## General Health and Safety Risk Assessment Form

<table>
<thead>
<tr>
<th>Site</th>
<th>IBR Building</th>
<th>College</th>
<th>College of Medical and Dental Sciences</th>
<th>Version / Ref No.</th>
<th>CAB/IBR-RTW/V5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Location</td>
<td>IBR Research Laboratories, circulation space and communal lavatories and kitchenette</td>
<td>Activity Description</td>
<td>Return to Campus Building Risk Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessor</td>
<td>Carol Benham</td>
<td>Assessment Date</td>
<td>15/04/2021</td>
<td>Date of Assessment Review</td>
<td>10/07/2021</td>
</tr>
<tr>
<td>Manager Name</td>
<td>Karen Willis</td>
<td>Manager Signature</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Hazard Assessment

<table>
<thead>
<tr>
<th>Hazard Category</th>
<th>Hazards Identified</th>
<th>Who might be harmed?</th>
<th>How might people be harmed?</th>
<th>Existing Control Measures</th>
<th>Initial Risk Rating</th>
<th>Are these adequate?</th>
<th>Changes to/ Additional Controls</th>
<th>Residual Risk Rating</th>
<th>Owner</th>
<th>Due Date</th>
<th>Action Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisational</td>
<td>Psychological well being</td>
<td>~350 staff and PGR students, ~60% staff &amp; 40% students</td>
<td>Anxiety and stress caused by concerns around returning to work and studies on Campus</td>
<td>Regular communication is in place (individual and group) via team meeting, one to one meetings, forums Health &amp; health and safety committees, and regular newsletters to 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 (ie line managers, Internal Communications) and shared with staff via team meeting, one to one meetings, health and safety committees, &amp; Newsletters and the University’s Coronavirus FAQs click here. New workplace controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through Line Managers, Technical Managers and intranet pages. These include: - Social distancing: General guidance for staff and students - Local Institute guidance for staff and students including o Shared equipment usage and cleaning o Shared space usage and cleaning o Phlebotomy process o System used for booking equipment and rooms within the building - Social distancing: Buildings adaptations guidance - Social distancing: Building checklist - On-line induction materials for returning to campus: combination of the guidance and videos. <a href="https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx">https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx</a></td>
<td>3</td>
<td>2</td>
<td>6</td>
<td>Yes</td>
<td></td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

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**Actions:**

- S: Social distancing
- L: Local Institute
- R: Regulatory

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**Due Date:**

- N/A

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**Action Complete:**

- N/A
- Return to Campus COVID-19: Building Risk Assessment (This completed Risk Assessment) which is shared [Here](https://www.hse.gov.uk/stress/)
  
  Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing and individuals have been made aware via line manager meetings, newsletters, internal communications of guidance available in relation to this:
  - [https://www.hse.gov.uk/stress/](https://www.hse.gov.uk/stress/)
  - [https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx](https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx)

<table>
<thead>
<tr>
<th>Organisational Psychological well being</th>
<th>Anxiety and stress caused by concerns around returning to work on Campus</th>
<th>Managers to hold regular informal discussions with their team and look at ways to reduce causes of stress either via 1:1 meetings or ad hoc meetings when needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisational Psychological well being</td>
<td>Anxiety and stress caused by concerns around returning to work on Campus</td>
<td>Concerns on workload issues or support needs are escalated to line manager and extra support via Workplace Wellbeing will be offered on a case by case basis</td>
</tr>
<tr>
<td>Organisational Psychological well being</td>
<td>Anxiety and stress caused by concerns around returning to work on Campus</td>
<td>Staff who were previously advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) <strong>not</strong> to work on campus, have had arrangements made to ensure they do not return to working on campus until such time as advised by Occupational Health.</td>
</tr>
<tr>
<td>Staff who are in the clinically extremely vulnerable group (i.e. those previously advised to shield), have had arrangements made to work from home, where possible, for the duration of the roadmap as per the Government advice. Where this is not possible, managers have discussed possible options with the individuals regarding working on campus. Prior to working on campus, staff in this category have been referred to Occupational Health for review using the specific Covid-19 Occupational Health referral form is available <a href="#">here</a>.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff who are clinically vulnerable (any of the conditions detailed on the Government’s guidance page, available <a href="#">here</a>) have discussed their working arrangements and the requirement for on campus presence, with their line manager to consider how they can continue to work safely including working from home. Where people cannot work from home previous returning to working on campus assessments undertaken in Autumn 2020 have been reviewed to ensure that no significant factors have changed in the intervening period. If there have been any changes then a new review has been undertaken. If there have been no significant change in factors, the previous assessment and any prior mitigating actions agreed (where they are still relevant) have been applied.</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>
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 invited to return back to work on Campus who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor either using the University’s Covid-19 Return to Campus Discussion 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 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

