### General Health and Safety Risk Assessment Form

**Site**

- Institute for Translational Medicine (ITM)

**Department**

- Shared building with University of Birmingham and NHS Trust, part of the Birmingham Health Partnership

**Activity Location**

- The ITM adjoins the Heritage Building (Trust Building)

**Activity Description**


The ITM is a shared site under the Birmingham Health Partners. It contains a mix of offices and research laboratories. UHB NHS trust have continued to use the offices during lockdown at approx. 50% capacity for NHS work.

During phase 1 of the campus re-opening UoB activity returned only to the laboratory sites. 18-20 people (technicians, research fellows and PGR students); There are two areas of laboratory space on the 5th and 3rd floors used by UOB Colleges of Medical and Dental Sciences and Engineering and Physical Sciences respectively.

A pathway for re-opening office space and returning these staff to site has been developed and implemented. This RA has been reviewed and updated in light of the office return plan.

In light of the New national lockdown from 6th January 2021, the ITM will revert to phase 1 operations. Only essential laboratory and Research work will be conducted on site. Approx. 18-20 staff (technicians, research staff and PGR students); There are two areas of laboratory space on the 5th and 3rd floors used by UOB Colleges of Medical and Dental Sciences and Engineering and Physical Sciences respectively. UHB NHS Trust staff will continue to use the offices during this time at approx. 50% capacity.

Since mid-December, the majority of the ground floor including the meeting point café has been repurposed for a Mass Covid-19 Vaccination Clinic, staffed by UHB. A separate risk assessment has been completed for this area and is available at [https://beardatashare.bham.ac.uk/open/MiZhdzlIaTNONTfOeUUh5TFRHUGRw/Mass%20Vaccination%20Service%20%28ITM%29%20%28December%202020%29.doc](https://beardatashare.bham.ac.uk/open/MiZhdzlIaTNONTfOeUUh5TFRHUGRw/Mass%20Vaccination%20Service%20%28ITM%29%20%28December%202020%29.doc)

As the government stay at home order has been lifted, staff are still encouraged to continue to work at home where possible with updated guidance on roles that should attend site issued by UoB. There should be no significant changes to staff numbers at this time.

**Assessor**

- Wendy Thomas/Kate Fletcher/Wendy Desjarlais

**Assessment Date**

- 30/06/2020
  - Rev 02/07/20
  - Rev 20/08/2020
  - Rev: 16/09/2020
  - Rev: 05/10/2020
  - Rev: 15/01/2021
  - Rev: 02/03/2021
  - Rev: 12/04/2021

**Date of Assessment Review**

- Review monthly or when significant change in circumstances. Re-issue when changes made.

**Academic/Manager Name**

- Kate Fetcher, Operations Manager

**Academic/Manager Signature**

- [Signature]

**Version / Ref No.**

- 3.8
### Hazard Assessment

<table>
<thead>
<tr>
<th>Category</th>
<th>Hazards Identified</th>
<th>Who might be harmed?</th>
<th>How might people be harmed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisational</td>
<td>Psychological well-being</td>
<td>Staff / Students</td>
<td>Anxiety and stress caused by concerns around returning to work and studies on Campus</td>
</tr>
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</table>

### Control Assessment

<table>
<thead>
<tr>
<th>Existing Control Measures</th>
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<tbody>
<tr>
<td>Regular communication is in place (individual and group) via team meeting, one to one meetings, forums and regular newsletters to ensure staff and students are not ill-informed about returning to work safely. ITM specific instructions have been developed and will be disseminated by the ITM Operations Team.</td>
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</table>

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 or UHB’s lines of communications (i.e. line managers, Internal Comms) and shared with staff via team meetings, one to one meetings, forums and newsletters and the University’s Coronavirus FAQs [click here](#).

This risk assessment will be shared with UOB staff via the University dedicated web page, and with all ITM staff (UHB & Commercial) via a shared BEARSHARE link. The link is disseminated to ITM residents by the ITM Operations team.

