GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **University of Birmingham** | | | | **Department** | | | | **Mechanical Engineering/EESE** | | | **Version / Ref No.** | | | **MechV.6** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Location** | | **Engineering Building Y3** | | | | **Activity Description** | | | | **Return to Campus COVID-19: Building Risk Assessment**  **Approx. 300 staff, PGs, Prof Services Staff, cleaners and contractors** | | | | | | | | | |
| **Assessor** | | **Donna Johnson / Lee Gauntlett** | | | | **Assessment Date** | | | | **22/09/20** | | **Date of Assessment Review** | **Monthly**  **Last review – 19th January 2021** | | | | | | |
| **Academic / Manager Name** | | **Mark Jeffery** | | | | **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 |
|  |  | |  |  |  | |  |  |  | |  |  | |  |  |  |  |  |  |
| Organisational | Psychological well being | | Staff/PG students | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via team meetings (online), one to one meeting (online)s, weekly emails from HoS to ensure staff and students are not ill-informed about returning to work safely.  Advice is shared with staff and students. 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 team meeting, one to one meetings, health and safety committees and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Risk assessment shared with staff and an electronic copy is available on the School H&S Intranet  <https://intranet.birmingham.ac.uk/eps/eps-school-intranets/engineering/Engineering-AtoZ-pages/school-of-engineering-covid-19-information.aspx>  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, Supervisors and School meetings. 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* (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 meeting, one to one meetings, health and safety committees/forums (identify what communication is being used)* 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>    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 and H&S Coordinators 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* (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.  Further support can be obtained from Workplace Wellbeing  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx> | | 3 | 3 | 9 | | No | Improvements (frequency increased to daily emails)  to communications between management and staff/students allowed access will reduce risk | | 2 | 2 | 4 |  |  |  |
| Organisational | Psychological well being | | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Managers and Supervisors hold regular informal discussions via staff meetings with their team and look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager at the regular staff meetings  Staff who are in vulnerable groups themselves or caring for others, or from BAME community are encouraged to contact their line manager to discuss their support needs  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 have discussed these with their line manager or supervisor using the University’s Covid-19 Return to Campus Discussion Form and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx>  Employees are made aware of support mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>  This link is for students:  <https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx> | | 2 | 3 | 6 | | no | Line managers will sign post anyone with concerns to relevant guidance and support. | | 2 | 2 | 4 |  |  |  |
| Biological | Virus transmission in the Engineering Building | | Staff , Students,  Visitors, contractors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Engineering Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff to work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance  Managers ensure staff with any form of illness do not attend work until the illness has been verified as not being Covid-19.  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 returning to work in University buildings*.*   * All employees granted access will receive a local induction conducted by Head of School. This will be in the form of an online presentation with a quiz. For those staff without online access (e.g.) cleaning staff) this will be shown on site under social distancing conditions. A register will be kept of attendees   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.  Posters are displayed at the entrance to the building that encourage staying home when sick, cough and sneeze etiquette.  Managers keep track of when staff can return to work after the symptom free period.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., carrying out services out of hours. Estates will provide schedules for planned inspection/maintenance to technical manager.  Un-essential trips within buildings and sites discouraged and reduced, e.g. access to some areas restricted, use of radios or telephones encouraged ensuring cleaning them between use. | | 4 | 3 | 12 | |  | Those with clinically extremely vulnerable status will not be allowed back into the building.  Risk assessments will be carried out in the clinically vulnerable group. Additional control measures may be required e.g. individual office space, work alongside one named individual only | | 4 | 1 | 4 |  |  |  |
