UNIVERSITY OF BIRMINGHAM

GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

Site	Medical School (B1, 2000)	**College**	College of Medical and Dental Sciences	**Version / Ref No.**	MDS/V4.1 Incorporating updates to generic template v14 and specific items of review for this site
Activity Location	East Wing Clinical Immunology Labs East Wing Research Laboratories East Wing Teaching Laboratories East & West Wing Clinical Skills Rooms Circulation Space & Communal Lavatories & Break Out Student Study Spaces	**Activity Description**	Return to Campus Building Risk Assessment Research / Diagnostics/Educational Filming / Communal Space / Circulation / Study Space		
Assessor	Andrew Francis	**Assessment Date**	15/01/21	**Date of Assessment Review**	Review monthly or when significant change in circumstances. Re-issue when changes made.
Manager Name	Karen Willis	**Manager Signature**	K Willis		

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& UG Students	Anxiety and stress caused by concerns around returning to work and	Regular communication is in place (individual and group) via email and team meetings, one to one meetings, forums and regular newsletters to ensure staff and students are well informed about returning to work safely. Students on medical and healthcare programmes will be returning to the Medical School building in small numbers for specified short activities. Each activity is separately assessed by the programme and supported by the teaching technical teams. Advice and guidance on staying protected is disseminated to staff members through the University's lines of communications (i.e. line managers, Internal Comms) and shared with staff via the routes above and by encouragement to ensure they keep abreast of University updates and the University's Coronavirus FAQs click here. The College has introduced regularly "Ask SMT/Exec" Q&A sessions where senior members of the College update staff and ask any questions.	3	2	6	Yes		3	2	6	N/A	N/A	

				Risk assessment shared and an electronic copy is available on the Service/School website/ share drive, as well as on the University dedicated webpage: https://intranet.birmingham.ac.uk/staff/coronavirus/Phased-campus-reopening-building-risk-assessments.aspx New workplace controls have been put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through Line Managers, Technical Managers and intranet pages These include: • Social distancing: General guidance for staff and students • Local Institute guidance for staff and students • Social distancing: Buildings adaptations guidance • Social distancing: Building checklist • Return to work letter issued to those returning to site • 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 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 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 Institutes and functional areas have developed local management plans to ensure that occupational levels do not exceed those stipulate to support social distancing.											
Organisational	Psychological well being	Staff and students	Anxiety and stress caused by concerns around returning to work on Campus	Managers hold regular informal discussions with their team, in group and one to one meetings and look at ways to reduce causes of stress. Concerns on workload issues or support needs are escalated to line manager; this can be raised at one-to-one meetings or at any time by email. Staff/students who *should not* under any circumstance work on campus have been identified and managers/supervisors have discussed alternative arrangements with them to ensure that they do not return to work on campus. Staff who *should not* under any circumstance work on campus include: • Any member of staff who has been through a return to work on campus assessment and has been advised by Occupational Health or a	3	2	**6**	Yes	Student support will be revised in line with the plans for student services as these are developed for the new academic year	3	2	6			

				medical professional (including a midwife in respect of pregnancy) not to travel to work on campus. • Staff in the clinically extremely vulnerable category (those shielding) for whom current guidance is that they should not to travel to work, even where their work cannot be undertaken remotely. 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#who-is-clinically-extremely-vulnerable Existing risk assessments including those for new or expectant mothers have been reviewed and revised to reflect new working arrangements. Staff in the facility will follow the guidance provided by the University in managing those who are clinically or extremely clinically vulnerable including if required personal risk assessment and referral to support through occupational health. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage. Employees who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor 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 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 This link is for students: https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx											

Biological	Virus transmission in the workplace	Staff and students	Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.	***Specific individual worker risk assessment*** undertaken for those who have a self-declared health condition which could increase their risk profile. ***Social distancing: Medical School Buildings checklist*** has been completed to identify the control measures to consider reducing the risk of workplace infections, including maximum room occupancy displayed on all doors. Staff may work using the mixed model of site and working from home as agreed with their line manager, in line with Government and University guidance and the level of restriction in place. When Stay at Home orders are in place work on site should be minimised to those activities that are exempted or cannot effectively be done from home 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. 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*** combination of the guidance and videos have been provided and completed for all staff working in University buildings. Managers/supervisors keep track of when staff and students can return to work/campus after the symptom free period. Posters are displayed in line with the University signage scheme reminding them of the requirement to social distance, wash hands frequently and to manage sneezing and coughing in line with PHE/government guidance. Schedules for essential services and contractor visits revised to reduce interaction and overlap between people, and building managers and occupants informed of when the visits will take place and which services are being maintained, e.g. restrict access to affected workspace, carrying out services out of hours. Un-essential trips within buildings and sites prevented and discouraged by promoting the use of remote communication tools; Zoom/Skype/Email/telephone etc.; ensuring disinfection of any shared hardware between users.	3	2	**6**	Yes		3	2	6			