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
- Social distancing: Buildings adaptations guidance
- Social distancing: Product solutions booklet
- Social distancing: Building checklist
- Return to Campus COVID-19: Building Risk Assessment
- ITM Return to work Induction

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 induction, team meeting, one to one meetings 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)

### Actions

<table>
<thead>
<tr>
<th>Initial Risk Rating</th>
<th>Are these adequate?</th>
<th>Changes to/ Addition al Controls</th>
<th>Residual Risk Rating</th>
<th>Owner</th>
<th>Due Date</th>
<th>Action Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 3 9</td>
<td>Yes</td>
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</table>

Add in any UHB specific policies and procedures and links.
<table>
<thead>
<tr>
<th>Organisational Psychological well being</th>
<th>Staff/Student Anxiety and stress caused by concerns around returning to work on Campus</th>
<th>Managers hold regular virtual meetings with their team and look at ways to reduce causes of stress. Concerns on workload issues or support needs are escalated to line manager, or PI and extra support via Workplace Wellbeing will be offered on a case-by-case basis.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff who were previously advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) not 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>
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<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 here</td>
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<td>Staff who are clinically vulnerable (any of the conditions detailed on the Government’s guidance page, available here) 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>
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<td>Existing risk assessments including those for new or expectant mothers reviewed and revised to reflect new working arrangements</td>
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<td>Reasonable adjustments made, including those needed for PEEP's 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</td>
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<td>UoB 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</td>
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<td>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, internal communications and University and/or Trust webpages:</td>
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<tr>
<td><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></td>
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<td><a href="https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx">https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx</a></td>
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<td><a href="https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx">https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx</a></td>
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<tr>
<td>Biological Virus transmission in Staff / Students Exposure to respirato Specific individual worker risk assessment undertaken for those who have a self-declared health condition which could increase their risk profile. 3 3 9 Yes</td>
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</tbody>
</table>
the workplace

Social distancing: ITM Building checklist has been completed to identify the control measures to consider reducing the risk of workplace infections including maximum room occupancy displayed on all office, meeting rooms and kitchen doors.

Reduced number of staff with floor plans marked with maximum capacity limits in all areas. Where possible shift working will be undertaken.

Staff work using the mixed model of site and home based as agreed with line manager, in line with Government, University and UHB guidance.

Managers ensure staff with any form of illness do not attend work until the illness has been verified as not being Covid-19. Posters are displayed in all common areas and corridors in line with University and UHB policies such as reminding them of the requirement to social distance, wash hands frequently and to manage sneezing and coughing in line with PHE/government guidance.

Managers keep track of when staff can return to work after the symptom free period.

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 working 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 service users delivering samples for the Cytof) have received a building specific induction.

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., External contractors undertaking building or equipment maintenance/repair visits.

Un-essential trips within buildings and sites discouraged and reduced, e.g. use of the ground floor main reception to enter and exit is now prohibited unless in an event of an emergency due to the NHS Covid Vaccination Clinics. Staff have been asked to use entrances and exits closest to their work areas using the main Heritage entrance to gain access to the building. Use of telephones/email encouraged for communication purposes ensuring cleaning of phones between users or use of own dedicated phone where possible.

ITM specific information for all residents complete

| Environmental Virus transmission in the workplace due to lack of social distancing | Staff / Students Exposure to respiratory droplets carrying COVID-19 from an infectious individual | Only work authorised and approved by the Government and/or 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 the ITM that includes ongoing use of research laboratories and work will be conducted in line with the relevant government guidance. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities Further, as the ITM is a shared building, authorised NHS staff will continue to work within the building. In addition, the ground floor is currently being used as a Covid Vaccination centre. Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded including:
• Change to peak staff entry and exit times.
• Changes to core working hours and introduction of shift working. | 3 3 9 Yes |
transmitted via sneezing, coughing or speaking.

- Amended shift routines, staff handovers and team briefings
- All staff asked to use the closets entrance and exit to their workstations.

To help contain clusters and outbreaks and assist with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams and attendance in the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.

Procedure in place for dealing with instance of unexpected employee (identified through not being included on the team rota and ITM staff not wearing the authorised lanyard) / 3rd party arrival. All areas of work have access control points at entrance doors to allow the control of access. It is standard ITM policy not to allow tailgating.

