GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | | **Main Library** | | | | **Department** | | | | **Library Services** | | | **Version / Ref No.** | | | **2.4** | | | |
| **Activity Location** | | **Main Library** | | | | **Activity Description** | | | | **The delivery of library services to the University community including all staff and students from within the Main Library. Including but not limited to:**   * **Digitisation and related stock activity delivered from Allport room lower ground floor Main Library; ground floor Main Library work room; sortation room ground floor Main Library; Ground floor lobby area Main Library, 1st Floor Office area Main Library, open and closed stock areas Main Library.**   **Maximum Library staff on site 10, typical numbers delivering activity 8.**   * **IT Service Desk Support Activity from the IT workroom ground floor Main Library, Laptop Clinic Space Main Library Ground Floor room, and Library Consultation room Main Library Ground Floor. Maximum numbers delivering activity 10, typical 8.** * **Stock receipting and processing to take place from the Main Library workroom and associated lower ground floor storage and processing areas. Maximum numbers 5, typical 2.** * **Access to study spaces for PGR’s PGT’s, Undergraduate Students and staff of the University of Birmingham, supported by a team of Library Services colleagues across various locations within the Main Library. Visitors will not be accepted.** * **Self Service access to the physical collections by library patrons from open standard shelving.** * **Mediated access to collections held within the Research Reserve for collection** * **Mediated returns of items used within the library and taken out for loan by patrons** * **Access to MFD’s** * **Access to PC Clusters** * **Campus Services Activity via the Library Café. Maximum numbers delivering activity will be 6, typical. Total capacity of the Café will be 17 customers with a further 56 seats outside.**   **Maximum Library patron utilisation 400 (370 seated and 30 in transit).**  **Continuation of a ‘Short Stay’ Library and Student Services Space based within the Wolfson Room to provide a dedicated space for quick transactional activity e.g. printing and collection of materials alongside student services delivering activity to support the Biometric Residence Permit (BRP) card collection service – via a booked appointment system. Laptop loans will be facilitated from this space with built in quarantine processes embedded in the loan procedure.**  **Students will not be allowed to study within the environment. Maximum student numbers 10. Staffing max 10 typically 6.**  **Future commencement of other physical support related activity within the Main Library including administrative functions, collection management and development, engagement, service development, facilities support and skills provision. These activities will be phased in as required to support service delivery.**  **Implementation of a “Collection Hour” at the Main Library allowing students and academics to access the library for a defined period to collect items and self-issue. No studying is allowed during this period. Those entering during the collection still need to adhere to the rules of handwashing, face-covering, QR code scanning and gate access entry.**  **Total capacity Library Staff on site at the Main Library is limited to a maximum of 35 split across all staff work areas.** | | | | | | | | | |
| **Assessor** | | **Diane Job** | | | | **Assessment Date** | | | | **26/04/2021** | | **Date of Assessment Review** | **21/06/2021** | | | | | | |
| **Academic / Manager Name** | | **Emma Robinson** | | | | **Academic / Manager Signature** | | | |  | | | | | | | | | |
| 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 |  |  |  | |
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| Organisational | Psychological well being | | Staff | Anxiety and stress caused by concerns around returning to work and studies on Campus | Weekly all staff briefing is sent to all Library Services staff via the Director of Services to outline activity to support. Non-Library departments follow a similar pattern of communication based on their local arrangements.  Initial site induction take place to ensure all staff are familiar with arrangements.  Regular team meetings are scheduled in virtual formats for colleagues to raise concerns and to be updated on developments.  1:1’s are scheduled with individuals to address issues of personal nature that would not normally be shared in a public environment.  Daily staff welfare checks are undertaken by managers at the start and end of each shift via team huddles. This will take place via team meetings and 1:1 meetings both in advance of service resumption and with agility once service commences in order to enhance and change workflows based on a lessons learnt approach.  Adaptations to workflows relating to patron interactions have been undertaken co-created between managers and those delivering the activity.  Development of a resource list relating to wellbeing has been created and shared across the University for colleagues to access materials that may help to address concerns relating anxiety, stress and general mental health wellbeing. Review of e-resources undertaken with a view to refresh the wellbeing online collection.  Information relating to best practice is being cascaded via Heads of Service in order to evidence the approach that is being undertaken.  Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i,e line managers, Internal Comms) and shared with staff via *team meeting, one to one meetings, and workflow development conversations* and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Best practice documentation produced with a specific focus on libraries has been cascaded to team members to raise awareness and offer assurance <https://www.librariesconnected.org.uk/resource/service-recovery-toolkit-word>  Risk assessment shared with staff and an electronic copy is available on [*https://intranet.birmingham.ac.uk/staff/coronavirus/phased-campus-reopening-building-risk-assessments.aspx*](https://intranet.birmingham.ac.uk/staff/coronavirus/phased-campus-reopening-building-risk-assessments.aspx)  Work that has already been undertaken by colleagues will be reflected in the risk assessment, alongside revised workflows for functional activity.  New workflows that include control measures have been put in place to reduce risk of exposure to COVID 19 and are documented in procedures and policies and disseminated to employees through Line Managers andteam meetings/ 1:1’s. Workflows will be developed in collaboration with those delivering the activity. These include:   * ***Social distancing: General guidance for staff and students*** * ***Social distancing: Buildings adaptations guidance*** * ***Social distancing***: ***Product solutions booklet*** * ***Social distancing: Building checklist*** * ***On-line induction materials for returning to campus***: combination of the guidance and videos.   https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx   * ***Return to Campus COVID-19: Building Risk Assessment*** [SHARED / Restricted Access Operations / Risk Assessment Service Resumption](file:///\\ADF\CORP\LIB\SHARED\Restricted%20Campus%20Operations\Risk%20Assessment%20Service%20Resumption)   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.  Line Managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employee’s mental health and wellbeing.  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 and daily huddles.  All staff are briefed via a weekly email sent by the Director which reference support offered by the University via the welfare pages. Line managers undertake 1:1’s virtually or physically, and team meetings are used to discuss common concerns and offer peer support. Signposting to resources held within the collection is discussed and recommended. For colleagues requiring further support a referral to Occupational Health would be made.  Individuals have been made aware via of guidance available in relation to this:  <https://www.hse.gov.uk/stress/>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf>  Staff due to return to undertake front facing activity have split working arrangements resulting in working from Campus for a set period alongside working from home in order to reduce on Campus working. | | 2 | 2 | 4 | | Yes | . | |  |  |  |  |  |  | |
| Organisational | Psychological well being | | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions with their team and look at ways to reduce causes of stress and revise workflows as appropriate to reduce stress points. Daily briefings at the beginning of shifts and reviews at the end of every shift. Shift reports shared with next group of staff.  Concerns on workload issues or support needs are escalated to line manager via 1:1’s with appropriate interventions made. Line managers ensure work is arranged to deliver core activity as established by senior management. Any secondary/ non-core activity is deprioritised to focus capacity on priority work areas.  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.  Staff who are in the [clinically extremely vulnerable group](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-will-change-from-1-august)  (i.e. those previously advised to shield), 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 available [here](https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx).  Staff who are clinically vulnerable (any of the conditions detailed on the Government’s guidance page, available [here](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people)) 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.  Existing risk assessments including those for new or expectant mothers reviewed and revised to reflect new working arrangements. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage.  Employees invited to return back to work on Campus who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor either using the [University’s Covid-19 Return to Campus Discussion Form](https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx) or an alternative method whereby concerns have been formally recorded and where necessary an occupational health referral has been made using a standard Management Referral available via the HR Portal.  Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx> | | 3 | 2 | 6 | | Y |  | |  |  |  |  |  |  | |
| Biological | Virus transmission in the workplace/ study environment | | Staff / Library Patrons | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Main Library*** has been completed to identify the control measures to consider reducing the risk of infections.  Staff work using a mixed model of onsite and home based as agreed with line manager(s), in line with Government and University guidance and adhering to the maximum seating capacity within Main Library designated staff working areas.    Managers ensure staff with any form of illness do not attend work until the illness has been verified as not being Covid-19.  Managers ensure keep track of when staff can return to work after the symptom free period.  Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus.  The University’s [***On-line induction materials for returning to campus***](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 in University buildings*.*  To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and inductions.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people and building managers an occupants informed of when the visits will take place and which services are being maintained. For instance carrying out repairs to equipment supported by the same company are scheduled together e.g. Bibliotecha.  