

## GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

<b>Site</b>	IBRWest (building 2500) also called Medical School Extension	<b>Department</b>	College of Medical and Dental Sciences	<b>Version / Ref No.</b>	<b>4</b> Includes revisions from generic assessment v14 and site.
<b>Activity Location</b>	UoB occupied research laboratories and supporting spaces including offices and write-up rooms (whole building)	<b>Activity Description</b>	Return to Campus COVID-19 phase 2: Building Risk Assessment Building occupied by ~200 people including technical and administrative Professional Services Staff, academic staff, post graduate students and occasionally external contractors/engineers		
<b>Assessor</b>	A M Leese	<b>Assessment Date</b>	14/01/2021	<b>Date of Assessment Review</b>	Review monthly or when significant change in circumstances. Re-issue when changes made.
<b>Manager Name</b>	W A Thomas/K D Willis	<b>Manager Signature</b>			

Hazard Assessment				Control Assessment							Actions						
Hazard Category	Hazards Identified	Who might be harmed? Staff Students Contractors Others	How might people be harmed?	Existing Control Measures			Initial Risk Rating			Are these adequate? Yes/No	Changes to/ Additional Controls	Residual Risk Rating			Owner	Due Date	Action Complete
							S	L	R			S	L	R			
<b>Organisational</b>	Psychological well being	~200 Staff/PhD Students	Anxiety and stress caused by concerns around returning to work and studies on Campus	<p>Regular communication is in place (individual and group) via telephone, email, WhatsApp, Skype, Zoom and Teams including team meetings, management meetings and termly H&amp;S committee meetings. As well as Institute, College and University email briefings to ensure staff and students are not ill-informed about returning to work and study safely.</p> <p>Advice is shared with staff and students and they 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 using the routes described above and the University's Coronavirus FAQs <a href="#">click here</a>:</p> <p>This building risk assessment is shared with staff and students with an electronic copy available on the University's dedicated web page.</p>			3	2	6	Yes	None	3	2	6	N/A	N/A	N/A

				<p>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to workers through Line Managers, Principal Investigators (PIs) and Institute Management structures. These include:</p> <ul style="list-style-type: none"> <li>• <b>Social distancing: General guidance for staff and students</b></li> <li>• <b>Social distancing: Buildings adaptations guidance</b></li> <li>• <b>Social distancing: Product solutions booklet</b></li> <li>• <b>Social distancing: Building checklist</b></li> <li>• <b>On-line induction materials for returning to campus:</b> 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></li> <li>• <b>Building Risk Assessment (This completed Risk Assessment)</b></li> </ul> <p>Line managers and PIs are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' and students' mental health and wellbeing. Individuals have been made aware via telephone, email, WhatsApp, Skype, Zoom and Teams communication including 1:1s, team meetings and termly H&amp;S committee meetings. As well as Institute, College and University email briefing of the guidance available in relation to this: <a href="https://www.hse.gov.uk/stress/">https://www.hse.gov.uk/stress/</a></p> <p><a href="https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx">https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx</a></p> <p><a href="http://www.selfhelpguides.nth.uk/birmingham/leaflets/selfhelp/Stress.pdf">http://www.selfhelpguides.nth.uk/birmingham/leaflets/selfhelp/Stress.pdf</a></p> <p>A management group; the Phased IBRWest Laboratory Opening Team (PILOT) was established to promote relevant information flow to ICGS staff and students. This team established a local management plan and continues to develop and refine implementation as circumstances/needs change.</p> <p>Planning for re-opening of the Intra vital microscopy suites has been done jointly with BMSU.</p> <p>Revised operating plans for the Imaging suite, including COMPARE will be issued to all research service users</p> <p>Revised operating plans for Genomics Birmingham will be issued to all research service users</p>											
<b>Organisational</b>	Psychological well being	~200 Staff/PhD Students	Anxiety and stress caused by concerns around returning to	<p>Managers/PIs hold regular informal discussions via Teams/Zoom/WhatsApp; both 1:1 and by group; with their teams and look at ways to reduce causes of stress.</p> <p>Concerns on workload issues or support needs are escalated to line manager/PI by concerned individuals. PILOT and other</p>	3	2	6	Yes	None	3	2	6	N/A	N/A	N/A