Work has been arranged so that staff are able to maintain the government guidelines for social distancing which are included in the Social Distancing: ITM Building checklist. The latest Guidance on measures for labs and research facilities can be found by clicking the following link https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities

One-way flow systems implemented where practicable and a 'keep left' policy introduced where one way flow is not possible. Visual aids/reminders, such as floor strips, signage are used for maintaining two metres distance throughout the building/ workplace.

Where the one-way or ‘keep left’ system cannot be used a verbal alert procedure will be used

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 activities are segregated to promote 2 metres distance including:
- Open plan work stations and offices have been assessed for capacity to ensure that staff can maintain social distancing. Work stations moved or staff relocated. Provision of additional screens where needed to segregate people. Display Screen Equipment (DSE) assessments reviewed and revised.
- Laboratory workstations have been assessed for capacity. To ensure that staff can maintain social distancing. In areas on the 5th floor where access to the fume cupboard is required a booking system, but if the Cytof and fume cupboard are in use at the same time both parties must wear a surgical mask, or suspend work temporarily until the fume cupboard or Cytof can be accessed maintaining 2m distance.
- Visual management aids in place to remind people of the need for social distancing,
- Headcount capacity to ensure social distance standards have been set are displayed on all laboratories, meeting rooms, offices and kitchen doors..
- Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.) with signage to knock and call before entering where necessary. Building users are reminded to leave the facilities in a respectful, sanitised condition. Additional signage has been placed on facilities doors to ensure hands are washed via correct method for handwashing prior to and after use.
- Where available socially distant safe outside areas used for break.
- When not possible to take a break outside, office and lab write up rooms may be used as the café area remains closed for eating in. View room before to avoid large groups congregating. Only use this area when necessary.

Addition al provisio n for rest spaces may be needed if staff increase
• Lab - 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.
• Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site.
• Kitchens have maximum occupancy levels noted on doors and staff are discouraged to congregate. All users are encouraged to wash their hands prior to using equipment (hot water boiler, fridges, coffee machines, microwaves) and to wash their hands after use. Additional signage to remind staff to wipe down touch points such as kettle and fridge handles, microwave etc with antibacterial wipes provided before and after use. Additional signage for the correct method for handwashing is also displayed.
• Water machines are available throughout the building for use with disposal cups only.
• Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition.

The main ITM reception area is now closed and has been re-purposed for the Covid Vaccination clinic. 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 arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local supervising staff member and where necessary concerns fed back to the third-party manager e.g. LEV inspections and test – Estates Manager, Cleaner – Camus Services Domestic Manager.

Corridors within the ITM:
• Additional signage in corridors reminding staff about the ‘keep left’ system
• Access to UOB space is via the Trust corridors. Staff / Student and Visitors are required to wear a mask when moving through these spaces, and within the ITM, as required by the NHS Trust. There is a keep left policy in operation in all Trust corridors. Notices are in UOB exits reminding staff to do this.

People informed to use the open stairwells rather than lifts unless they have difficulty using the stairs. There are signs on the lifts asking staff not to use them, and to give patients priority. The lifts and stairwells fall under the Trust’s remit

The maximum occupancy of the lifts throughout the QE hospital have been reduced. The capacity of each lift is displayed at the lift entrance. Lifts are to be used if the role requires people to move heavy / large / hazardous materials that cannot be transported by the stairs. Lifts are not to be shared with hospital patients regardless of occupancy rules.

Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings on Zoom, Skype or Teams.

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. Staff are informed by posters, floor...
spots and UOB return to work inductions. On 5th floor labs local managers will undertake walk rounds and staff are encouraged to report any issues.

Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.

Where the 2m social distancing guidelines cannot be followed in relation to a particular activity, consideration must be given to whether that activity needs to continue, this must include a risk assessment for that activity.

Mitigating actions include:

- Re-engineering the technical activity.
- 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.
- Further increasing the frequency of hand washing and surface cleaning.
- 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).

- Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings. Information provided in University/Trust and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering within the building.

- Review and re-organising of the pedestrian flows both inside and outside of work and learning/study spaces. Directional flow and social distancing signs displayed.

Hygiene guidance given such as: avoiding touching eyes, nose and mouth; cover your cough or sneeze with a tissue, throw it away in a bin and wash your hands or sneeze and cough into your elbow.