For student facing activity social distancing is in place with staff either working at distance from users or behind plastic screens at service points.  Patrons will be required, in line with government and University guidance, to wear face coverings as stipulated. UK government/ University exemptions will apply.  Multiple sanitisation stations have been installed, alongside multiple cleaning stations for use by patrons.  PHE do not consider there to be a need to isolate returned Library books for 72 hours. This is in line with the advice that shops do not need to isolate returned goods as referenced in <https://www.librariesconnected.org.uk/resource/service-recovery-toolkit-word>  Items will be handled by staff wearing gloves and utilising sanitisation gel following good hand hygiene practice.  An awareness campaign relating to patron behaviour will form the key part of library induction/ re-induction to outline the new expectations.  Cleaning stations have been installed for student use with relevant cleaning materials provided, in order to clean work areas pre and post usage.  Study areas have been socially distanced with chairs removed. Signage installed instructing user the correct locations to study within.  Un-essential trips within buildings and sites discouraged and reduced. e.g. not visiting a site library from the Main Library and vis versa without a good reason (a reason being to retrieve items for digitisation). | | 3 | 2 | 6 | | Y |  | |  |  |  |  |  |  | |
| Environmental  Environmental  Environmental  Environmental  Environmental | Virus transmission in the workplace/ study environment due to lack of social distancing  Virus transmission in the workplace/ study environment due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing | | Staff / Patrons | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Only work authorised and approved by the Government and University is permitted in University buildings.  To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a  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/ students to scan using the NHS COVID-19 App.  Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded. Changes made to date include:   * Change to peak staff entry and exit times. * Amended shift routines, staff handovers and team briefings. * A clear desk policy is in place alongside allocated desks * Deep cleaning of work areas has taken place     Access control for the building has been reviewed with specific entrance and exit points agreed for each function that will resume. E.g. ITS have a dedicated access and egress route.  Patron access has been marked out within the building to guide patrons into the building for study and browsing, a returns area or enquiry services. A keep to the left model is in operation on stairs, with lift capacity reduced to one person per-lift. The Library Café has instigated a two way system into the Café with entrance and exit via the fire exit onto the patio area. There will be no entrance into the Main Library building from this area. A maximum capacity for this area is 35 people. With the National lockdown restrictions in affect at present all seating has been removed and we are only doing takeaway service with a capacity of 6 customers aloud inside to queue to keep to 2m distancing.  Work and the wider environment has been arranged so that staff and patrons are able to maintain the government guidelines for social distancing based on our industry which are included in the ***Social distancing: Building checklist***  (The latest Guidance on these measures can be found by clicking the following link [Social Distancing Guidelines](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)).  One-way flow systems implemented in appropriate spaces and visual aids, such as floor strips, signage are used for maintaining social distancing throughout the building/workplace.  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 sessions.  Face coverings for Library patrons will be required for those able to wear them in line with the latest UK Government guidance.  Arrival and departure time for colleagues has been staggered to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.  Hours of patron access to the Main Library will remain reduced to facilitate a down time for cleaning / tidying / shelving activities to take place. The Library will open Monday to Friday 0800-2200 and Saturday and Sunday 1000-1800.  Staff and patron activities are segregated to promote the 2m social distancing including:   * Work stations moved or staff relocated. Provision of additional screens where needed to segregate people. Desks are arranged with employees facing in opposite directions. * Areas of work marked out with floor tape to ensure adequate social distancing is in place. Visual management aids in place to remind people of the need for social distancing, * Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms e.g. open plan offices. * Library patron capacity will be reduced to reflect current study capacity with an additional allowance for transactional activity. This will be managed via the Library access control system. * The Library Café will manage numbers adhering to socially distanced entrance and exit arrangements, alongside a space that has been socially distanced for consumption of food and drink. * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc. Upon induction to the building staff and patrons will be informed of capacities and instructed to check the space before entering by viewing through the vision panel to see if space is available. All additional seating has been removed. * Toilets have been marked and in some cases closed to ensure social distancing * Capacity