			<p>work on Campus management/support structures are available if individuals are not satisfied by line manager/PI response.</p> <p>Staff/students who <i>should not</i> under any circumstance work on campus have been identified and managers/supervisors have discussed alternative arrangements with them to ensure that they do not return to work on campus. Staff who <i>should not</i> under any circumstance work on campus include:</p> <ul style="list-style-type: none"> <li>• Any member of staff who has been through a return to work on campus assessment and has been advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) not to travel to work on campus.</li> <li>• Staff in the clinically extremely vulnerable category (those shielding) for whom current guidance is that they should not to travel to work, even where their work cannot be undertaken remotely.</li> </ul> <p>Staff and students who are in clinically vulnerable groups themselves and identified to be considered in ‘at risk’ groups are encouraged by line managers /PIs to discuss their support needs to ensure additional measures are put in place to protect them including working from home.</p> <p>Staff and students who are in the clinically extremely vulnerable group may be at high risk of serious illness if they catch coronavirus (COVID-19) must discuss their support needs with their line manager to ensure a specific individual risk assessment is carried out and additional measures are put in place to protect them including continuing to work from home.  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable</a></p> <p>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 or students that require them including disabled workers being put at a disadvantage.</p> <p>Employees who have concerns about either continuing to work on campus or working from home/remotely have discussed these with their line manager or and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.  <a href="https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx">https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx</a>  <a href="https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx">https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx</a></p> <p>Employees and students are made aware of support mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, internal communications and University webpages:</p>							
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				<a href="https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx">https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx</a> <a href="https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx">https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx</a> <a href="https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx">https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx</a> This link is for students: <a href="https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx">https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx</a>											
<b>Biological</b>	Virus transmission in the workplace	~200 Staff/PhD Students ~20 equipment engineers (external contractors ) Sporadic attending site; no more than 4 on any given day. None most days	Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.	<p><b>Social distancing: IBRWest (building 2500) Building checklist</b> has been completed to identify the control measures to consider reducing the risk of workplace infections.</p> <p>Staff to work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance.</p> <p>Managers and PIs ensure staff and students with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19.</p> <p>Managers/PIs keep track of when staff and students can return to work/campus after the symptom free period.</p> <p>Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus.</p> <p>The University's <a href="#">On-line induction materials for returning to campus</a> combination of the guidance and videos have been provided and completed for all staff and students working in University building.</p> <p>To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and on site induction.</p> <p>Posters are displayed in line with the University signage scheme reminding them of the requirement to social distance, wash hands frequently, wear face masks covering mouth and nose at all time when on campus, both inside buildings and external spaces, (unless medically exempt or in a single occupancy office) and to manage sneezing and coughing in line with PHE/government guidance.</p> <p>Schedules for essential services and contractor visits are managed on site by local I&amp;F team to reduce interaction and overlap between people and ensure COVID security compliance by these visitors. Building managers and occupants informed of when the visits will take place and which services are being maintained, e.g. servicing of microbiological safety cabinets.</p> <p>Un-essential trips within buildings and sites prevented and discouraged by promoting the use of remote communication tools;</p>	3	2	6	Yes	None	3	2	6	N/A	N/A	N/A

