# General Health and Safety Risk Assessment Form

## Activity Location
Reception Office (Grd Flr), Seminar Rooms (Flrs Grd,1 and 2) and Study Study space (285 spaces in small rooms across Grd and 1st Floors)

## Activity Description
Up to 15 staff at any one time (mostly lecturers in teaching rooms, but also TAMU facilities staff). Up to 400 students.

## Assessor
Matt Carroll

## Assessment Date
2nd Dec 2021

## Date of Assessment Review
1st Feb 2022

## Academic / Manager Name
Gareth Rainford

### 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>
</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>
<td>Regular communication is in place (individual and group) via one-to-one and team meetings to ensure staff and students are not ill-informed about returning to work/study safely. Advice is shared with staff members and students and they have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i.e. line managers, Internal Comms) and shared with staff via one-to-one and team meetings and the University’s Coronavirus FAQs <a href="#">click here</a>. Risk assessment shared and an electronic copy is available on the staff Teams site. 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. These include:  - Local induction materials  - COVID-19: Building Risk Assessment (<a href="#">This completed Risk Assessment</a>).</td>
</tr>
</tbody>
</table>

### Control Assessment

<table>
<thead>
<tr>
<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>S L R</td>
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<td>S L R</td>
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<tr>
<td>3 1 3</td>
<td>Yes</td>
<td></td>
<td>3 1 3</td>
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</tbody>
</table>

### Actions

- For [Organisational](#) Psychological well being
  - Staff / Students
    - Anxiety and stress caused by concerns around returning to work and studies on Campus
      - Regular communication is in place (individual and group) via one-to-one and team meetings to ensure staff and students are not ill-informed about returning to work/study safely.
      - Advice is shared with staff members and students and they have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i.e. line managers, Internal Comms) and shared with staff via one-to-one and team meetings and the University’s Coronavirus FAQs [click here](#).
      - Risk assessment shared and an electronic copy is available on the staff Teams site.
      - 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. These include:
        - Local induction materials
        - COVID-19: Building Risk Assessment ([This completed Risk Assessment](#)).

- For [Organisational](#)
  - Psychological well being
    - Staff / Students
      - Anxiety and stress caused by concerns around returning to work and studies on Campus
      - Regular communication is in place (individual and group) via one-to-one and team meetings to ensure staff and students are not ill-informed about returning to work/study safely.
      - Advice is shared with staff members and students and they have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i.e. line managers, Internal Comms) and shared with staff via one-to-one and team meetings and the University’s Coronavirus FAQs [click here](#).
      - Risk assessment shared and an electronic copy is available on the staff Teams site.
      - 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. These include:
        - Local induction materials
        - COVID-19: Building Risk Assessment ([This completed Risk Assessment](#)).
Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing and individuals have been made aware via induction, team meetings and one to one meetings of guidance available in relation to this:

https://www.hse.gov.uk/stress/
https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx
https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/stress-management-guidance.aspx

Organisational Psychological well being  Staff Anxiety and stress caused by concerns around returning to work on Campus

Managers hold regular informal discussions – normally in daily briefings with their team and look at ways to reduce causes of stress.

Concerns on workload issues or support needs are escalated to line manager initially verbally and confirmed later in writing.

Information on the full range of Coronavirus – Covid-19 support available for staff including those who were previously advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) not to work on campus and staff who are in the clinically extremely vulnerable group (i.e. those previously advised to shield) is available here.

Existing risk assessments including those for new or expectant mothers reviewed and revised to reflect new working arrangements. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage.

Employees who have concerns about either working on Campus or working from home/remotely have discussed these with their line manager or supervisor and concerns have been formally recorded and where necessary they have been signposted to the EAP for support and/or a referral to occupational health 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:

Working on campus (birmingham.ac.uk)
| Biological | Virus transmission in the workplace | Staff / Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Staff continue to work using the mixed model of site and home based (hybrid working) 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/campus until the illness has been verified as not being Covid-19. Managers/supervisors keep track of when staff and students can return to work/campus after the self-isolation period. Regular access to the Lateral Flow Device tests and kits are available to staff and students who are coming onto campus. Staff and students are strongly encouraged to test twice a week and to record their results on the Government’s reporting website site: https://www.gov.uk/report-covid19-result and to report any positive test results to the University using the COVID-19 reporting form. The University’s On-line-materials for returning to campus combination of the guidance and videos have been provided and completed for all staff working in University buildings. 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., contractors usually work in the evenings and at weekends.. Non-essential trips within buildings and sites discouraged and reduced, | 4 | 2 | 8 | Yes | 2 | 2 | 4 |

| Environmental | Virus transmission in the workplace due to contact with other people. | Staff / Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, | Workplace routines changed to reduce the number of people staff come into contact with:  
- Building walkrounds conducted solo and not in pairs  
- Welfare areas for serving hot food or drinks have been assessed in accordance with government guidance to reduce the number of people being able to congregate. Smaller kitchens continue to be used at reduced capacities. All users are encouraged to wash or sanitise their hands prior to using | 4 | 2 | 8 | Yes | 2 | 2 | 4 |
coughing or speaking. Equipment (kettle, drinking water fountains, microwaves etc.) and to wash or sanitise their hands after use. Additional signage for the correct method for handwashing displayed. Cleaning materials are available to clean equipment before and after use and signs displayed with information about cleaning and also a contact to replenish the any cleaning materials. Signage also asks users to avoid touching the water cooler/fountain spout with their bottles or hands.

- Welfare facilities (toilets etc.) have signage to remind people to wash their hands prior to and after use and also of any other measures required to ensure safe use of the facilities including building users being reminded to leave the facilities in a respectable condition.

To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams 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.

Work has been arranged so that staff are able to maintain the government guidelines for workplaces. The latest Guidelines on these measures can be found by clicking the following link Workplace Guidelines.

Due to the potential increased risk of transmission from aerosol transmission steps have been taken to avoid people needing to unduly raise their voices to each other e.g. not playing music or broadcasts at a volume that makes normal conversation difficult, using microphones during training and teaching sessions.

Wherever one way systems assist the flow of people and avoid crowding or congestion they should be maintained, with appropriate signage and other visual aids in place. This affects the two staircases.

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. using sound reinforcement audio equipment which is fitted in all teaching rooms, when teaching takes place.

Wherever one way systems assist the flow of people and avoid crowding or congestion they should be maintained, with appropriate signage and other visual aids in place. The rear stairs are for emergency use only, the main stairs are two-way.

Visits from people outside of the building continue to be managed via remote connection/working where this is an option. Where this is not an option visitor and contractor arrangements have been revised to ensure:
● Clear guidance on how to reduce the risk of spreading COVID-19 to people is given to them, for example, by phone, on the website or by email or with on-site signage and visual aids and the particular needs of those with protected characteristics, such as those who are hearing or visually impaired have been considered.

● Host responsibilities related to COVID-19 have been established and any necessary training for people who act as hosts for visitors has been provided.

● Entry and exit routes for visitors and contractors have been reviewed to minimise contact with other people.

● In shared facilities e.g. with other employers COVID-19 related arrangements have been co-ordinated and there is co-operation by all occupiers. This includes landlords and other tenants.

● Visitors are told they should be prepared to remove face coverings if asked to do so by police officers and staff for identification.

● Information provided to visitors does not compromise their safety. These measures are monitored by the local building manager and where necessary concerns fed back to the third party manager.

Large gatherings including events in public spaces that are organised by the University are only permitted with steps to mitigate the risk of transmission and in line with COVID-19 Secure guidance including the completion of a specific risk assessment.


Information provided and signs displayed encouraging people to use the stairwells rather than lifts unless they have difficulty using the stairs and to wear face coverings inside lifts when used

Managers perform frequent evaluation against mitigations – by visual checking. Staff are reminded – at daily briefings and in 1:1 meetings, of the monitoring results, and of the importance of reducing social contacts both in the workplace and outside of it.

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

No working in close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time (the majority of the working day) is permitted unless the work is essential such as in 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.
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. Adequate training has been provided on what PPE is required i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing. Government advice is followed:


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).

The University strongly recommends individuals (including staff, students, visitors and contractors), unless exempt, wear face coverings inside all University buildings. This includes all corridors, circulation spaces and communal areas, all mixed-use office spaces when moving around, all teaching and learning settings, all study spaces and all libraries. Information provided by the University and local communications and signs displayed informing people of the requirement to wear a face covering within the building.

Spare face coverings are available for individuals who have forgotten to bring a face covering with them.