| Environmental  Environmental  Environmental  Environmental  Environmental | 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  Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing | | Staff, students visitors | 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. | Regular access to the lateral flow device screening tests is provided to staff and students who are coming onto campus.  Only essential work, authorised and approved by the Government and University is permitted in University buildings.  Workplace routines changed to ensure room/building capacity calculated to maintain at least 2 metres social distancing is not exceeded including…   * Changes to core working hours * Staff have been separated into teams to reduce contact between employees. * Fixed teams or adjusted booking processes in use to reduce the number of people in a lab at the same time to avoid overcrowding. * A rota for the work/those requiring lab access will be reviewed weekly by the technical manager and School Operations manager. The rota will be communicated via email. * Job and location rotation reduced.   Access control for the Engineering building has been reviewed and a phased reoccupation put into place.  The following will be checked for each person wanting access to the building before they are added to the swipe system:   * They have completed and can prove they have done the [University return to work canvas course](https://canvas.bham.ac.uk/courses/43230) * Have a risk assessment for their work signed off by their supervisor * Have been given the School Covid induction   Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry which are included in the ***Social distancing: Engineering 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)).  Monitoring and supervision arrangements *in the form of random checks carried out by the technical team* have been put in place to ensure people are following controls e.g. following one-way systems, new working arrangements to maintain social distancing etc. Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.  One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining two metres distance throughout the Engineering building  Staff activities are segregated to promote social distance 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. Display Screen Equipment (DSE) assessments reviewed and revised. * 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, meeting rooms, seminar rooms and laboratories. * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.).   Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site. Staff are encouraged to spend lunch breaks in their own offices.   * Where available safe outside areas used for break. * Lunch breaks will be staggered to avoid crowding in eating areas. * Additional signage for the correct method for handwashing displayed.. * 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 (kettle) and to wash their hand after use. Additional signage for the correct method for handwashing displayed. * Signage instructing users to clean the water fountain before and after use will be displayed (Cleaning materials are provided). Signage will also ask users to avoid touching the spout with their bottles or hands.   If a case of a suspected Covid-19 occurs within the Engineering Building. The fountain will undergo deep cleaning.   * 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 visitors in entrance areas defined and implemented including:   * Queuing systems or processes * Social Distancing in waiting and entrance areas * Electronic visitor management system in place.   Visits from people outside of the Engineering building are managed via remote connection/working where this is an option. Where this is not an option visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the Technical Manager and where necessary concerns fed back to the third party manager e.g. LEV inspections and test – Estates Manager, Cleaner – Camus Services Domestic Manager.  All corridors are :   * Marked in areas to ensure social distancing is adhered to (lines on floor * Have a one way system around the building. * Corridors that are 2 m wide have a two way system of use, people using the corridor must stay to their left.   Additional signage in corridors reminding staff about social distancing  Information provided and signed displayed informing people to use the stairwells rather than lifts unless they difficulty using the stairs. The maximum occupancy of the lift has been reduced to *a single person* 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.  Lifts are still to be used to move heavier / larger / hazardous goods as a planned operation ensuring the lift cannot be stopped on each floor or staff placed on each floor to prevent access to lift until equipment moved.  There are designated stairwell for going up and a designated stairwell for coming down, this system will be enforced.  Additional signage in stairwells reminding staff about social distancing.  Wash hand / use hand sanitiser on exit from stairwell by the toilets in the basement and on ground floors and on the first floor landing by the entrance to LF laboratories.  Social gathering amongst employees are not permitted whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings.  Large gatherings, including University events organised in public outdoor spaces have been cancelled or postponed or alternative IT solutions provided. (Critical Training courses may still be performed but only following the Government and University Covid-19 guidance.)  Managers perform frequent evaluation against social distances controls. Staff are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it in the form of daily toolbox talks prior to work starting. Signage reminding staff about social distancing will be displayed in all occupied areas. Staff are encouraged to report any concerns to their line manager,  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. This includes in communal areas such as corridors and toilets  Where the social distancing guidelines cannot be followed in full in relation to a particular activity for example manual handling of goods, installation and running of engines in G48, consideration has been given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff have been included in a task specific risk assessment and are being taken. Mitigating actions include:   * Further increasing the frequency of hand washing and surface cleaning. * Keeping the activity time involved as short as possible. * Using screens or barriers to separate people from each other. * Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others). * Re-engineering the technical activity.   