Lateral Flow device screening tests provided to staff and students who are coming onto campus. To help reduce the spread of coronavirus (COVID-19), during the building specific induction, individuals are reminded of the public health advice:<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination has been undertaken. Cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed on the importance of keeping surfaces and work equipment clean during the building induction process. Reminders will be given during all virtual group and School meetings. Entry/exits points in place for personnel working in high-risk areas, such as wet labs and analytical laboratories designated. Alternatives to touch-based security devices such as keypads provided.There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards. Facilities are kept well ventilated. For example, by ensuring mechanical ventilation works 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 (additional equipment/hand tools may need to be purchased), and cleaned / disinfected before and after use. Shared equipment is identified in individual lab risk assessments. Objects and surfaces that are touched regularly are cleaned frequently (i.e. door handles and hand sanitiser units) using a 1% Virkon solution. Keyboards and computer mice are to be cleaned with anti-bacterial wipes before and after use. Adequate supplies for cleaning and adequate disposal arrangements have been provided.Internal doors that **are not** signed as fire doors (unless held open with a mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles. Use of hot desks and spaces avoided and, where not possible e.g. training facilities, workstations are cleaned between different occupants including shared equipment.Signage has been posted to indicate the maximum capacity of each room. Personal items have been removed from the desk space. Desks are to be made available to all users, with IT equipment being cleaned before and after use by its users. In order to manage the maximum occupancy of each room, temporary workspaces may be assigned to individuals. As designated welfare spaces, these shared offices are to be cleaned twice daily by building users. Cleaning products will be provided for this purpose. Desks are to remain clear when not in use to facilitate cleaning. A cleaning report will be maintained in each office – to be signed off following each instance of cleaning. Offices are not to be used for extended breaks. Where breaks exceed 30 minutes in length or the maximum occupancy limit of the room has been reached, lift lobbies and welfare spaces on the 2nd floor (209/ 216) are to be utilised. No kettles or microwaves are to be used in office spaces and fridges must be cleaned daily when in use. There is clear desk policy in place to reduce the amount of personal items on desks and work benches to be practiced when the space is in use or not in use.There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Everyone is encouraged to keep personal items clean; including washing spectacles with soap and water, clean phones, keyboards and shared machinery handles etc. before, after and during work. Staff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.More storage for workers provided for clothes and bags; (lockers) and staff encouraged to use them.Lab clothing and equipment such as goggles washed on-site rather than by individual staff members at home. Re-useable cloth masks are to be laundered regularly. Monitoring and supervision arrangements (which include signature records of cleaning) have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc. COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). (See location specific chemical risk assessments for cleaning products used within the area). All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. For first aid incidents where personal contact is unavoidable, suitable PPE is provided by the University. | 4444444 | 2222222 | 8888888 |  |   |  |  |  |  |  |  |
| Organisational OrganisationalOrganisationalOrganisational | Exposure to Existing HazardsExposure to Existing HazardsExposure to Existing HazardsExposure to Existing Hazards | Staff/ studentsStaff/ studentsStaff/ studentsStaff/ Students | Increased risk of harm due to controls included in existing risk assessments affected by COVID-19 measuresIncreased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measuresIncreased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measuresIncreased risk of harm due to 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 COVID counter measures.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. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted.Emergency Procedures reviewed and revised including:* **Communication**: people have been made aware 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 (Personal Emergency Evacuation Plan) 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 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 (see Cleaning below). 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 Health and Safety Coordinator 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, have been considered.Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to national or local lockdown.Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | 4444 | 2222 | 8888 |  |  |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | Staff / Students | Exposure to contact with an object 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: * Unnecessary contact at delivery bay has been minimised e.g. designating a single member of each group to collect deliveries
* Methods to reduce frequency of deliveries in place - ordering larger quantities less often.
* Where possible all deliveries are stripped of all packaging (which is disposed of).
* Strict hand washing procedure in place after handling all deliveries.