Individuals have been reminded through daily meetings and reminded of 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 and before and after removing it
- avoid wearing on your neck or forehead
- avoid touching the face covering or your face, as it could contaminate it with germs from your hands
- change the face covering if it becomes damp or if you’ve touched it
- continue to wash your hands regularly
- change or wash your face coverings daily
- if the material is washable, wash it in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in their usual waste

Extra non recycling bins to dispose of single use face coverings and PPE are provided, refer to the guidance on how to dispose of personal or business waste, including face coverings and PPE.
<table>
<thead>
<tr>
<th>Biological</th>
<th>Suspected case of COVID-19</th>
<th>Staff / Students</th>
<th>Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.</th>
<th>Response plan in place in the event of a confirmed or suspected case of COVID-19 and communicated and includes:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>• 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></td>
<td>• The area will be cleaned in accordance with the specific Government guidance.</td>
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<td></td>
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<td>• Provision and monitoring of adequate supplies of cleaning materials are in place.</td>
<td>• Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided.</td>
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<td></td>
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<td>• Team briefed and reminded as appropriate at daily meetings on actions to be taken in the event of someone being suspected of having COVID-19.</td>
<td>• Employees to follow the Government advice: <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></td>
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<td>• 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: <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></td>
<td>• If an individual tests positive for COVID-19 this will be managed in accordance with the University’s Test, Trace and Protect Process.</td>
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<td>• 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.</td>
<td>• Individuals will be told to isolate because they:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• have tested positive for coronavirus</td>
<td>o have coronavirus symptoms and are awaiting a test result</td>
</tr>
</tbody>
</table>
|            |                          |                 | • meet the criteria included in the Government Stay at Home Guidance | •...
Biological

 Someone entering the workplace with COVID-19

 Contractors Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.

 Companies who regularly attend or work in the building 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

 Environmental

 Virus transmission in the workplace

 Staff/ Students Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors.

 Individuals have been instructed and are regularly reminded using posters and digital signage to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/

 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 where they will be seen.

 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.


 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 have been made available to all occupants and everyone has been briefed through daily briefings on the importance of keeping surfaces and work equipment clean.

 Clear use and cleaning guidance for toilets, showers, lockers and changing rooms are in place to ensure they’re kept clean and clear of personal items. This includes enhanced cleaning of all facilities regularly.
during the day and at the end of the day using normal cleaning products. Disposable cloths or paper roll is provided to clean all hard surfaces especially frequently hand touched surfaces, in showers and changing rooms and hand sanitiser is available on entry and exit to the room.

Facilities are kept well ventilated. For example, by ensuring any mechanical ventilation work effectively and opening windows and vents where possible. The Teaching & Learning building has excellent mechanical ventilation.

Cleaning for busy areas in the building has been enhanced.

More waste facilities, and more frequent rubbish collection has been provided.

Sharing of equipment is restricted where possible and cleaned before and after use.

Cleaning process for all equipment, tools and vehicles, for example, pallet trucks and forklift trucks including expensive equipment that cannot be washed down has been determined and where necessary protection around machines and equipment has been designed.

Objects and surfaces that are touched regularly such as door handles and keyboards, are cleaned frequently using cleaning materials provided and whilst making sure there are adequate disposal arrangements.

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 is avoided where possible.

Work areas and equipment are cleaned between use using usual cleaning products.

There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical.

Everyone is encouraged at daily briefings (staff) and through posters (students) 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.

There is ample locker space for all staff based in the building.

Monitoring and supervision through manager walkrounds 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.

Organisational Exposure to Existing Hazards Staff / Students Increased 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 take into account the impacts of minimising contact and other COVID counter measures.

Emergency Procedures reviewed and revised including:
- Communication: people have been made aware at daily meetings and at inductions that in an emergency, for example, an accident or chemical spill or fire, people do not have to minimise contact 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. This is agreed at the start of each shift. There is just one PEEP in place at the moment. 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 the building manager.

Security implications of changes made to operations and practices in response to COVID-19 Local or National Government requirements, have been considered.