Environmental	Virus transmission in the workplace due to lack of social distancing	Staff and students	Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.	Only essential work authorised and approved by the Government and University is permitted in University buildings. This includes access to laboratory space and equipment for researchers and practical teaching of medicine and healthcare students. Within the Medical school building that includes • ongoing use of laboratories for research and diagnostic work, which will be conducted in line with the relevant government guidance. • https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities • practical and skills teaching for healthcare students • access to study space Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded including: • Change to peak staff and student entry and exit times. • Changes to core working hours. • Amended shift routines, staff handovers and team briefings. • Adjusted booking processes in use to reduce the number of people using lab shared areas and equipment at the same time to avoid overcrowding • Maximum room occupancy numbers signs to be displayed on entry points, including labs. Where 2m social distancing is not possible eg some clinical skills teaching and laboratory work, where activity is essential and government guidance allows a separate activity risk assessment is required to consider • The necessity of the activity, including the ability to delay to a time when transmission risk is lower. Eg training on specialist research equipment, handling of cryogenic gases • The modifications that can be made to minimise any close contact period eg moving clinical skills activity to alternative larger rooms released by the move to online teaching of non-skills teaching to allow students to step further away when observing • Requirement for enhanced mitigations including PPE, screens eg FRM masks and visors for all participants Access control for each building reviewed and a phased reoccupation for larger properties. To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams and attendance in the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app. Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry which are included in the ***Social distancing: Medical School Building checklist***	3	2	**6**	Yes	Revised guidance on risk assessment for lab work that cannot be completed at 2m or more to be issued. Head of College has reminded all staff that this is an exception via email to re-inforce and advised analytical work should take place whilst Working from home. Review with all clinical and practical teaching leads of face to face teaching needs to ensure mitigations are robust. Estates to review capacities of other teaching rooms	3	2	6	N/A		

				(The latest Guidance on these measures can be found by clicking the following link Social Distancing Guidelines). Due to the potential increased risk of transmission from aerosol transmission steps have been taken to avoid people needing to unduly raise their voices to each other e.g. not playing music or broadcasts at a volume that makes normal conversation difficult, using microphones during training sessions One-way flow systems implemented in stairwells, (plans for the use of different entry points into the building to access designated areas of the building to be introduced as required – reducing congestion). Visual aids, such as floor strips, signage are used for maintaining two metres distance throughout the building/workplace, taking account of the impact on those with protected characteristics. Staff and student activities are segregated to promote 2 metres distance including: • The use of office workstations discouraged, these can only be used when waiting for an experiment to finish or with prior permission from a supervisor and if the adjacent desk are unoccupied. • Laboratory workstations have been adjusted where possible to ensure that staff/ students are not facing or next to eachother • Areas of work marked out with floor tape to ensure adequate social distancing is in place where required. Visual management aids in place to remind people of the need for socialdistancing, • Headcount capacity to ensure social distances standards have been achieved have been set and displayed on doors leadingto each room. • Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.) with signage to knock before entering. Building users are reminded to leave the facilities in arespectable condition. by lifts and toilets. The body lift is to be used to move heavier / larger / hazardous goods as a planned operation ensuring to the maximum number of peopleis not exceeded (2). There are designated stairwells for going up and for coming down, Each stairway will be clearly marked with signage. 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. Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should. Only essential 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 essential activity, 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 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. • No working in close proximity to people and in particular a person's face, mouth and nose, for an extended period of time (the majority of the working day) is permitted unless the work is essential such as in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services where there is an activity specific risk assessment and PPE is provided for individuals undertaking this work. Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside all University buildings at all times except for in single occupancy rooms. Information provided in the University and local communications and local inductions and sign by lifts and toilets. The body lift is to be used to move heavier / larger / hazardous goods as a planned operation ensuring to the maximum number of people is not exceeded (2). There are designated stairwells for going up and for coming down, Each stairway will be clearly marked with signage. 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. Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should. Only essential 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 essential activity, 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 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. • No working in close proximity to people and in particular a person's face, mouth and nose, for an extended period of time (the majority of the working day) is permitted unless the work is essential such as in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services where there is an activity specific risk assessment and PPE is provided for individuals undertaking this work. Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside all University buildings at all times except for in single occupancy rooms. 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, unless exempt, are required to wear face coverings, in all University learning environments, where the use of the face covering does not impact teaching and learning. Information provided in the University and local communications and signs displayed informing people of the mandatory requirement to wear a face covering within the building Individuals have been reminded through of how to use face coverings safely including the following: When wearing a face covering you should: • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on • 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 is provided for individuals working in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services and for first aiders. The taking of PPE home is not permitted. Adequate training has been provided on what PPE is required i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing. Government advice is followed: 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. as well as for AGPs has been utilised for examples in best practice for putting on and taking off (donning and doffing).											