| Biological Virus transmission in the workplace | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Social distancing: Building checklist has been completed for the IBR to identify the control measures to consider reducing the risk of workplace infections, including maximum room occupancy displayed on all doors. | Staff work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance. Managers/supervisors ensure staff and students with any form of illness do not attend work until the illness has been verified as not being Covid-19. Institute Managers keep track of when staff and students can return to work/ Campus after the symptom free period. Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus. The University’s On-line induction materials for returning to campus combination of the guidance and videos have been provided and completed for all staff returning to work in University buildings. To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and inductions. Schedules for essential services and contractor visits revised to reduce interaction and overlap between people and building managers and occupants informed of when the visits will take place and which services are being maintained e.g., All service contractor visits must be made with prior agreement with your Technical Manager, Lab Manager, Senior Technician or Service Area Manager as induction material has to be sent and the engineer has to be added to the daily staff bubble. |
| ~350 staff and PGR students & 60% staff & 40% students | 3 | 2 | 6 | Yes | None | 3 | 2 | 6 | N/A | Yes | None |
Un-essential trips within buildings and sites discouraged and reduced, use of telephones encouraged for communication purposes ensuring cleaning between use.

Workplace routines changed to ensure room/building capacity calculated to maintain social distancing is not exceeded including:
- Change to peak staff entry and exit times.
- Changes to core working hours.
- Amended shift routines, staff handovers and team briefings.
- Adjusted booking processes in use to reduce the number of people using lab shared areas and equipment at the same time to avoid overcrowding.

Environmental

Virus transmission in the workplace due to lack of social distancing

~350 staff and PGR students
~60% staff & 40% students

Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.

Only work authorised and approved by the Government and University is permitted in University buildings.

Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded including:
- Changes to core working hours by working in shifts to minimise room occupancy
- Amended staff handovers and group/team meetings being undertaken remotely
- Arrival and departure times at work have been staggered to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.
- Staff have been separated into teams to reduce contact between employees and rotas are held by the Institute and Technical Managers
- Fixed teams or adjusted booking processes in use to reduce the number of people in a lab at the same time to avoid overcrowding by utilising the Bookkit system for shared equipment and communal rooms

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.

Procedure in place for dealing with instance of unexpected individuals e.g. refused entry

Work has been arranged within the IBR so that staff and students are able to maintain the government guidelines for social distancing based on our industry which are included in the Social distancing: Building checklist (The latest Guidance on these measures can be found by clicking the following link Social Distancing Guidelines).

Where the activity cannot be undertaken or re-engineered to take into account the recommended social distancing Guidelines, a risk assessment must be produced and approved to include mitigations for specific work activities. This does not lead to an increase in room occupancy numbers

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.
Directional flow systems implemented and visual aids, such as floor strips, signage are used for maintaining two metres distance throughout the building/workplace.

Staff activities are segregated to promote 2 metres distance including:

- The use of office workstations discouraged if the work can be undertaken at home. Staff and students will be segregated to ensure social distancing implemented where this is not possible to work at home.
- Laboratory workstations have been moved or staff relocated. To ensure that staff are not facing or next to each other and side to side working follows social distancing guidelines.
- Areas of work marked out with floor tape to ensure adequate social distancing is in place. Visual management aids in place to remind people of the need for social distancing.
- Headcount capacity to ensure social distances standards have been achieved have been set and displayed on doors leading to each floor and laboratory.
- Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.) with signage to knock before entering. Building users are reminded to leave the facilities in a respectable condition and have good hygiene practices.
- Staff encouraged to remain on-site at break times and encourage to bring their own cold lunch, when not possible, maintaining social distancing while off-site.
- Where available socially distant safe outside areas used for break.
- IBR Common room has been assessed in accordance with government guidance and tables/seating from IBR Common room has been moved to create 2m separation and avoid large groups congregating.
- Smaller kitchens use a one out one in policy. All users are encouraged to wash their hands prior to using equipment (hot water boiler, taps etc) and to wash their hand after use. Additional signage for the correct method for handwashing displayed.
- 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 social distancing and hygiene at all times.
- All engineers must provide RAMS prior to any visit to include Covid safe working and have been sent the Day Visitor induction material.