for patron study and circulation has been reduced * Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site. * Where available safe outside areas used for break. * Welfare areas for serving hot food or drinks have been assessed in accordance with government guidance and tables/seating from welfare areas moved to create 2m social distancing separation and avoid large groups congregating. Smaller kitchens use a one out one in policy. Larger kitchens have floor marking to ensure social distancing. * All users are encouraged to wash their hands prior to using equipment and to wash their hand after use. Additional signage for the correct method for handwashing displayed. All drinking water fountains, fridges and microwave ovens can be used following appropriate hand washing and use of appropriate cleaning products. Procedures for labelling food / drink will be communicated to staff via 1:1’s, team meetings and emails. * Appropriate cleaning supplies will be provide. * Library patron vending and the hot water tap located on the ground floor will also be available with instructions and wipes in place to ensure safe use once the space is accessible. * The Library Café will manage numbers with floor marshal’s adhering to socially distanced of 2m, entrance and exit arrangements alongside a space that has been socially distanced with a capacity of 17 seated for the consumption of food and drink. * Outside patio seating for the café with a maximum capacity of 56 * Toilets in the Café area are going to be Café staff use only. * Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). Smaller facilities has a one out one in policy. 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.   Clear method of socially distancing of staff and patrons in reception areas defined and implemented including:   * Queuing systems or processes * 2m Social distancing in lobby area   Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option and only if the visit is essential 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.  All corridors are :   * Marked in areas to ensure social distancing is adhered * Have a one way system in areas of the building that such an approach is feasible. * Corridors that are 2 m wide have a two way system of use, people using the corridor must stay to their left. Staff will be inducted into this process upon their return to work.   Additional signage in corridors reminding staff and patrons about social distancing  Information provided and signs displayed informing staff to use the stairwells rather than lifts unless they have difficulty using the stairs or the task they undertaking requires the movement of items between floors.  This message will be relayed at their induction sessions. The maximum occupancy of the lift has been reduced to two people and social distance marked on the floor. Users are encouraged to stand side by side or back to back. Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.  The Main Library stairwell has been separated down the centre to achieve social distancing.  Additional signage in stairwells reminding everyone about social distancing.  Wash hand / use hand sanitiser on exit from stairwell.  Social gathering amongst employees and library patrons have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings.  Large gatherings including events in public outdoor spaces that are organised by the University that are unable to be provided by alternative IT solutions are only permitted with steps to mitigate the risk of transmission and in line with COVID-19 Secure guidance including the completion of a specific risk assessment.  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>  Managers perform frequent evaluation against social distances controls. Staff and patrons are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. This will be undertaken through work based observation, 1:1’s and team meetings by the supervising member of staff.  COVID marshals within the building, will also monitor compliance against COVID Secure measures and will implement the Escalation Process, if compliance of the COVID safe measures is breached.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.  Only work authorised and approved by the Government and University is permitted in University buildings.  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 and where there are COVID marshals on the routes to and from the work, study and teaching spaces, they will, when necessary, give verbal reminders of the need for social distancing and to follow directional signs.  Instruction on the disposal of gloves has been made with additional bins made available within the work spaces specifically areas where the handling of materials returned to the library by patrons or collected from study desks is required.  Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside University buildings where 2m social distancing isn’t possible and cannot be maintained. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering within the building.  Library patrons will be required to wear face coverings within the library unless they have mitigating circumstances for not doing so.  Library Cafe users will need to wear face coverings at all times within the Cafe area. Staff will wear face coverings at all times keeping 2m apart while working on the Café floor.  Staff who are unable to wear a face covering will be issued with sunflower lanyard to make them exempt.  Additional cleaning stations have been installed throughout the library for use of patrons to use to clean work stations ahead of use and when leaving the study desk. Signage is in place and patron induction materials have been developed to instruct how to use the library effectively.  