				Teams/Zoom/Skype/Email/telephone etc.; ensuring disinfection of any shared hardware between users.												
<b>Environmental</b>	Virus transmission in the workplace due to lack of social distancing	~200 Staff/PhD Students ~20 equipment engineers (external contractors ) Sporadic attending site; no more than 4 on any given day. None most days	Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.	<p>Only essential work authorised and approved by the Government and University is permitted in University buildings. . This includes access to laboratory space and equipment for researchers and practical teaching of medicine and healthcare students. Within IBR West that includes ongoing use of research laboratories and work will be conducted in line with the relevant government guidance.  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities</a></p> <p>Workplace routines changed to ensure room/building capacity and occupation density calculated to maintain at least 2m social distancing is not exceeded including</p> <ul style="list-style-type: none"> <li>• Change to peak staff entry and exit times; two of the three floors are using a shift system.</li> <li>• Changes to core working hours. And introduction of variable working hours; 6-2 and 2-10 although in practice few arrive at 6 and few are still on site at 10.</li> <li>• The nature of laboratory based biomedical research which is driven by the experimental bench work is that individuals naturally arrive and depart throughout their shift so arrival/departure always has been staggered, even pre-COVID. We do not observe crowding into or out of the workplace.</li> <li>• Fixed teams and adjusted booking processes in use to reduce the number of people in a lab at the same time to avoid overcrowding. There has been significant uptake of the online booking app “BookKit” for booking time on shared equipment/facilities.</li> <li>• There is no location rotation.</li> <li>• Staff handovers and team briefings delivered remotely wherever possible.</li> <li>• Maximum room capacity signs displayed on entry points within the building, including labs.</li> </ul> <p>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 teams and attendance in the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.</p> <p>Procedure in place for dealing with instance of unexpected individual on site. IBRWest is a secure building; access control 24/7. Persons without the correct permissions can only gain access as a visitor under the “sponsorship” on a legitimate member of staff/student.</p> <p>During the period of national restriction visitors are not allowed, except for essential matters such as repair of critical equipment. A receptionist may not be on site and the host of any planned visit will be responsible for holding contact information for the purposes of track and trace.</p>	3	2	6	Yes	None	3	2	6	N/A	N/A	N/A	





			<p>who has requested the attendance and where necessary concerns fed back to the third party manager.</p> <p>All corridors are :</p> <ul style="list-style-type: none"><li>• Marked in areas to ensure social distancing is adhered to (lines on floor).</li><li>• Have a one way system around the building.</li><li>• Corridors that are over 2 m wide have a two way system of use, people using the corridor must stay to their left.</li></ul> <p>Additional signage provided in corridors reminding everyone about social distancing.</p> <p>Information provided and signs displayed informing people to use the stairs rather than lifts unless they have difficulty using the stairs. The maximum occupancy of the lift has been reduced to one person unless a user of the lift has a carer in which case it is 2 with notices to that effect on all floors. Once users have left the lift posters are displayed to encourage them to clean their hands and avoid touching their face. Hand sanitiser provided by lift entrance to enable.</p> <p>Lifts are still to be used to move heavier / larger / hazardous goods as a planned operation</p> <p>Most stairs designated as single direction up or down; notices in place; 2 way stairwells similar notices in place in line with the "keep left" norm. These arrangements will be monitored and enforced.</p> <p>Additional signage in stairwells reminding staff about social distancing.</p> <p>On site social gathering between colleagues are not permitted whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings.</p> <p>With the exception of some 1:1s and a few specific training activities (individually risk assessed), all on site "business" gatherings; team meetings, seminars, lectures have been cancelled/postponed or (the vast majority) transferred to virtual platforms; Skype, Zoom Teams etc.</p> <p>Staff and students are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it by all the advisory posters around the building. This message is reinforced by peer pressure. Further reminders are provided by regular electronic briefings, bulletins and updates University, College and Institute newsletters.</p> <p>Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.</p> <p>Only essential work authorised and approved by the Government and University is permitted in University buildings.</p> <p>Where the 2m social distancing guidelines cannot be followed in full for a particular essential activity, for example training new staff/students, certain BMSU activities; that individual activity will be critically assessed against the hierarchy of control measures Elimination –Substitution –Engineering</p>								
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				<ul style="list-style-type: none"> <li>avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering buildings)</li> </ul> <p>When removing a face covering:</p> <ul style="list-style-type: none"> <li>wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing</li> <li>only handle the straps, ties or clips</li> <li>do not give it to someone else to use</li> <li>if single-use, dispose of it carefully in a residual waste bin and do not recycle</li> <li>if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric</li> <li>wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed</li> </ul> <p>Much of the work normally undertaken in the building “pre COVID” requires the use of PPE (as identified following Bio/GM, and COSHH risk assessment) ; commonly lab coats and gloves; less frequently face masks (FFP3, face fitted), face shields (cryogenics, UV) and others. This requirement will continue.</p> <p>Additional PPE is provided for individuals working in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services and for first aiders. The taking of PPE home is not permitted.</p> <p>Adequate training has been provided on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (FFP3), goggles, the correct donning/doffing of PPE and face fit testing. Government advice is followed: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>PHE quick guides for correct donning and doffing of PPE for <u>aerosol</u> and <u>non-aerosol</u> generating procedures have been utilised for examples of best practice for putting on and taking off PPE</p>											
<b>Biological</b>	Suspected case of COVID-19	200 Staff/PhD Students ~20 equipment engineers (external contractors ) Sporadic attending with site; no more than 4 on any	Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.	<p>Response plan in place in the event a confirmed or suspected case of COVID-19 including:</p> <ul style="list-style-type: none"> <li>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 and Government advice. Managers will follow the NHS Test and Trace workplace guidance: <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a></li> <li>The area used by the person in question will be cleaned in accordance with the specific Government <a href="#">guidance</a></li> </ul>	3	2	6	Yes	None	3	2	6	N/A	N/A	N/A

