GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **MAIN CAMPUS** | **Department** | **School of Physics & Astronomy** | | **Version / Ref No.** |  |
| **Activity Location** | **Medical Physics Building** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **(*Affected Staff:*** *Academic (11); Research Fellows (2); Technical Staff (5); PG’s (24); UG (); NHS Staff-(5), Cleaning Staff (x), Maintenance(x))* | | | |
| **Assessor** | **Tendai Makuwatsine** | **Assessment Date** | **18.09.2020**  **Review/Updates: 06/02/2021**  **Review/Updates: 12/04/2021**  **(+ *Transfer onto new template*)** | **Date of Assessment Review** | **December 2020**  **April 2021**  **July 2021** | |
| **~~Academic /~~ Manager Name** | **Tendai Makuwatsine** | **Academic / Manager Signature** |  | | | |

| Hazard Assessment | | | | Control Assessment | | | | | | | | | Actions | | |
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| 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 / Students/ Contractors | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication for Medical Physics Building users is in place (individual and group) via ***virtual meetings and email correspondence***to ensure staff and students are not ill-informed about returning to work safely. Staff/Students/Visitors will see signage and posters as they approach the Medical Physics Building to assure them of the measures taken to achieve COVID-19 compliance in the building  **Communication**, guidance material has been developed which was briefed to all staff in an induction at University level (CANVAS) and through a local induction given by Dr Tzany Wheldon- Director (Positron Imaging Centre)  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 ***virtual team meetings, video one to one meetings, email briefings from School H&S Coordinator*** and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Estates/Contractor tradesmen will be given a local induction by the Building Manager and Project Contractors will be given an induction with the help of Estates Projects Office.  **Maintenance and Cleaning staff will be advised of building access arrangements by the Building Manager**  RISK ASSESSMENT IS SHARED WITH ALL USERS OF THE BUILDING AND AN ELECTRONIC COPY IS KEPT ON THE RESEARCH GROUPS’ SHARE DRIVES ***and the University intranet, LINK:***  <https://intranet.birmingham.ac.uk/staff/coronavirus/phased-campus-reopening.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 and relevant *Heads of Research Groups (Positron Imaging Centre, Cyclotron, Metamaterials)*  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: Medical Physics 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 main Medical Physics building induction, local team meetings, one to one meetings, health & safety/School committees meetings*,* of guidance available in relation to this:  <https://www.hse.gov.uk/stress/>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf> | 3 | 3 | 9 | Y |  |  |  |  |  |  |  |
| Organisational | Psychological well being | Staff/ Students/ Contractors | 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.  Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus.  Concerns on workload issues or support needs are escalated to line manager.  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 is 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.  Any existing risk assessments including those for new or expectant mothers (where applicable) to be reviewed and revised to reflect new working arrangements. Reasonable adjustments made especially in relation to who will assist with evacuation in an emergency, to avoid staff that require assistance during an evacuation being put at a disadvantage. Currently no PEEPs or disabled persons are recorded for the Medical Physics building users.  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 web pages:  <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> | 3 | 3 | 9 | Y |  |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Staff/ Students/ Contractors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Medical Physics Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance.  Managers/supervisors ensure staff and students with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19.  Managers/supervisors keep track of when staff and students can return to work/ Campus after the 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 returning to work 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) to receive a building specific induction including information and inductions. The School H&S will liaise with the Cleaning services line management and the Maintenance Officer for the building to share the building induction  Posters are displayed in corridors, stairwells and welfare areas that encourage staying home when sick, a cough and sneeze etiquette, etc.  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. Such as electrical servicing/maintenance to minimise disruption to experimental work. Access to Medical Physics Building by contractors on the adjacent new-build project is coordinated via the Cyclotron Technical Manager  Un-essential trips within buildings and sites discouraged and reduced, e.g. access to some areas restricted, use of telephones or mobiles encouraged ensuring cleaning them in-between use. Email communication also advised. This is part of the instruction received on the mandatory induction course.  Access to Physics Stores in Physics West is by invitation. Physics Stores has an occupancy threshold and social distancing is mandated via the signage posted | 3 | 2 | 6 | Y |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | Staff/ Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Only 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 2m social distancing is not exceeded  Workplace routines to ensure room capacity calculated to maintain social distancing is not exceeded and room capacity threshold is displayed at each door   * Staff are 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. Room occupancy thresholds is revised to comply with the new social distancing guidelines * Job and location rotation reduced (*Research Groups in Medical Physics Building already operate on the whole as distinct groups*)   •  *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.) where a separate risk assessment will cover these activities.