- No working in close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time (the majority of the working day) is permitted unless the work is essential such as in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services where there is an activity specific risk assessment and PPE is provided for individuals undertaking this work.

The ITM return to work Induction has been updated to include when and how to use face coverings safely including the following:

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- 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 before removing
- 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 clinical 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

Additional PPE is provided to Lab staff, First Aiders and for individuals who work in clinical; settings. The taking of PPE home is not permitted.

Much of the normal work 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) and face shields (cryogens). This requirement will continue.

If the risk assessment for any activity shows that additional PPE is required adequate training on the donning and doffing of the relevant PPE will be given.

Government advice is followed:


| Biological | Suspected case of COVID-19 | Staff / Students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 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. 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 and includes:
  - Decontaminating all areas including touch points with validated disinfectants after someone with suspected COVID-19 has been sent home – this will reduce the risk of passing the infection on to other people
  - Appropriate PPE will be worn for cleaning and disposed of via clinical waste route.
- Provision and monitoring of adequate supplies of cleaning materials are in place.
- Co-workers briefed 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.
- Their co-workers must be informed.
- Trust to be informed via ITM Op’s Manager
- Absence will be managed in accordance to the University or Trust 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 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 | 3 3 9 Yes |
• If an individual tests positive for COVID-19 this will be managed in accordance with the University’s Test, Trace and Protect Process and in line with UHB procedure.
• 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 ITM manage the outbreak. The University will seek advice from the local authority in the first instance.
• Staff will be told to isolate because they:
  o have coronavirus symptoms and are awaiting a test result
  o have tested positive for coronavirus
  o are a member of the same household as someone who has symptoms or has tested positive for coronavirus
  o have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.
• 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.
• Staff have been encouraged to download the government COVID-19 contract tracing app and check in posters have been displayed on all entrances/exits of the building.

| Biological | Someone entering the workplace with COVID-19 | Staff / Students / Contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies / engineers who 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. Local social distancing rules will be explained. All routine maintenance (e.g. replacing lights, fixing doors/handles etc.) will be completed by the hospital FM provider (Engie). Any work required will be requested out of hours (e.g. reported Friday for work to be completed Saturday). If urgent maintenance is required (e.g. leak) lab/office users will be informed and asked to vacate. The NHS trust will notify the Operations Manager of any engineers who are due on-site so that social distancing can be maintained. 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. | 3 2 6 Yes |
| Environmental | Virus transmission in the workplace | Staff / Students / Contractors | Contact with an object that has been contaminated with | 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/](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) Posters are displayed around the workplace including in welfare facilities. | 3 3 9 Yes |
COVID-19 and which subsequently transmit 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 at the entrance to the building and in other areas where they will be seen. For example at all entrances into the ITM hand sanitisers will be available for staff to use.

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 products/paper towels or antibacterial wipes have been made available to all occupants and everyone has been briefed on the importance of keeping surfaces and work equipment clean.

Entry/exits points in place for personnel working in wet labs. This route will be via the main Heritage Building entrance (hand sanitiser available) via the ground floor corridor and up the stairs. Security devices along the corridor are touch free.

All staff based in the ITM should use the Main Heritage Building Entrance, off Mindelsohn Drive, and take the first set of stairs to the relevant floor.

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

Objects and surfaces that are touched regularly are cleaned and disinfected frequently (such as door handles and keyboards) making sure there are adequate disposal arrangements for waste tissues/wipes.

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 unless absolutely necessary. If used (e.g. Specialist Analysis Computers and study spaces) they will be sanitised before and after use.

Lab work benches will be left cleaned and disinfected after use.

Deliveries to the 5th and 3rd floor of the ITM are via IBR stores. At present there is no open reception area in the ITM for parcels and therefore no central point for deliveries. Collection from IBR stores is the best way to ensure the parcels are delivered to a central site, and can be handled in a safe and secure manner. Revised procedures for the management and use of the IBR stores are in place and these will be followed.

Everyone is encouraged to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared equipment etc. before, after and during work. Mobile phones and earphones cannot be used in laboratories.