All corridors are:

- Marked in areas to ensure social distancing is adhered to
- Have a directional system around the building.
- Some corridors have a two way system of use, people using the corridor must stay to their left and move quickly
- Additional signage in corridors reminding staff about social distancing

All lifts:

- Information provided and signs are displayed informing people to use the stairwells rather than lifts unless they difficulty using the
The maximum occupancy of the lift is displayed on the lift entrances along with hand hygiene stations. If the occupancy number of the lift is more than 1 person, the floor will be marked with social distance markers and users are encouraged to stand side by side or back to back. Hygiene posters are displayed in all lifts. The goods lift is to be used to move heavier / larger / hazardous goods as a planned operation ensuring no the maximum number of people is not exceeded.

There are designated stairwells for ascending and descending the building. Each stairway will be clearly marked with signage and this system will be enforced. Additional signage in stairwells reminding staff about social distancing and hand sanitiser is located by each stairwell.

Large gatherings including events in public outdoor spaces that are organised by the University that are unable to be provided by alternative IT solutions 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. [https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

Small in person meetings can only be undertaken in well ventilated areas whilst following social distancing guidelines. Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should. Managers perform frequent evaluation against social distances controls. Staff are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.

Only work authorised and approved by the Government and University is permitted in University buildings. Where the social distancing guidelines cannot be followed in full in relation to a particular activity, consideration has been given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff have been included in a task specific risk assessment and are being taken. Mitigating actions include:

- The wearing of face coverings
- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).
- Re-engineering the technical activity.
- No working in close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time is
permitted unless the work is essential such as in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services where there is an activity specific risk assessment and PPE is provided for individuals undertaking this work. Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear soft face coverings, inside University buildings where 2m social distancing isn’t possible and cannot be maintained. Information is provided within the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering within the building.

Where there is reasonable justification for not wearing them e.g. in single occupancy rooms, in multi-occupancy staff workplaces where there is over 2m social distancing between staff and good ventilation, where it’s not safe to use them such as working with a live flame (fire hazard)

Where there is an activity which cannot be reengineered to maintain 2m social distancing a risk assessment must be conducted and approved by the relevant H&S committee. Building users who have a hidden disability which prevents them from wearing a mask will need to wear a sunflower lanyard to identify that they should not be challenged for non mask wearing

When wearing a face covering you should:
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you’ve touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering buildings)

When removing a face covering:
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed
PHE quick guides for correct donning and doffing of PPE for non-AGPs, as well as for AGPs, has been utilised for examples in best practice for putting on and taking off (donning and doffing).

Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.

Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.

If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s and University’s guidance. University managers will follow the NHS Test and Trace workplace guidance for any University staff that may have come into contact with them: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance

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. Additional hand sanitizing stations placed at entrances to/exits from the building and in other areas where they will be seen.

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.


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/disinfectant materials available to all occupants and everyone has been briefed on the importance of keeping surfaces and work equipment clean.

Use of high-touch items and equipment, reduced as far as is practicable for business continuity.
Objects and surfaces that are touched regularly are cleaned frequently, such as door handles and keyboards, and making sure there are adequate disposal arrangements.

Internal doors that are not signed as fire doors (unless held open with a mechanical device) cannot be kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles.

Sharing of equipment is reduced where possible. Where unavoidable equipment cleaned/disinfected before and after use; process and guidance for COVID secure shared equipment in place.

Use of hot desks and spaces avoided and, where not possible e.g. training facilities, workstations are cleaned between different occupants including shared equipment.

There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.

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 and students have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.

Staff and student’s staff encouraged to make full use of lockers which are available for storage of personal belonging while on site.

An adapted procedure for the handling and storage of laboratory coats whilst in use has been established across the College in line with the requirements of the laundry service. Other laboratory equipment such as goggles will be cleaned/disinfected on-site.

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 (GHS) of Classification and Labelling.

All people are encouraged to avoid direct personal contact with others e.g. shaking hands etc.

Individuals have been instructed and are regularly reminded via emails and newsletters to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:
Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building and in other areas such as handwashing sinks and by lifts.

Individuals have been informed to check their skin for dryness and cracking and to inform their line manager or technical manager 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.


A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed via the building induction material, sharing of College risk assessments for shared equipment, email and newsletters on the importance of keeping surfaces and work equipment clean.

Sharing of equipment is limited where possible and cleaned / disinfected before and after use.

Objects and surfaces that are touched regularly are cleaned frequently using either 70% ethanol or a validated viricide such as laboratory equipment and keyboards.

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 eg for maintain social distancing, workstations are cleaned between different occupants and a clear desk policy to reduce the amount of personal items on desks and lab benches to be practiced when the space is in use or not in use.

Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser
provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.

Areas where people directly pass things to each other, for example office supplies, have been identified and ways to remove direct contact, such as using drop-off points or transfer zones have been introduced.

Everyone is encouraged to keep personal items clean including washing spectacles, clean phones, crockery and cutlery, keyboards and shared machinery handles etc. before after and during work

Monitoring and supervision arrangements such as signing sheets have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc.

All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc.

All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures.

PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks etc. during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted.

Emergency Procedures reviewed and revised including:

- **Communication**: people have been made aware – add information about how they have been made aware in their building induction material that in the event of an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe.
- **Fire procedures**: number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency
- **First Aid**: First aid needs assessment reviewed to take into account any new Guidelines issued by the University or HSE, and first aid information including the location of first aid kits and first aider contact information up to date.
- **Hygiene**: Washing facilities with soap/gel available People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.
Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed by a competent person who will perform this 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.

The College’s 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.

Logistics for the deliveries to IBR so that social distancing can be maintained at all times has been considered and include:

- Pick-up and drop-off collection points, procedures, signage and markings revised.
- Unnecessary contact at delivery bay has been minimised e.g. non-contact deliveries where the nature of the product allows for use of electronic pre-booking.
- Where possible and safe, single workers load or unload vehicles or if not possible the same pairs of people are used for loads where more than one is needed.
- Drivers encouraged to unload items on the lower loading bay deck into a trolley with no contact with core services staff.
- Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents.
- Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer has been avoided.
- Strict hand washing procedure in place after handling all deliveries.

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 with the University guidance. If any students appear unwell or make comment or complain to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow the University and Government advice.
- Managers will follow the NHS Test and Trace workplace guidance: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance
- The area will be cleaned in accordance with the specific Government guidance.
- Provision and monitoring of adequate supplies of cleaning materials are in place.

| Biological | Suspected case of COVID-19 | ~350 staff and PGR students ~60% staff & 40% students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 3 | 2 | 6 | Yes | None | 3 | 2 | 6 | N/A | Yes | None |
- Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided.
- Employees to follow the Government advice: https://www.gov.uk/coronavirus
- Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance
- If an individual tests positive for COVID-19 this will be managed in accordance with the University’s Test, Trace and Protect Process.
- If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance.
- Individuals will be told to isolate because they:
  - have coronavirus symptoms and are awaiting a test result
  - have tested positive for coronavirus
  - are a member of the same household as someone who has symptoms or has tested positive for coronavirus
  - have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.
  

<table>
<thead>
<tr>
<th>Biological</th>
<th>Someone entering the workplace with COVID-19</th>
<th>Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.</th>
<th>3 2 6 Yes None 3 2 6 N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental</td>
<td>Virus transmission in the workplace</td>
<td>Contact with an object that has been contaminated with COVID-19 and which individuals have been instructed and are regularly reminded by newsletters, posters and internal information to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></td>
<td>3 2 6 Yes None 3 2 6 N/A</td>
</tr>
</tbody>
</table>
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.

Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed throughout the building in plain sight.

Individuals have been informed to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.

Individuals are reminded to catch coughs and sneezes in tissues – Follow: "Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed around the workplace.

To help reduce the spread of coronavirus (COVID-19) individuals are reminded via newsletters of the public health advice: 

Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected with either disinfecting chemicals. Wipes provided in the area to clean machines and equipment prior to the commencement of work and upon completion. Shared machines and equipment will be disinfected between users. Written guidance and log sheets to be provided for this purpose.

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 via email on where these are kept and on the importance of keeping surfaces and work equipment clean.

Objects and surfaces that are touched regularly are cleaned frequently using either 70% ethanol or a validated viricide such as laboratory equipment and keyboards.

Sharing of equipment is restricted where possible and cleaned / disinfected before and after use and recorded on the cleaning sheet as per the shared equipment risk assessment.

Internal doors that are not signed as fire doors (unless held open with a mechanical device) can be kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles.

Use of desk spaces avoided and, where not possible e.g. workstations are cleaned by the user before and after use with the wipes provided.

There is clear workspace 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.