* Working in a single occupancy room will not require a separate risk assessment.  Individuals have been reminded through the mandatory induction and email bulletinsof 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 putting a face covering on, and 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, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste * practise social distancing wherever possible   To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams and attendance in the building is kept for 21 days.  Procedure in place for dealing with instance of unexpected employee (identified through not being included on the weekly building access list-for track and trace) / 3rd party arrival (e.g. refused entry recommended). Only authorised users of the Medical Physics building have door access codes.  Work has been arranged so that staff are able to maintain the government guidelines for social distancing (2m) based on our industry which are included in the ***Social distancing: Medical Physics 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)).  On the outside / approach to the building there is signage to warn ALL prior to entering this building to social distance, to practise hand hygiene and wear face coverings in communal areas  One-way flow systems (where feasible) implemented and visual aids, such as floor strips, signage are used for maintaining social distancing two metres distance throughout the building/workplace.  Positron Imaging Centre require access to B04 and a full and sufficient supplementary risk assessment that covers the movement of Tracers between B04/LG04 and ensures social distancing compliance has been compiled. Furthermore the protocol for radiation experiments that requires that set-ups are left running unmanned to minimise exposure is also covered in the risk assessment.  **The rota devised by Dr T Wheldon shall ensure occupancy thresholds for both the lab and the ‘monitoring work station’ room adhere to social distancing requirements (2m) at all times**  Staff activities are segregated to promote the 2m social distancing rules including:   * 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 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. * 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. All users are encouraged to wash their hands prior to using equipment (kettle) and to wash their hands after use. Additional signage for the correct method for handwashing displayed. All drinking water fountains have been serviced * Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). ALL facilities have 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 main entrance areas defined and implemented including: Posted signage   Visits from people outside of the building have been revised to ensure social distancing and hygiene at all times.  Visits from Estates are scheduled through the Building Manager and the schedules for cleaning are known/established. These measures are monitored by the Building Manager and where necessary concerns fed back to the third party manager e.g. Facilities inspections and tests – Estates Manager, Cleaners – Campus Services Domestic Manager  All corridors are :   * Marked in areas to ensure social distancing is adhered to (lines on floor). * Have a one way system where practicable around the building. * Corridors that are over 2m wide have a two way system of use, people using the corridor must stay to their left. * The lower ground (main entrance) floor will have a 2-way system   Additional signage in corridors reminding staff about social distancing.  Information provided and signage displayed informing people to use the stairwells rather than lifts unless they have difficulty using the stairs. The maximum occupancy of the lift has been reduced to (1) and social distance marked outside the lift on the floor if waiting in a queue. Users are encouraged to stand side by side or back to back Outside the lift posters are displayed to encourage people to wash their hands and avoid touching their face  Lifts are still to be used to move heavier / larger / hazardous goods (liquid nitrogen for e.g.) 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/hazardous item is removed from the lift . The existing guidance for transporting of liquid nitrogen will remain and the cryogenic liquid dewar retains priority of passage at all times.  Medical Physics Building has narrow stairwells and only 1 person per section of stairwell is allowed. Building users using these stairwells have been informed via the induction to announce themselves prior to use and to keep to the left. Passing points are clearly signed at landings in the stairwells.  Additional signage in stairwells reminding staff about social distancing.  Wash hands / use hand sanitiser on exit from stairwell.  Social gathering amongst employees have been discouraged (as part of the wider message at induction) whilst at work, including meetings. Alternative arrangements have been provided e.g. virtual meetings.  Managers perform frequent evaluation against social distances controls. Staff are reminded by the posters on the walls in various areas of the Medical Physics building on a daily basis of the importance of social distancing both in the workplace and outside of it.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.  Only work authorised and approved by the Government and University is permitted in University buildings. Where the 2m social distancing guidelines cannot be followed in full in relation to a particular, the Principal Investigator (PI) will give consideration as to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff will have to be included in a task specific risk assessment. The new strains of the COVID-19 virus can be deemed particularly transmissible and rigorous compliance with the guidance is very important.  