		given day. None most days		<ul style="list-style-type: none"> <li>Provision and monitoring of adequate supplies of cleaning materials are in place.</li> <li>Team briefed on actions to be taken in the event of someone being suspected of having COVID-19.</li> <li>Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided.</li> <li>Employees to follow the Government advice: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>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: <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a></li> <li>If an individual tests positive for COVID-19 this will be managed in accordance with the University's Test, Trace and Protect Process</li> <li>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.</li> <li>Individuals will be told to isolate because they: <ul style="list-style-type: none"> <li>have coronavirus symptoms and are awaiting a test result</li> <li>have tested positive for coronavirus</li> <li>are a member of the same household as someone who has symptoms or has tested positive for coronavirus</li> <li>have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.</li> <li><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> </ul> </li> <li>Line managers hold discussions with their staff to identify those considered in 'at risk' groups - which include those who are 70 or over, have a long-term condition, are pregnant or have a weakened immune system, or are living/caring for someone in these groups and will ensure additional measures are put in place to protect them including working from home.</li> <li>Staff have been encouraged to download the government COVID-19 contract tracing app.</li> </ul>											
<b>Biological</b>	Someone external to UoB entering the workplace with COVID-19	200 Staff/PhD Students ~20 equipment engineers (external contractors ) Sporadic attending	Exposure to respiratory droplets carrying and contact with an object that has been contaminate	<p>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.</p> <p>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.</p> <p>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 the</p>	3	2	6	Yes	None	3	2	6	N/A	N/A	N/A

		site; no more than 4 on any given day. None most days	d with COVID-19.	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: <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a>												
<b>Environmental</b>	Virus transmission in the workplace	200 Staff/PhD Students ~20 equipment engineers (external contractors ) Sporadic attending site; no more than 4 on any given day. None most days	Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors.	<p>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: <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></p> <p>Instructions for hand washing is included both in the "COVID canvas course" and the Building specific induction package which all staff and students will complete before or immediately upon gaining access to site for the first time. Further reminders are provided by posters at laboratory wash basins, in kitchens/kitchenettes and in lavatories.</p> <p>Soap and water are provided in the workplace and adequate supplies are maintained in laboratories and lavatories. Additional hand sanitizing stations have been placed at entrances to/exits from the building by lift entrances and outside lavatory facilities where they will be seen.</p> <p>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.</p> <p>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.</p> <p>To help reduce the spread of coronavirus (COVID-19) individuals are reminded of the public health advice: <a href="https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do">https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do</a> by inclusion in the induction process and by regular email briefings from the University and College</p> <p>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 by inclusion in the induction process, by regular email briefings from the University and College and informal reminders from Pls/managers on the importance of keeping surfaces and work equipment clean.</p> <p>Use of high-touch items and shared equipment, reduced as far as is practicable for business continuity. Process in place for sanitising such equipment before and after each use.</p> <p>Objects such as door handles and communal surfaces that are touched regularly are cleaned frequently, by cleaning services, according to the</p>	3	2	6	Yes	None	3	2	6	N/A	N/A	N/A	