Hygiene guidance given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands to be given during inductions. Signage on hygiene guidance to be displayed in occupied areas.  PPE is provided for first aiders. The taking of PPE home is not permitted.  Adequate training has been made 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:  <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  PHE quick guides for correct donning and doffing of PPE for [non-AGPs.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures). 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).  Use of PPE is monitored so that stock control can be maintained  Face coverings are not PPE and are not required to be worn in the workplace. However where people choose to wear them managers support them. | | 4 | 2 | 8 | | no | Risk assessments for each activity to be carried out by staff before access is allowed and to be reviewed once building is occupied. | | 4 | 1 | 4 |  |  |  |
| Biological  Biological | Suspected case of COVID-19  Suspected case of COVID-19 | | Staff, students visitors | 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](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) and includes:   + Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people   + Where possible the area will be closed and secure for 72 hours, before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours   + Disposable gloves, masks and aprons will be worn for cleaning. These will be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished   + Once symptomatic, all surfaces that the person has come into contact with will be cleaned (including touchpoints) * 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 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>   * Line managers hold discussions with their staff to identify those considered in ‘at risk’ groups - which include those who are 70 or over, have a long-term condition, are pregnant or have a weakened immune system, or are living/caring for someone in these groups and will ensure additional measures are put in place to protect them including working from home. * Staff have been encouraged to download the government COVID-19 contract tracing app when It becomes available. | | 4 | 2 | 8 | | yes | Person with suspected Covid-19 symptoms will be removed from building swipe card access for the duration of their self-isolation and treatment.  Anyone who may have been in contact with the affected person will be advised to self isolate at home for a minimum of 14 days.  On confirmation of a case within our buildings we will email all staff and students who have building access informing them of the actions taken and any additional requirements they should follow. We will also reinforce our advice on who to contact if they have any concerns. | | 4 | 1 | 4 |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | | Staff, students, visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | In order to safeguard Engineering staff, students visitors against exposure to COVID-19, companies who attend or work in the Engineering building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.  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.  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 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> | | 4 | 2 | 1 | | yes |  | |  |  |  |  |  |  |
| Environmental  Environmental  Environmental  Environmental | Virus transmission in the Engineering Building  Virus transmission in the workplace  Virus transmission in the workplace  Virus transmission in the workplace | | .staff, students, visitors | 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. | In order to protect themselves and other occupants against the spread of COVID-19, staff have been instructed via induction and are regularly reminded to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  this will be included in the induction. Staff and students will be reminded during tool box talks prior to work starting each day.  Posters are displayed around the workplace including in welfare facilities.  Soap and water and/or hand sanitiser are provided in the workplace (in toilets, by stairwells) and adequate supplies are maintained and are placed at the entrance to the building and in other areas where they will be seen. Technical staff that may have to move between different labs are provided with personal bottles of hand sanitiser.  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 (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings inside all University buildings, at all times, except for at their place of work (desk, work bench, equipment work station etc) whereby a separate risk assessment will cover these activities. Working in a single occupancy room will not require a separate risk assessment.  Individuals are reminded to catch coughs and sneezes in tissues – Follow: “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed around the workplace.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded during induction and weekly meetings with line managers of the public health advice:  <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/area to ensure controls are in place to keep surfaces clean and free of contamination, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed on the importance of keeping surfaces and work equipment clean.  Exclusive entry/exits points in place for personnel working in high-risk areas, such as mechanical test sites designated.  Where touch pad security control exist, users will be provided with cleaning materials and instructed to wedge open (if not fire doors or involve high risk activities the which may affect users of areas outside the lab, e.g. Use of lasers)  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards. Cleaning stations  Sharing of equipment is restricted where possible (additional equipment/hand tools may be supplied (if the risk assessment for the activity requires) and cleaned / disinfected before and after use.  