* Electronic paperwork is used where possible and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents.
 | 4 | 1 | 4 |  |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff/ Students | Exposure to respiratory droplets carrying COVID-19. | There is signage advising staff to wash their hands regularly and not to touch their face.Access will be monitored at the local level by PI’s and members of the technical team. Building access control is used during busy spells in the building and for any Local or National Lockdown periods.  | 4 | 1 | 4 |  |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff/ students | 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 spreadWhere 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 | 1 | 4 |  |  |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | Staff/ students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected before and after use. Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion. If machines and equipment are shared, sterilising will be carried out between operations. | 4 | 2 | 8 |  |  |  |  |  |  |  |  |
| EnvironmentalEnvironmentalEnvironmentalEnvironmentalEnvironmental | VentilationVentilationVentilationVentilationVentilation | Staff/ StudentsStaff/ StudentsStaff/ StudentsStaff/ StudentsStaff/ Students | Exposure to respiratory droplets carrying COVID-19.Exposure to respiratory droplets carrying COVID-19.Exposure to respiratory droplets carrying COVID-19.Exposure to respiratory droplets carrying COVID-19.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 a 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 places 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 areas 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. Staff have been informed, via this risk assessment, of the following steps which they can take to make sure their workplace is adequately ventilated whist 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.
* Use [natural ventilation](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/improve-natural-ventilation.htm) 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/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ)’, [HSE guidance](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm), [Government](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19#shops-running-a-pick-up-or-delivery-service) 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>  | 44444 | 11111 | 44444 |  |  |  |  |  |  |  |  |
| ChemicalChemicalChemicalChemicalChemical | Chemical or Biological AgentsChemical or Biological AgentsChemical or Biological AgentsChemical or Biological AgentsChemical or Biological Agents | Staff/ StudentsStaff/ StudentsStaff/ StudentsStaff/ StudentsStaff/ Students | Exposure to corrosive materials, flammable liquids and vapours. Potential adverse reaction due to exposure to Biological agents. Potential adverse effects due to prolonged or repeated exposure to sensitisers, mutagens, carcinogens or nano-materials. Exposure to corrosive materials, flammable liquids and vapours. Potential adverse reaction due to exposure to Biological agents. Potential adverse effects due to prolonged or repeated exposure to sensitisers, mutagens, carcinogens or nano-materials.Exposure to corrosive materials, flammable liquids and vapours. Potential adverse reaction due to exposure to Biological agents. Potential adverse effects due to prolonged or repeated exposure to sensitisers, mutagens, carcinogens or nano-materials.  | COSHH assessments are completed before any hazardous substances are used. Task specific risk assessments have been reviewed in conjunction with COVID-19 social distancing requirements and have been confirmed as appropriate. A specific, approved risk assessment for biological agents has been carried out and reviewed. Staff/ students do not come into contact with any hazardous substances in welfare areas or in spaces set aside for the completion of administrative tasks. Staff/ students wear the correct PPE when dealing with any hazardous substances as per the COSHH assessment. This PPE is assessed in terms of suitability for the task at hand and is not to be taken home for any reason. Staff and students are responsible for ensuring that all PPE (i.e. laboratory coats, safety glasses) are kept in good condition and are cleaned regularly. When not in use, laboratory coats are to be kept in individual storage bags to prevent cross-contamination. All substances are identified and listed; including the amount stored. Substances which are no longer in use are disposed of via appropriate waste management channels (see <https://canvas.bham.ac.uk/courses/32859/files/8887048?module_item_id=1447887>) Flammable liquid storage is limited to 25L per storage unit in accordance with DSEAR regulations. All flammable materials must be stored within suitable flammable liquid rated cabinets when not in use. All hazardous substances are substituted, replaced or eliminated where possible through a) changing the process/ activity so the substance is no longer required/ generated or b) using the substance in a safer form (i.e. pellets rather than powder). All substances are stored in the correct COSHH rated storage cabinet according to specific hazards. All control measures, including working practices are checked regularly. Where revision of control measures is required, this is to be communicated to individuals/ groups via team meetings and e-mail communication; with follow up in School discussions as appropriate. Maintenance, examinations and tests are completed by competent individuals. If a visit from an external engineer