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).
Areas where people directly pass things to each other, for example reagents have been identified and ways to remove direct contact, such as using drop-off points or transfer zones have been introduced. All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc.

| Organisational | Exposure to Existing Hazards | ~350 staff and PGR students | ~60% staff & 40% students | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 | PPE related risk assessments have been reviewed to take into account the impacts of social distancing and other 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 etc. during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted. Emergency Procedures reviewed and revised including:

- **Communication**: people have been made aware via email 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 points confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes.
- **First Aid**: first aid needs assessment reviewed to take into account the impact of any Local or National Government requirements and any new Guidelines issued by the University or HSE, and first aid information including the location of first aid kits and first aider contact information up to date.
- **Hygiene**: washing facilities with soap/gel available. People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.

Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed by a competent person, this 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).

Business continuity and disaster recovery plans updated based on COVID-19 implications including contingency plan in place for possible switch back to national or local lockdown.

Life-saving rules will continue to be governed, enforced and communicated during COVID-19 especially during any Local or National Government lockdowns in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19.

| Environmental | Inbound & Outbound Goods | ~350 staff and PGR students | Exposure to contact with an object that Logistics for the deliveries to IBR so that social distancing can be maintained at all times has been considered and include: | 3 2 6 | Yes | None | 3 2 6 | N/A |

- **Local Risk assessment in place**
| Environmental | Virus transmission outside of the workplace | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside/approach to the building there is signage to warn all prior to entering this building social distancing is in place.
There is signage advising individuals to wash their hands regularly and not to touch their face and hand sanitiser is placed near to all entry/exit doors.
There is one door for access and one door for egress and one way systems are in force in the building.
Building access is controlled by ID card at all times. This system will be used to manage building entry. | 3 | 2 | 6 | Yes | 3 | 2 | 6 |
| Organisational | Travelling to work | Exposure to respiratory droplets carrying COVID-19. | Non-essential travel is not permitted during the National Lockdown periods and is minimised at all other times – remote options considered first. | 3 | 2 | 6 | Yes | 3 | 2 | 6 |
| Mechanical | Machinery & Equipment | 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, this will be recorded on the appropriate cleaning sheet.
Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion. If machines and equipment are shared, sterilising will be carried out between operations by all users. | 3 | 2 | 6 | | 3 | 2 | 6 |
Environmental Ventilation

~350 staff and PGR students
~60% staff & 40% students

Exposure to respiratory droplets carrying COVID-19.

Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.

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.

Mechanical ventilation has typically been set at maximum fresh air settings and operate 24/7; but as minimum of 3 hours before or after any stated occupancy times.

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', REHVA guidance, HSE guidance, Government 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:
https://www.cibse.org/knowledge/knowledge-items/detail?id=aOq3Y00000HsaFtQAj
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

<table>
<thead>
<tr>
<th>Domains</th>
<th>Negligible</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact on the safety of staff, students or public (physical / psychological harm)</td>
<td>Minimal injury not requiring first aid or treatment.</td>
<td>Minor injury or illness, first aid treatment needed or requiring minor intervention.</td>
<td>Moderate injury requiring professional intervention</td>
<td>Major injury leading to long-term incapacity/ disability (loss of limb)</td>
<td>Incident leading to death</td>
</tr>
<tr>
<td>No time off work</td>
<td>Requiring time off work for &lt;3 days</td>
<td>Requiring time off work for 4-14 days</td>
<td>RIDDOR / MHRA / agency reportable incident</td>
<td>Requiring time off work for &gt;14 days</td>
<td></td>
</tr>
</tbody>
</table>

### Likelihood score

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Rare</th>
<th>Unlikely</th>
<th>Possible</th>
<th>Likely</th>
<th>Almost certain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broad descriptor</td>
<td>This will probably never happen/occur</td>
<td>Do not expect it to happen/occur but it is possible it may do so</td>
<td>Might happen or occur occasionally</td>
<td>Will probably happen/occur but it is not a persisting issue</td>
<td>Will undoubtedly happen/occur, possibly frequently</td>
</tr>
<tr>
<td>Time-framed descriptor</td>
<td>Not expected to occur for years</td>
<td>Expected to occur at least annually</td>
<td>Expected to occur at least monthly</td>
<td>Expected to occur at least weekly</td>
<td>Expected to occur at least daily</td>
</tr>
<tr>
<td>Probability Will it happen or not?</td>
<td>&lt;0.1 per cent</td>
<td>0.1–1 per cent</td>
<td>1.1–10 per cent</td>
<td>11–50 per cent</td>
<td>&gt;50 per cent</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Likelihood score</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rare</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unlikely</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>Possible</td>
<td>4</td>
<td>8</td>
<td>12</td>
<td>16</td>
<td>20</td>
</tr>
<tr>
<td>Likely</td>
<td>3</td>
<td>6</td>
<td>9</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>Almost certain</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Negligible</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

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.