Research equipment is to be cleaned regularly by users (included in risk assessment for each activity)  Objects and surfaces that are touched regularly are cleaned frequently, such as door handles and keyboards, and making sure there are adequate disposal arrangements.  There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.  Internal doors that **are not** signed as fire doors (unless held open with a mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles.  Use of hot desks and spaces avoided and, where not possible e.g. training facilities, workstations are cleaned between different occupants including shared equipment.  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.  There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.  Everyone is encouraged to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared machinery handles etc before after and during work.  Staff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.  More storage for workers provided for clothes and bags e.g. lockers and staff encouraged to use them. Technical Staff will have cabinets in their work areas. Researchers will be advised to identify storage for clothing in labs as part of their risk assessment  Lab clothing and equipment such as goggles washed via a laundry service rather than by individual staff members at home.  Monitoring and supervision arrangements (spot checks to be carried out by the technical team)  *hav*e been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc.  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. | | 4 | 1 | 4 | | yes |  | |  |  |  |  |  |  |
| Organisational  Organisational | Exposure to Existing Hazards  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  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 for all work activities including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures to safeguard individuals carrying out the tasks and others in the working environment  PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks etc during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted.  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe. * **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. * **First Aid:** First aid needs assessment reviewed to take into account any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date. * **Hygiene:** Washing facilities with soap/gel available (see Cleaning below). People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.   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. | | 4 | 1 | 4 | |  |  | |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | | …  Staff | Exposure to contact with an object that has been contaminated with COVID-19. | No deliveries will be made to our building, they will be collected from stores by staff ordering goods. Stores staff will email staff when a delivery arrives and will arrange a suitable time for collection . Those involved (Stores staff and those collecting goods) will be reminded of the importance of hand washing before handling packages etc. to avoid any transfer of COVID-19. Where social distancing is not possible (e.g. handling a large item), PPE (face shield and gloves)  Fork lift truck access by arrangement in advance. Same two drivers will work as a pair when required and they will wear appropriate PPE.(face shield and gloves) | | 4 | 1 | 4 | | yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | | Staff, Students, visitors, | 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 (staff, Estates staff, contractors) who have access permission, prior to entering this building social distancing is in place  There is signage advising staff to wash their hands regularly and not to touch their face. | | 4 | 1 | 4 | | yes |  | |  |  |  |  |  |  |
| Organisational | Travelling to work | | Staff, students visitors | Exposure to respiratory droplets carrying COVID-19. | In order to protect themselves and the public staff told 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/coronavirus>  https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx | | 4 | 1 | 4 | |  | Staff advised to stagger start and finish times if using public transport and to avoid public transport if at all possible | |  |  |  |  |  |  |
| Organisational | Driving at work | | …Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Forklifts are frequently cleaned 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 forklifts to enable workers to clean hands after each delivery / drop-off to prevent cross contamination between drivers  Staff are encouraged to wash hands before boarding vehicles. | | 4 | 1 | 4 | | yes | fork lift truck operations if necessary will the same two drivers to work as a pair with the second staff member meeting the fork lift at the destination. They will not travel together in the cab. | |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | | ..staff/students | 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 between users  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. | | 4 | 1 | 4 | | yes | Staff will be advised to clean their equipment work area after every use | |  |  |  |  |  |  |
| Environmental | Ventilation | | ….Staff, students, visitors | Exposure to respiratory droplets carrying COVID-19. | In order to prevent building occupants from the spread of COVID-19  Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible. NA to Y3  All ventilation has been serviced as required. All filters have been changed as required.  Building users are encouraged where possible to ensure windows are open. | | 4 | 1 | 4 | | yes | Estates to confirm that ventilation has been serviced as required.  Rooms that do not have mechanical ventilation or windows will be assessed to see if air flow can be improved by opening doors to corridors.  Risk assessments for these areas will include additional control measures such as reduced occupancy in terms of personnel and time. | |  |  |  |  |  |  |
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**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.