is required, the Technical Manager is to be informed; and the engineer notified that a copy of theirhealth and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19 is required. LEV plant has an examination and test at least once every 14 months. Staff/ Students are required to regularly clean their assigned laboratory benches and fume cupboards and to disinfect their workstations before and after use; for which cleaning supplies are provided. In the event of a chemical or biological agent spillage, no staff member or student is to attempt clean-up unless they have received appropriate training on a prior date. This does not include minor splashes. Appropriate spill kit materials are provided to all laboratory areas. Checks are made for spillage of substances before use and lids are replaced correctly on containers which are not in use. Where spillages occur, these are to be cleaned up in accordance with MSDS and COSHH recommendations. This activity may require two trained individuals to work in close proximity; therefore additional PPE (e.g. face masks/ shields) is required. All staff/ students working with reportable substances are to provide documentation of exposure to Safety Services and Occupational Health. Approval of control measures proposed must be obtained before work is initiated. Health surveillance will be provided where necessary.  | 33333 | 22222 | 66666 |  |  |  |  |  |  |  |  |
| MechanicalMechanical | Manual Handling of Gas CylindersManual Handling of Gas Cylinders | Staff/ StudentsStaff/ Students | Compressed gases are stored at high pressure. Damage to the cylinder can result in an uncontrolled release of potentially harmful gas. Compressed gases are stored at high pressure.  | Compressed gases in laboratories are secured to an immoveable object such as laboratory benches or brick walls in an upright position. Transfer of compressed gas cylinders is to be performed only by individuals who have completed the online training course (<https://canvas.bham.ac.uk/courses/42406>); working in assigned pairs. As this procedure requires two individuals working in close proximity, additional PPE (e.g. face masks and shields) will be required. Face shields are supplied by the School and are available for collection from Haworth 214. Excess compressed gas cylinders are stored in the rear courtyard of the Haworth building; secured to an immoveable object in an upright position. Full cylinders are stored separately from empty cylinders. Cylinders are to be transported using a suitable trolley, via the goods lift. One member of the assigned pair is to travel separately to prevent over-crowding. All regulators are registered by the Technical Manager upon delivery and assigned a number. The date of delivery will be recorded. All regulators must be replaced every five years.  | 22 | 22 | 44 |  |  |  |  |  |  |  |  |
| EnvironmentalEnvironmental | RadiationRadiation | Staff/ StudentsStaff/ Students | Exposure to radiation through work with ionising and non-ionising radiation sources.Exposure to radiation from ionising and non-ionising sources | All work with radiation sources and materials will be identified and supervised at all times in accordance with the University Ionising and Non-Ionising Radiation policies (see below)<https://intranet.birmingham.ac.uk/hr/wellbeing/worksafe/radiation/Radiation-Safety.aspx>Radiation specific risk assessments and local rules have been developed and all works have been approved by the University Radiation Safety Group. All usage of radioactive material will be reported via IsoStock (<https://intranet.birmingham.ac.uk/hr/documents/private/HSU/Policies/Standard-User-IsoStock-Software-Quick-Guide.pdf>)The school Radiation Protection Supervisor should be consulted before the implementation of any changes to working practices. The University Radiation Protection Advisor can also be contacted for advice. All staff/ students who regularly work with radiation sources must complete appropriate training.  | 33 | 11 | 33 |  |  |  |  |  |  |  |  |
| Environmental | Transport of Cryogenic Materials | Staff/ Students | Risk of cold burns and asphyxiation | The transfer of cryogenic liquids and solids must be completed by individuals who have completed training in the procedure only. Where this task involves multiple people working in close proximity, additional PPE (e.g. face shields/ masks) is required.  | 2 | 1 | 2 |  |  |  |  |  |  |  |  |
| OrganisationalOrganisational | Lone WorkingLone Working | Staff/ StudentsStaff/ Students | Lone workers are vulnerable to delayed response in the event of an accident. Lone workers are vulnerable to delayed response in the event of an accident.  | Lone working is avoided wherever possible and is not permissible in high risk activities or areas such as laboratories. Reduced occupancy within the building may result in an increase in lone working. In such circumstances, regular contact (phone calls, email, Skype or in-person checks) is to be made with co-workers and/or line managers to confirm safety. An approved, task specific risk assessment is required in all cases where lone working is unavoidable. No activities which would normally involve two or more persons may be undertaken alone. Staff/ students must inform their supervisor/ line manager if they feel uncomfortable with any work that they have been tasked with in which another person is not in the immediate vicinity. Students are not permitted to work in laboratories with no other person present.  | 33 | 22 | 66 |  |  |  |  |  |  |  |  |

**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.