Individuals have been reminded via team meetings, local inductions and 1:1’s of how to use face coverings safely including the following:   * Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before and after removing it. * When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands * Change your face covering if it becomes damp or if you’ve touched it * Continue to wash your hands regularly * Change and wash your face covering daily * If the material is washable, was in line with the manufacturer’s instructions. If its not washable, dispose of it carefully in your usual waste * Practice social distancing wherever possible.   Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear a face coverings inside all University buildings at all times except where there is a reasonable justification for not wearing them e.g. in single occupancy rooms, in multiple occupancy staff workplaces where there is over 2m social distancing between staff and good ventilation, where it impacts on teaching and learning activities or the ability to undertake strenuous or practical activities including participating in sports. Information provided in the University and local communications and signs displayed informing people of the mandatory requirements to wear a face covering within the building.   * 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 clip * Do not give it to someone else to use * If single use, dispose of it carefully in a residual waste bin and do not recycle * If reusable, wash it in line with the manufacturer’s instructions at the highest temperature appropriate to the fabric * Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed. | | 3 | 2 | 6 | | Y |  | |  |  |  |  |  |  | |
| Biological  Biological | Suspected case of COVID-19  Suspected case of COVID-19 | | Staff/Library Patron | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.  Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 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 * 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 advise. * Provision and monitoring of adequate supplies of cleaning materials are in place. * Team 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. Absence will be managed in accordance to the University guidance provided. * Employees to follow the Government advice: <https://www.gov.uk/coronavirus> * Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * If an individual test positive for COVID -19 this will be managed in accordance with the University Test, Trace and Protect process. * If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance. * Staff will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + are a member of the same household as someone who has symptoms or has tested positive for coronavirus   + have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>  Library Services will utilise a booking tool for patrons wishing to study within the Main Library this will retain data to facilitate track and trace. Other tools such as the access management tool will also support this approach. Other technical solutions are being investigated to enhance capabilities in accordance with the wider University approach.  For a confirmed case of a library patron the University’s “test trace and protect” will be followed.  Staff have been briefed of this process as part of their return to work induction via their line manager. | | 3 | 3 | 9 | | Y |  | |  |  |  |  |  |  | |
| Biological | Someone entering the workplace with COVID-19 | | Staff/Patrons | 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. This is coordinated via the Library Services Digital Library Team and Library Facilities Team.  Services are working with the University’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.  Any visitor to site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.  If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s guidance. University managers will follow the 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>  An advanced schedule of library contractors has been developed and implemented. | | 3 | 2 | 6 | | Y |  | |  |  |  |  |  |  | |
| Environmental  Environmental  Environmental  Environmental | Virus transmission in the workplace  Virus transmission in the workplace  Virus transmission in the workplace  Virus transmission in the workplace | | Staff and Library Patrons | 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.  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 via induction, team meetings and 1:1’s and are regularly reminded by their supervising college to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>    Posters are displayed around the workplace including in welfare facilities in the main lobby, toilet areas, kitchen area and welfare spaces.  Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at each entrance to the building, in work rooms, throughout the open floor plates of the Main Library, adjacent to lifts, and in other areas where colleagues will be handling stock and equipment. Antibacterial wipes have also been provided to each work area.  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.    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  To help reduce the spread of coronavirus (COVID-19) individuals are reminded of the public health advice within their induction to returning to campus, at team meetings and 1:1 meetings with their managers.  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  A review of the cleaning regime for the building has been undertaken by Cleaning Services to ensure controls are in place to keep surfaces clean and free of contamination. Cleaning products and disposable wipes / materials have been made available to all occupants and everyone has been briefed on the importance of keeping surfaces and work equipment clean.  