			<p>building SLA. High touch and or shared equipment is cleaned by end users with 70% alcohol (ethanol or isopropanol) wipes or spray. Adequate waste disposal arrangements are in place.</p> <p>Internal doors that <b>are not</b> 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.</p> <p>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.</p> <p>Use of hot desks and spaces avoided and, where not possible e.g. training facilities and study spaces, workstations are cleaned by end users between different occupants including shared equipment.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Staff and students have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.</p> <p>Staff and student encouraged to make full use of lockers which are available for storage of personal belonging while on site.</p> <p>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.</p> <p>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.</p>								
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				All people are encouraged to avoid direct personal contact with others e.g. Shaking hands etc.													
<b>Organisational</b>	Exposure to Existing Hazards	~200 Staff/PhD Students	Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures	<p>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.</p> <p>The College have developed a number of activity specific guidance documents for common laboratory activities that will be available to all staff and support consistency across differing parts of the College e.g. guidance on sanitisation of shared equipment.</p> <p>Use of PPE where indicated by risk assessments has been reviewed to ensure that disposable PPE (gloves, face masks) is provided on an individual basis as is current practice.</p> <p>Some non-disposable PPE; e.g. Lab coats is provided on an individual basis as is current practice.</p> <p>Other non-disposable PPE; Cryogenic gloves, Chemical/cryogen/UV face shields, ear defenders (ultrasonics) and similar will be treated as shared equipment with clear written guidance for usage and disinfection, with written record of such actions.</p> <p>Taking PPE home is not permitted.</p> <p>Emergency Procedures reviewed and revised including:</p> <ul style="list-style-type: none"> <li>• <b>Communication:</b> people have been made aware, through the induction process, 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.</li> <li>• <b>Fire procedures:</b> number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes.</li> <li>• <b>First Aid:</b> 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 <a href="#">University</a> or <a href="#">HSE</a>, and first aid information including the location of first aid kits and first aider contact information up to date.</li> <li>• <b>Hygiene:</b> 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. There is additional non-washing hand sanitising stations provided; including at initial entrance and final exit doors</li> </ul> <p>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</p>	3	2	6	Yes	None	3	2	6	N/A	N/A	N/A		

				<p>shall be performed 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). Also remembering that all security staff are first aid trained.</p> <p>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.</p> <p>Security implications of changes made to operations and practices in response to COVID-19 Local or National Government requirements, have been considered.</p> <p>Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to lockdown.</p> <p>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.</p>											
<b>Environmental</b>	Inbound & Outbound Goods including Post	~200 Staff/PhD Students	Exposure to contact with an object that has been contaminated with COVID-19.	<p>Logistics for deliveries to the building so that social distancing can be maintained at all times have been considered and include:</p> <ul style="list-style-type: none"> <li>• Pick-up and drop-off collection points, procedures, signage and markings revised.</li> <li>• Unnecessary contact at delivery bay has been minimised. Guidance supported by signage and notices to reduce contact between delivery personnel and University personnel.</li> <li>• Where possible and safe, single workers load or unload vehicles or if not possible the same pairs of people, with additional mitigating measures including the wearing of face coverings, are used for loads where more than one is needed.</li> <li>• Electronic paperwork is used where possible, and procedures reviewed and guidance drawn up to enable safe exchange of paper copies where needed, for example, required transport documents.</li> <li>• Where possible, deliveries are stripped of packaging and the packaging disposed.</li> <li>• Strict hand washing procedure in place after handling deliveries.</li> <li>• Where possible deliveries to remain isolated and untouched for a minimum of 48 hours.</li> </ul>	3	2	6	Yes	None	3	2	6	N/A	N/A	N/A
<b>Environmental</b>	Virus transmission outside of the workplace	200 Staff/PhD Students ~20 equipment engineers (external contractors) ) Sporadic	Exposure to respiratory droplets carrying and contact with an object that has been contaminated	<p>On entry to the building there is signage to warn all prior to entering that social distancing is practiced in the building (keep 2m apart).</p> <p>There is signage advising people to wash their hands regularly and not to touch their face.</p> <p>Specific doors designated for entrance only and others designated for exit only. One way systems are in place where practicable in the building.</p>	3	2	6	Yes	None	3	2	6	N/A	N/A	N/A