Foreseeable tasks in the PIC and in the Metamaterials Research Group can be carried out as single person tasks. Where it becomes necessary for two people to perform close proximity working the responsible PI should carry out and sign off a suitable and sufficient risk assessment for the task. Use of appropriate PPE will be mandatory to minimise the risk of infection in that instance.  Mitigating actions include:   * Further increasing the frequency of hand washing and surface cleaning. * Keeping the activity time involved as short as possible (*this is already a requirement when carrying out ionising radiation activities*). * Using screens or barriers to separate people from each other where possible/applicable (*e.g. Metamaterials students office*) * 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; *Cyclotron staff have been in the ‘same bubble’ throughout the pandemic*). * Re-engineering the technical activity. * Improving ventilation by re-organising the indoor space to optimise the ventilation available * Review and re-organising of the pedestrian flows both inside and outside of work spaces. Directional flow and social distancing signs   Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside all University buildings at all times except where there is reasonable justification for not wearing them e.g. in single occupancy rooms, in multi-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 local inductions and signs displayed informing people of the mandatory requirement to wear a face covering within the building.  Individuals have been reminded throughposted signage and via email comms/bulletinsof how to use face coverings safely including the following:  When wearing a face covering you should:   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on * avoid wearing on your neck or forehead * avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus * change the face covering if it becomes damp or if you’ve touched it * avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering buildings)   When removing a face covering:   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing * only handle the straps, ties or clips * do not give it to someone else to use * if single-use, dispose of it carefully in a residual waste bin and do not recycle * if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed   PPE Hygiene guidance given at local induction and at team meetings and signage mandating aspects 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.  Adequate training has been provided on what PPE is required i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing. Government advice is followed:  <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) has been utilised for examples in best practice for putting on and taking off (donning and doffing). | 3 | 3 | 9 | Y |  |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | Staff/ Students/ Contractors | 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: * Provision and monitoring of adequate supplies of cleaning materials are in place. * Team briefed at induction, local team briefings and University’s Internal Comms 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 tests positive for COVID-19 this will be managed in accordance with the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * 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. * Individuals 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> | 3 | 2 | 6 | Y |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Staff/ Students/ Contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Procurement 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.  Companies who attend or work in the Medical Physics building; (e.g. current Fire Alarm systems replacement contractors) requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19 via Estates Projects office.  Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.  If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s and University’s guidance. University managers will follow the NHS Test and Trace workplace guidance for any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | 3 | 2 | 6 | Y |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Staff/ Students | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | Individuals have been instructed at main induction, team meetings and via the posted signage 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/>  Posters are displayed around the workplace including in welfare facilities.  Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the Medical Physics building and in other areas *such as high traffic areas, some corridors and building exits* where they will be seen.  Individuals have been informed to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.  Individuals are reminded to catch coughs and sneezes in tissues – Follow: “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed around the workplace.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded of the public health advice via the University’s COVID faqs pages:  <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 at a central points within the distinct Research Group areas (Physics Stores will sell replenishments) to all occupants and everyone will be briefed at induction and in team briefings on the importance of keeping surfaces and work equipment clean.  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards. When these items are used they should be cleaned before and after use using the available alcohol based wipes  Sharing of equipment is restricted where possible (additional equipment/hand tools may need to be purchased), and cleaned/ disinfected before and after use.  Objects and surfaces that are touched regularly are cleaned frequently, such as door handles and keyboards, and making sure there are adequate disposal arrangements. Doors to individual labs and items such as keyboards therein will be cleaned by the individual users of the area. Cleaning services are expected to pick up cleaning of the main access and corridor doors. This message will be communicated at the main mandatory induction. Signing up for the induction will be used as proof of agreement to abide by these rules.  