Antibacterial wipes have been made available and placed on workstations ahead of staff returning. All occupants and everyone has been briefed on the importance of keeping surfaces and work equipment clean at their induction reinforced at team meetings and 1:1’s. Supplies will be replenished via materials stored within the workroom and orders placed via the Facilities Coordinator as required.  Where possible touch points such as green buttons on doors have been deactivated to avoid touching.  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.  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.    Each person will be instructed via their induction, reinforced at their team meetings and 1:1’s and in accordance with the new workflows that have been developed to wipe their desk, keyboard mouse etc. at the start and end of each usage with the supplied antibacterial wipes.  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.  Everyone is encouraged to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared machinery handles etc. before after and during work.  Staff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.. This has been undertaken in the pre-return to work interviews, induction programme, team meetings and 1:1’s. .  Lockers continue to be provided for workers clothing and bags e.g. lockers with staff encouraged at their induction and subsequent team meetings and 1:1’s to use them.  Monitoring and supervision arrangements contained with the co-created workflows have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc. Adherence will be monitored by supervisory staff.  COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). (See location specific chemical risk assessments for cleaning products used within the area).  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. Face coverings will be required for patrons with face coverings and visors available for staff.  Specific Library Café food handling practices have been developed by Campus Services with general method statements available via the Library Café Risk Assessment which is due for submission separately in advance of reopening of this facility and other Campus Services based activities.  Library Patrons will be required to utilise the facilities within the Library in a different way. This will be communicated via induction and reinforced via signage and other educational materials and staff interventions.  Seating and Circulation Capacity will be reduced to maintain social distancing. Chairs have been removed and placed into storage and desks labelled with sit here stickers so users can sit socially distanced. The Main Library has a gate entry system that allows us to know how many people are within the Library in real time and entry gates can be set to refuse entry if this number is reached.  New workflows relating to stock returns, self-service of materials, study desk usage and other Library Equipment are in place. The general principle will be based on self-responsibility of patrons with workflows developed to capture the approach.  General risk mitigations (abridged version from workflow)  Browsing:  Catalogue PC’s will no longer be accessible. Patrons will need to search for physical items via their own device.  Only one patron will be permitted into shelving bays at a time. This will be reinforced via posters on each shelf end. Patrons will be instructed via induction and visual reminders that if they handle items they must return the item to the designated returns area so items can be placed into quarantine. Sanitisation of hands and face coverings will be required, with sanitisation units positioned throughout the Main Library.  Self-issue:  Self-service units will be available. Before use patrons will be required to sanitise their hands and clean the unit pre and post use. Touch screen usage will be kept to a minimum.  Return of items:  Use of the sortation machine will be carried out by Library staff only who will be equipped with a face covering, gloves and visors. Items will be returned via a drop area near the Main Library inner entrance. Items will then be fed into the sortation unit adhering to the returns workflows. Items retuned to shelves will be undertaken as far as possible outside of core hours with staff again using gloves and hand gel.  Use of study desks:  Patrons wishing to study in the Library will be required to wear face coverings throughout their time within the Library. Only designated seats and workstations can be used. These will be numbered and patrons will be asked to note the desk number they have sat at. Patrons will be instructed to use cleaning products to clean their study desk pre and post study and dispose of used materials in the bins provided. Cleaning Services will also clean each study desk in accordance with the agreed SLA.  Use of lockers:  Patron lockers will not be accessible  Vending and water fountains:  All vending machines managed by Campus Services will be in use. Campus Services will take responsibility for the units within the Café environment. Water fountains will be maintained and be available for use in areas that cleaning supplies can be provided without causing obstruction to exit routes. Instructions for the safe use provided. Wipes will be provided to help support users cleaning before and after use.  Interactions with staff:  All interactions will take place in a socially distanced way. For longer enquiries screens will form a physical barrier between the patron and library staff member. For transactional open floor activity staff and patrons will maintain social distance, use face coverings/ visors and practice good hand hygiene practices.  Cash handling:  Payment via cash will no longer be accepted.  Loanable laptops:  Will be available from the Quick Access Library Area. A built in period of time to quarantine units will remain in place and will be reviewed as part of the later Risk Assessment Update in June 2021.  