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

Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 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.

| Organisational Exposure to Existing Hazards | Staff / Students | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | 3 | 2 | 6 | Yes | 3 | 1 | 3 |
| Organisational | Travelling to work | Staff / Students | Exposure to respiratory droplets carrying COVID-19. | Individuals travelling to University premises or on behalf of the University are encouraged to follow the [Government’s safer travel for passengers](https://www.gov.uk/government/publications/safer-travel-guidance) to help them stay safe, and protect others by controlling the spread. Where people are travelling together in any one vehicle, they are encouraged to: ● use fixed travel partners ● not sit face-to-face ● open windows and switch on ventilation systems that draw in fresh air. Open windows only partially if it’s cold. ● frequently clean their vehicle including objects and surfaces that are touched regularly, such as door handles and vehicle keys. |
| Organisational | Driving at work | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Staff roles that are required to car share have been considered and whether this could continue. Alternative solutions to two-person delivery have been put in place, for example, mechanical / material handling equipment. Where these are not possible the number of people travelling together in any one vehicle is minimised, using fixed travel partners, vehicles are well ventilated via open windows (windows are only partially opened if it’s cold) and with ventilation systems switched on so that fresh air is drawn in and occupants sit side by side or behind other people and sitting face-to-face is avoided. Seating arrangements to minimise contact between people in the vehicle has been considered. Shared vehicles are frequently cleaned by staff including between shifts or on handover. This includes cleaning of objects and surfaces that are touched regularly, such as door handles and vehicle keys, and adequate disposal arrangements are in place. Sufficient quantities of hand sanitiser / wipes are retained within vehicles to enable workers to clean hands after each delivery / drop-off. Staff are encouraged to wash hands before boarding vehicles. |
| Mechanical | Machinery & Equipment | Staff | Exposure to respiratory droplets carrying and contact with | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected. Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and |
an object that has been contaminated with COVID-19.

upon completion. If machines and equipment are shared, sterilising will be carried out between operations by each user.

<table>
<thead>
<tr>
<th>Environmental Ventilation</th>
<th>Staff / Students / Others</th>
<th>Exposure to respiratory droplets carrying COVID-19.</th>
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</thead>
</table>
| 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 reassessed (see below).
  ● An assessment of Fresh air (ventilation) has been undertaken for the workplace and where necessary individual workspaces. This included how fresh air is provided (natural, mechanical or combination of both), how many people occupy/use the area, how much time people spend in the areas, how large the area is, what activities take place in the areas, the equipment and machinery in the workspaces, the use of fans and Local Exhaust Ventilation.

Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible. While this will continue to be minimised some area will need to have some recirculation, to improve thermal comfort.

Natural ventilation can be improved by fully or partially opening windows, air vents and doors, not signed as fire doors. This should be balanced against the need to maintain comfortable temperatures for all users of the space.

The University will be centrally monitoring carbon dioxide (CO2) as a proxy for air quality and ventilation in large teaching spaces. Information can be provided on these spaces. Additional control can be provided via the use of portable CO2 sensors where there are any concerns raised about the adequacy of ventilation in a given space.

Rooms can be purged (aired) when not in use by leaving the windows and doors fully open. However, it is important to plan and close windows to minimise the risk of rodent and pigeon issues.

Mechanical ventilation has typically been set at maximum fresh air settings and operate at extended periods

Staff have been informed, via this risk assessment of the following steps which they can take to make sure their workplace is adequately ventilated whilst maintaining a comfortable temperature:
● opening windows and doors partially can still provide acceptable ventilation while keeping the workplace comfortable. Opening higher-level windows will probably create fewer draughts.
● if the area is cold relax dress codes so people can wear extra layers and warmer clothing
● use natural ventilation alongside heating systems to maintain a reasonable temperature in the workplace.

Ventilation Instruction signs displayed throughout the building instructing individuals to “Please ensure you open all windows on arrival and close on departure.”

Most mechanical ventilation systems are monitored by building management systems that will raise a fault alarm; but please ensure that any potential fault with mechanical or natural ventilation is raised with the Building Management and or the Estates Helpdesk.

General considerations reflected on during reopening of the buildings in relation to the ventilation and fresh air to occupied spaces. Core strategy based on CIBSE Covid-19 Ventilation Guidance, 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:
HSE - Ventilation and air conditioning during the coronavirus (COVID-19) pandemic 21st July 2021  
CIBSE - COVID-19: Ventilation version 5 - Updated 16th July 2021  
https://www.cibse.org/coronavirus/covid-19/emerging-from-lockdown
DfE - Higher education COVID-19 operational guidance - Updated 19 July 2021  
HSE - Keeping workplaces safe as coronavirus (COVID-19) restrictions are removed - Updated 19 July 2021  
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 intervention 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 |
| 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><strong>Frequency</strong></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)**

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