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

Laboratory coat laundry will be undertaken in accordance with new guidelines and not removed from site by individuals. Lab coats will be stored in plastic bags, which can be regularly disinfected rather than straight on hooks where cross contamination is possible. Users to label bag with their name and follow new guidance.
Equipment such as goggles washed on-site rather than by individual staff members at home.

COVID-19 cleaning products used must be validated and have a current chemical risk assessment in place. They must be used in accordance with all prescribed risk controls and monitoring requirements. Cleaning chemicals must be stored according to their risk assessment, be 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 staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc.

| Organisational | Exposure to Existing Hazards | Staff / Students | Increase risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to consider the impacts of social distancing and other COVID counter measures. | All work-related risk assessments have been reviewed and where PPE has been identified as a control measure then it should be used. The usage of PPE will be monitored to ensure suitable level of stock. The taking of PPE home is not permitted.

Individually maintain their own PPE equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements where needed.

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

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 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 (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 to ensure measures are introduced to mitigate risk (for example, another area within the building or campus could have a critical role such as a first aider that could cover as a temporary solution).

Business continuity and disaster recovery plans updated based on COVID-19 implications.

| Environmental | Inbound & Outbound Goods | Staff / Students / Contractors | Exposure to contact with an object | Logistics for the deliveries to the ITM will be via IBR stores on the most part, with items collected by addresses 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. non-contact deliveries where the nature of the product allows for use of electronic pre-booking.

| Number of fire marshalls and first aiders available on site to be reviewed once staff rotas are established
Posters to be updated | Yes | 1 | 1 | 1 | Yes | 3 | 2 | 6

Local risk assessments in place |
<table>
<thead>
<tr>
<th>Environmental Virus transmission outside of the workplace</th>
<th>Staff / Students</th>
<th>Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.</th>
</tr>
</thead>
<tbody>
<tr>
<td>On the entry to the building there is signage to warn all prior to entering this building social distancing is in place (keep 2m apart). There is signage advising staff to wash their hands regularly and not to touch their face.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organisational Travelling to work</th>
<th>Staff / Students</th>
<th>Exposure to respiratory droplets carrying COVID-19.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided. Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc. Where staff have not been able to avoid public transport, they do so in accordance with Government and University Guidance: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanic Machiney &amp; Equipment</td>
<td>Staff / Students</td>
<td>Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environmental Ventilation</th>
<th>Staff / Students</th>
<th>Exposure to respiratory droplets carrying COVID-19.</th>
<th>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. Natural ventilation can be improved by fully or partially opening windows, air vents and doors, not signed as fire doors. 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. Building users are encouraged where possible to ensure windows are open.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2</td>
<td>6</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organisational Shared space between two institutions</th>
<th>Staff / Students</th>
<th>Exposure to respiratory droplets carrying COVID-19 due to shared space between the University</th>
<th>The QE hospital will be a COVID-19 hotspot with all positive patients being brought to the site as all other hospitals in Birmingham become “COVID Free”. The majority of this activity will take place on the acute site however some staff will move between COVID areas and parts of the heritage site, including ITM office space. Full Risk Assessments for this activity have been carried out by UHB, all staff wear full PPE in COVID sites and strict procedures before leaving COVID sites are in place. UHB have concluded no additional risk is posed by this activity. However, as additional mitigation the following processes are in place.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3</td>
<td>9</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- The entrance route for staff and students will be via the Heritage Building main entrance (this entryway is shared with NHS staff and patients.). Security devices are touch free.
- Hand sanitiser is available immediately on entrance and at additional locations throughout the ITM
- Government guidance now states that face masks must be worn by staff working within hospitals. UoB guidance also stipulates mandatory wearing of masks when moving through buildings. All visitors and students will be required to wear a face covering or mask when entering and leaving the Heritage Building. |
The ITM UOB area is rented space within the QE hospital (Heritage Building) occupied by two colleges within UoB (EPS & MDS). There is increased risk from following two institutional sets of arrangement. Clear communication is required between the University and the NHS trust to mitigate this risk. Communication channels have been established including:

- Bi-weekly management meetings to discuss any areas of concern around shared spaces between Jo Plumb (UHB Deputy Director of Research Development and Innovation), Kate Bishop (College Director of Operations, MDS) and Karen Willis (Deputy Director of Operations Infrastructure and Facilities, MDS).
- Links between Karen Willis (MDS Operations Manager), Emma Lardner (PA to Professor Liam Grover & Healthcare Technologies Institute Operations Officer) Kate Fletcher and Wendy Desjarlais (ITM Operations Management team) any queries relating to facilities management.
- The ITM Steering Group meets on a bi-monthly basis and oversees the ITM shared space. This group reports into the Birmingham Health Partners (BHP) monthly Exec meeting where issues and decisions pertaining to the ITM are discussed and ratified. Weekly meetings between Kate Fletcher (ITM Operations Manager) and John Williams (BHP Managing Director and ITM Steering Group Chair) take place, and any areas of concern are discussed and raised as appropriate. In addition, monthly meetings between Kate Fletcher and Jo Plumb (UHB Deputy Director of Research Development and Innovation) take place, where any queries around the ITM facilities are discussed. Vicky Marshment (UHB) is the primary point of contact between ITM Ops and UHB for procedures in the ITM.
- There is a weekly meeting between EPS, MDS and LES with each Director of Operations and the head of /Deputy DoOps of facilities and infrastructure or their deputies to discuss shared issues and process during re-opening.
- A single approach to signage, expectations and processes within the ITM has been implemented.

Data is collected about staff rotas and presence on site. In the event of a positive case of COVID-19, site cleaning and work stoppage would be confined to areas the member of staff had been working.

<table>
<thead>
<tr>
<th>Organisational Shared space between two institutions</th>
<th>Staff / Students</th>
<th>Exposure to respiratory droplets carrying COVID-19 due to the ground floor UHB mass vaccination</th>
</tr>
</thead>
<tbody>
<tr>
<td>The ground floor of the ITM including the café area and a number of offices along the East corridor have been repurposed for a UHB Covid-19 Vaccination Clinic. UHB have completed a separate risk assessment for this <a href="https://beardatashare.bham.ac.uk/open/M7zd2tLtOuH5TFRHUGRW/Mass%20Vaccination%20Service%20%28ITM%29%28December%202020%29.doc">https://beardatashare.bham.ac.uk/open/M7zd2tLtOuH5TFRHUGRW/Mass%20Vaccination%20Service%20%28ITM%29%28December%202020%29.doc</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>There are a number of commercial and UoB offices along the ground floor which have not been repurposed but are currently not in use due to the new national lockdown although staff are still able to access these offices if necessary. Any staff who need to enter the ground floor to access their office have been advised to use the entrances off the main heritage corridor and not to use the main ITM entrance or cut through the reception area (now currently the Vaccination Clinic). The ITM operations team have been relocated to the 2nd floor but access will still be required to the security room on the ground floor East side. This is essential to be able to grant access to the ITM. Staff have been advised to use the East corridor entrance/exit and to minimise these journeys, staff will group appointments together where possible and will meet staff in the main heritage to collect ID cards. Staff are advised to wash or use hand sanitiser.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
gel before and after this process to eliminate cross contamination. The PC within the security office is also wiped down with antibacterial wipes before and after use.
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 |
|---|---|---|---|---|---|
| Domains | 1 | 2 | 3 | 4 | 5 |
| Impact on the safety of staff, students or public (physical / psychological harm) | Negligible | Minor | Moderate | Major | Catastrophic |
| Minimal injury not requiring first aid or requiring no/minimal treatment or treatment. | Minor injury or illness, first aid treatment needed or requiring minor intervention. | Moderate injury requiring professional intervention. | Major injury leading to long-term incapacity/ disability (loss of limb) | Incident leading to death | Multiple permanent injuries or irreversible health effects |
| No time off work | Requiring time off work for <3 days | Requiring time off work for 4-14 days | Requiring time off work for >14 days | |

<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>Frequency</td>
<td>Rare</td>
<td>Unlikely</td>
<td>Possible</td>
<td>Likely</td>
<td>Almost certain</td>
</tr>
<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</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)

| Likelihood |
|---|---|---|---|---|---|
| Likelihood score | 1 | 2 | 3 | 4 | 5 |
| Likelihood | 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.