PC Clusters:  Library Services will adhere to the ITS principals that state that Cluster PC’s should be cleaned with an approved wipe prior and post use by each user. Cleaning stations have been provided in close proximity to PC clusters. The number of PC’s available has been reduced with chairs removed and sit here stickers clearly displayed.  MFD’:  Library Services will adhere to the ITS principals that state that MFD’s touch screens and other touch points e.g. paper outlets should be cleaned with an approved wipe prior and post use by each user. Cleaning stations have been provided in close proximity to the each MFD. Signage informing users that only one person is allowed within each MFD area is in place.  Lifts:  Only two people will be allowed in a lift at a time unless being supported in the use by a support worker etc.  Temporary Card Kiosk:  Will not be used | | 4 | 2 | 8 | | Y |  | |  |  |  |  |  |  | |
| Organisational  Organisational | Exposure to Existing Hazards  Exposure to Existing Hazards | | Staff | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures  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 social distancing and other COVID counter measures.  PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks etc. during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted.  Emergency Procedures reviewed and revised including:  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 has been adapted as utilisation of library spaces increases. A planned evacuation was undertaken to test procedures during semester 1.  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 is up to date .  **Communication**: people have been made aware via their pre-return to work interviews, induction and subsequent team meetings and 1:1’s 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.  Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to lockdown.  Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19 via 1:1 meetings with their line managers. This has been highlighted to colleagues at their induction to returning to work.  **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.  Security implications of changes made to operations and practices in response to COVID-19, Local or National have been considered.This includes encouraging staff who are working on campus into the late evenings to request escorting to the rail station / car-park via security services. Safety equipment such as personal attack alarms can be requested via line managers.  The primary point of contact for first aid will be via Campus Security who can be contacted via 0121 414 4444.  Business continuity and disaster recovery plan information has been provided to Academic Services including contingency plan being 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 specifically during any Local or National Government lockdowns in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID -19. | | 2 | 2 | 4 | | Y |  | |  |  |  |  |  |  | |
| Environmental | Inbound & Outbound Goods including Post | | Staff / Patrons | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the Main Library so that social distancing can be maintained at all times has been considered and include:  Pick-up and drop-off collection points, procedures, signage and markings revised.   * Unnecessary contact at delivery bay has been minimised e.g. non-contact deliveries where the nature of the product allows for use of electronic pre-booking. * Methods to reduce frequency of deliveries in place - ordering larger quantities less often. * Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents. * Strict hand washing procedure in place after handling all deliveries. * Where possible deliveries to remain isolated and untouched for a minimum of 48 hours. | | 2 | 2 | 4 | | Y |  | |  |  |  |  |  |  | |
| Environmental | Virus transmission outside of the workplace | | Staff/ Patrons | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place.  There is signage advising staff and patrons to wash their hands regularly and not to touch their face.  Controlled access and egress is monitored to ensure it is followed. | | 3 | 3 | 9 | | Y |  | |  |  |  |  |  |  | |
| Organisational | Travelling to work | | Staff | Exposure to respiratory droplets carrying COVID-9. | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided.  Non-essential travel is not permitted during the National Lockdown period and is minimised at all other times – remote options considered first.  Additional facilities such as bike-racks are provided to help people walk, run or cycle to work where possible.  Staff will be encouraged to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc. Where staff are not able to avoid public transport they do so in accordance with Government and University Guidance:  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  Staggered start shift patterns will be in place to reduce peak travel times for those on public transport  Wider University planning in relation to campus capacity will support patron access to campus. | | 3 | 3 | 9 | | Y |  | |  |  |  |  |  |  | |
| Mechanical | Machinery & Equipment | | Staff / Patrons | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected. This will be undertaken by staff cleaning their work surface prior and post use, cleaning touch points on MFD with wipes and being encouraged to wash/ sanitise their hands using the gel dispensers that have been made available at key locations within workrooms and the wider library. Patrons will also be instructed to clean study desks with the wipes provided and wash / sanitise their hands with the gel provided. Cleaning Services will also undertake cleaning of the Library space on a regular basis.  Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion. If machines and equipment are shared, sterilising will be carried out between operations.  For examples colleagues using the digitisation unit will clean the scanner using the wipes provided by the University ahead of utilising the machine, and once the activity is complete wipe the unit again with a fresh wipe. This has been built into the revised workflow for this activity with the same approach being followed for other activity commencing within the library. | | 3 | 2 | 6 | | Y |  | |  |  |  |  |  |  | |