Biological	Suspected case of COVID-19	Staff and students	Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.	Response plan in place in the event of 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. If any students appear unwell or make comment or complain to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow the University and Government advice. Managers will follow the NHS Test and Trace workplace guidance: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance • The area will be cleaned in accordance with the specific Government guidance • Provision and monitoring of adequate supplies of cleaning materials are in place. • Teams briefed *via line mangers, team meetings and college newsletters* 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. • 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: o have coronavirus symptoms and are awaiting a test result o have tested positive for coronavirus o are a member of the same household as someone who has symptoms or has tested positive for coronavirus o have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace. 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	Yes	None	3	2	6	N/A		

Biological	Someone entering the workplace with COVID-19	Staff/ Students/ Contractors	Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.	Companies 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. 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	3	2	6	Yes	None	3	2		N/A		
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,	Individuals have been instructed and are regularly reminded to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 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 entrances to the building and in other areas where they will be seen. 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:	3	2	6	Yes	None	3	2	6	N/A		

			banisters, chair arms and floors.	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 has been undertaken, 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. Use of high touch items and equipment reduced as far as is practicable for business continuity Entry/exits points in place for personnel working in wet labs where applicable alternatives to touch-based security devices will be disabled Sharing of equipment is reduced where possible and cleaned / disinfected before and after use.											
			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.	Objects and surfaces that are touched regularly are cleaned frequently, such as door handles and keyboards, and making sure there are adequate disposal arrangements. Internal doors that **are not** signed as fire doors (unless held open with a mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles. Use of hot desks and spaces avoided and where not possible eg training facilities and study spaces, workstations are cleaned between different occupants including shared equipment. Training and instruction will be given so users know their responsibilities 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. All deliveries are to go to IBR Stores (Revised procedures for the management and use of the IBR stores are in place. Delivery drivers are not allowed beyond the lower deck. Pre-arranged collection slots will be available for those ordering goods from stores.) Everyone is encouraged to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared equipment etc before, after and during work. Mobile phones cannot be used in laboratories Staff and students have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.											

				Laboratory coat laundry will be undertaken in accordance with new guidelines and not removed from site by individuals Equipment such as goggles and visors should be washed on-site rather than by individual staff members at home. 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.											
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. The college has developed a number of activity specific guidance documents for common laboratory activities that will be available to all staff and students and support consistency across differing parts of the college eg guidance on the sanitisation of shared equipment All work related risk assessments have been reviewed and where PPE has been identified as a control measure then it should be used. The usage of PPE will be monitored to ensure suitable level of stock The taking of PPE home is not permitted. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements where needed. Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 in particular "speaking up" if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. Emergency Procedures reviewed and revised including: • **Communication**: people have been made aware that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe. • **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes.	3	2	6	Yes	Further specific guidance's will be developed and task specific risk assessments made as additional activity demands.	3	2	6	N/A		

				• **First Aid:** First aid needs assessment reviewed to take into account the impact of any Local or National Government requirements and any new Guidelines issued by the University or HSE, and first aid information including the location of first aid kits and first aider contact information up to date. • **Hygiene:** Washing facilities with soap/gel available (see Cleaning below). People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands. Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed to ensure measures are introduced to mitigate risk (for example, another area within the building or campus could have a critical role such as first aider that could cover as a temporary solution). Security implications of changes made to operations and practices in response to COVID-19 Local or National Government requirements, have been considered, Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to lockdown. Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 especially during any Local or National Government lockdowns in particular "speaking up" if they witness any unsafe behaviours, conditions or symptoms related to COVID-19.											
Environmental	Inbound & Outbound Goods including Post	Staff /students	Exposure to contact with an object that has been contaminated with COVID-19.	• All deliveries and post come into the building via IBR Stores which has local procedures in place • The exception to this is samples coming into CIS, which are collected from the Main Entrance by CIS staff having been notified by telephone that the samples are ready to be collected	2	3	6	Yes	Local Risk assessments in place	3	2	6	N/A		

Environmental	Virus transmission outside of the workplace	Staff /students	Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.	Designated entry and departure routes to and from the building with queue barriers and signage to warn all prior to entering this building social distancing is in place (keep 2m apart). There is signage advising staff to wash their hands regularly and not to touch their face. Marked safe routes in place through building providing guidance and encouraging social distancing, all hold open doors to be open, reducing touch where possible Building access control is used during busy spells in the building and for any Local or National Lockdown periods. This will be adjusted as the facility moves through the phasing and activity increases. Building access will be managed within the capacity constraints of the building and as guidance on social distancing and Covid Secure allow. Controlled access and egress is monitored through the access control swipe system to ensure it is followed.	3	2	**6**	Yes	Local Risk assessments in place	3	2	6	N/A		
Organisational	Travelling to work	Staff /students	Exposure to respiratory droplets carrying COVID-19.	Workers encouraged to avoid public transport where applicable and use alternatives e.g. cycling, walking to work etc. Where staff are unable 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	3	2	**6**	Yes	None	3	2	6	N/A		

				https://www.gov.uk/coronavirus https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx											
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. Disinfecting chemicals and wipes are 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. As per the Shared Equipment guidelines and Risk assessment.	3	2	**6**	Yes	None	3	2	6	N/A		
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. Ventilation systems will be maintained in line with planned and preventative maintenance schedules. 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', REHVA guidance, other industry and HSE guidance. https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm 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. CIBSE Covid-19 Ventilation Guidance https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ Ventilation systems are monitored in most cases by building management systems that will raise a fault alarm to Estates automatically. Building users are encouraged where possible to ensure windows are open.	3	2	**6**	Yes	None	3	2	6	N/A		

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.