		attending site; no more than 4 on any given day. None most days	d with COVID-19.	Building access is controlled by ID card at all times. This system will be used to manage building entry. Only those given permission to be on site by the College or the University; according to business continuity needs will be given access. This will be adjusted as the University moves through the phasing and activity increases; within the capacity constraints of the building and as guidance on social distancing and COVID Security allow.												
<b>Organisational</b>	Travelling to work	~200 Staff/PhD Students	Exposure to respiratory droplets carrying COVID-19.	Workers advised to avoid public transport where possible and use alternatives e.g. cycling, walking to work etc. Where staff have not able to avoid public transport they do so in accordance with Government and University Guidance: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a> <a href="https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx">https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx</a>	3	3	9	Yes			3	2	6	N/A	N/A	N/A
<b>Mechanical</b>	Machinery & Equipment	200 Staff/PhD Students ~20 equipment engineers (external contractors) ) Sporadic attending site; no more than 4 on any given day. None most days	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.  Disinfecting chemicals and 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 by the end users. Written guidance and log sheets provided for this purpose.	3	2	6	Yes	None		3	2	6	N/A	N/A	N/A
<b>Environmental</b>	Ventilation	200 Staff/PhD Students ~20 equipment engineers (external contractors) ) Sporadic attending site; no more than 4 on any given day. None most days	Exposure to respiratory droplets carrying COVID-19.	Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.  It is taken on trust that all ventilation has been serviced as required by University Maintenance or their contractors and is functioning correctly. It is taken on trust that all filters have been changed as required by University Maintenance or their contractors. It is taken on trust that ventilation systems will be maintained in line with planned and preventative maintenance schedules by University Maintenance or their contractors. General considerations reflected on during reopening of the buildings in relation to the Ventilation and fresh air to occupied spaces. Core strategy based on 'CIBSE Covid-19 Ventilation Guidance', REHVA guidance, other industry and HSE guidance. <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>  The guidance is constantly under review by the University's Estates as SARS-CoV2 transmission routes become more clearly defined, and any updated recommendations assessed and implemented where relevant to University systems. CIBSE Covid-19 Ventilation Guidance	3	3	9	No	Need confirmation from Maintenance that all ventilation is functioning correctly and has been serviced/had filters changed according to schedules.		3	2	6	Estates Maintenance	?? ?	



## 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
<b>Impact on the safety of staff, students or public (physical / psychological harm)</b>	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
<b>Broad descriptor</b>	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
<b>Time-framed descriptor</b>	Not expected to occur for years	Expected to occur at least annually	Expected to occur at least monthly	Expected to occur at least weekly	Expected to occur at least daily
<b>Probability</b> 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.

$$\text{Risk Level} = \text{Consequence / Severity} \times \text{Likelihood (C x L)}$$

	Likelihood				
Likelihood score	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost certain
<b>5 Catastrophic</b>	5	10	15	20	25
<b>4 Major</b>	4	8	12	16	20
<b>3 Moderate</b>	3	6	9	12	15
<b>2 Minor</b>	2	4	6	8	10
<b>1 Negligible</b>	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.