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. at the Cyclotron Control Desk, workstations are cleaned by each user before and after each use.  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 are not permissible at the moment.  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.  Storage for workers provided for clothes and bags e.g. lockers, and staff encouraged to use them.  Lab clothing such as lab-coats washed by a contractor rather than by individual staff members at home.  Monitoring and supervision arrangementshave been put in place to ensure people are following controls e.g. implementing the new cleaning regime (by Cleaning Services with feedback from Building Manager)  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. **and to always maintain 2m social distancing** | 3 | 2 | 6 | Y |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | Staff/ Students | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of 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 gloves 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. Fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed by looking at whether any changes are necessary to the pre-COVID19 procedures (No changes to the procedure have been found necessary); 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 People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.   Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed by the Building Manager in consultation with the Heads of Research Groups in the Medical Physics Building to ensure measures are introduced to mitigate risk (for example, another area within the building or campus could have a critical role such as first aider that could cover as a temporary solution).  Security Services are contactable on 43000 (Internal phones) or 0121 4143000 (using mobile) in emergencies. ALL Security Services aides are first aid trained and two (2) Security vans each carry a defibrillator machine.  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. The current Accident/Incident form can be used to report these concerns and staff will be reminded of this option at the mandatory induction | 3 | 2 | 6 | Y |  |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | Staff/ Students | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the building so that social distancing can be maintained at all times has been considered and include:   * ALL packages (with the exception of very large items and gas cylinders) will be delivered to Physics Stores. Anyone who needs to retrieve their items /packages from Physics Stores will need to contact Stores ahead of visiting Stores. Email ([p.r.liddongton@bham.ac.uk](mailto:p.r.liddongton@bham.ac.uk)) or telephone contact (x44555) should be used to arrange for a slot to visit Physics Stores rooms which are operating on a room occupancy threshold. * Methods to reduce frequency of deliveries in place - ordering larger quantities less often. * Delivery drivers encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-ways. * Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents. * Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer has been avoided. * Where possible all deliveries are stripped of all packaging (which is disposed of). * Strict hand washing procedure in place after handling all deliveries. * Where possible deliveries to remain isolated and untouched for a minimum of 48 hours. | 3 | 2 | 6 | Y |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff/ Students/ Contractors | 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 the Medical Physics building to social distance, practise hand hygiene and to wear face coverings in ALL communal areas  There is signage in corridors and all welfare areas advising staff to wash their hands regularly and not to touch their face.  Controlled access and egress is monitored to ensure it is followed. Only authorised users of the building have door access codes to the Medical Physics Building. |  |  |  |  |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff/ Students | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place.  Additional facilities such as bike-racks are already available to help people walk, run or cycle to work where possible.  Staff are 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/coronavirus>  https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx | 3 | 2 | 6 | Y |  |  |  |  |  |  |  |
| 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. A service level agreement with Cleaning Services is in place for the main areas of the Medical Physics building. Door handles to individual lab areas in the Medical Physics building will be cleaned by the users of the area. Users will also be responsible for the cleaning of their work surfaces and equipment  Sterilising chemicals and cloths are provided in the individual research areas 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 by the users themselves. | 3 | 3 | 9 | Y |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff/ Students | Exposure to respiratory droplets carrying COVID-19. | Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.  All ventilation has been serviced as required. All filters have been changed as required.  Building users are encouraged by posted signage where possible to ensure windows are open.  Ventilation systems are maintained in line with planned and preventative maintenance schedules, including filter changes. Estates monitor and manage the process.  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 (available in some of the laboratories mainly) has typically been set at maximum fresh air settings and operates 24/7.  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; users of the building must ensure that any potential fault with mechanical or natural ventilation is raised with the Building Management and or the Estates Helpdesk **in any case** (*as they do with all other faults*)  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> | 3 | 3 | 9 | Y |  |  |  |  |  |  |  |
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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.