| Environmental | Ventilation | | .Staff | Exposure to respiratory droplets carrying COVID-19. | Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.  Ventilation systems are maintained in line with planned and preventative maintenance schedules, including filter changes.  An assessment of the ventilation in the building, and where necessary individual areas/rooms, has been undertaken which included checks such as:   * Is the space naturally or mechanically ventilated * All areas within the building which are usually occupied and have poor ventilation have been identified and the use of the area re-assessed (see below). * An assessment of Fresh air (ventilation) has been undertaken for the workplace and where necessary individual workspaces. This included how fresh air is provided (natural, mechanical or combination of both), how many people occupy/use the area, how much time people spend in the areas, how large the area is, what activities take place in the areas, the equipment and machinery in the workspaces, the use of fans and Local Exhaust Ventilation.   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.  Mechanical ventilation has typically been set at maximum fresh air settings and operate 24/7; but as minimum of 3 hours before or after any stated occupancy times.  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](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/improve-natural-ventilation.htm) alongside heating systems to maintain a reasonable temperature in the workplace.   Ventilation Instruction signs displayed throughout the building instructing individuals to “Please ensure you open all windows on arrival and close on departure.”  Most mechanical ventilation systems are monitored by building management systems that will raise a fault alarm; but please ensure that any potential fault with mechanical or natural ventilation is raised with the Building Management and or the Estates Helpdesk.  General considerations reflected on during reopening of the buildings in relation to the ventilation and fresh air to occupied spaces. Core strategy based on ‘[CIBSE Covid-19 Ventilation Guidance](https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ)’, [REHVA guidance](https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_V4_09122020.pdf), [HSE guidance](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm), [Government](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19#shops-running-a-pick-up-or-delivery-service) and other relevant industry guidance. The guidance is constantly under review by the University’s Estates, as SARS-CoV2 transmission routes become more clearly defined, and any updated recommendations assessed and implemented where relevant to University systems.  Links used above:  <https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ>  <https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_V4_09122020.pdf>  <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19#shops-running-a-pick-up-or-delivery-service> | | 3 | 2 | 6 | | Y |  | |  |  |  |  |  |  | |

**Risk Assessment Guidance**

Risk Scoring System

The scoring system is provided as a tool to help structure thinking about assessments and to provide a framework for identifying which are the most serious risks and why.

|  | **Consequence / Severity score (severity levels) and examples of descriptors** | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| **Domains** | **Negligible** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Impact on the safety of staff, students or public (physical / psychological harm)** | Minimal injury not requiring first aid or requiring no/minimal intervention or treatment.  No time off work | Minor injury or illness, first aid treatment needed or requiring minor intervention.  Requiring time off work for <3 days | Moderate injury requiring professional intervention  Requiring time off work for 4-14 days  RIDDOR / MHRA / agency reportable incident | Major injury leading to long-term incapacity/ disability (loss of limb)  Requiring time off work for >14 days | Incident leading to death  Multiple permanent injuries or irreversible health effects |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
| **Frequency** | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **Broad descriptor** | This will probably never happen/occur | Do not expect it to happen/occur but it is possible it may do so | Might happen or occur occasionally | Will probably happen/occur but it is not a persisting issue | Will undoubtedly happen/occur, possibly frequently |
| **Time-framed descriptor** | Not expected to 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 |
| **Probability**  Will it happen or not? | <0.1 per cent | 0.1–1 per cent | 1.1–10 per cent | 11–50 per cent | >50 per cent |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Likelihood** | | | | |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
|  | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **5 Catastrophic** | 5 | 10 | 15 | 20 | 25 |
| **4 Major** | 4 | 8 | 12 | 16 | 20 |
| **3 Moderate** | 3 | 6 | 9 | 12 | 15 |
| **2 Minor** | 2 | 4 | 6 | 8 | 10 |
| **1 Negligible** | 1 | 2 | 3 | 4 | 5 |

The Initial Risk Rating is the level of risk before control measures have been applied or with current control measures in place.

The Residual Risk is the level of risk after further control measures are put in place.