GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

APPENDIX 1

RA-COVID19v1.3

Med-Physics-ALL-AREAS

Site: MAIN Campus Department: School of Physics & Astronomy/Medical Physics Building- PIC Labs + Metamaterials Labs+ Nuclear Physics Research Lab

Activity: Access to Campus- Medical Physics Building (*Affected Staff: Academic (11); Research Fellows (2); Technical Staff (5); PG’s (24); UG (); NHS Staff-(5), Cleaning Staff (x), Maintenance(x))*

Risk Assessor: Tendai Makuwatsine Date of Assessment: *18.09.2020 Updates: 06/01/2021* Date of Assessment Review: *December 2020; March 2021*

~~Academic~~/Managers Name: Tendai Makuwatsine ~~Academic~~/Managers Signature:

NOTE: This Risk Assessment allowed for further areas in the Medical Physics Building to be re-opened. An approved Risk Assessment [*Filename*: *Risk-Assessment-Form-Covid-19 v1.1 (Medical Physics (004) - PW addition)+TU15jun20+PIC-MetaMjul20* (RA-COVID19v.2 Med-Physics)] covers the building’s basement floor Cyclotron activities. This version of the risk assessment (Assessment Date: 06/01/21) covers ALL areas of the Medical Physics Building.

E - Employee / S – Student / V – Visitor / C – Contractor

| Hazards Identified | Persons at Risk(Numbers) | Control measures already in place | Grading of Risk with control measures in place(Severity x Likelihood) | Are these adequateYES / NO | What further action is necessary to control the risk? | Grading of Risk after further action(Severity x Likelihood) | To be completed by (date) | Responsible Person |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| E | S | V | C |  |  |  |  |  |  |  |
| **Contracting COVID-19** *Through inhaling other persons bodily fluids (Cough)**Through inhaling other persons bodily fluids (Sneeze)**Through contact of contaminated surfaces**Through touching work surfaces, tooling, components or fixtures that have been contaminated**COVID-19 can be spread from contact with contaminated hard surfaces. Touch points include work surfaces, work equipment, door handles, banisters, chair arms and floors* | X | X |  | X | Communication, guidance material has been developed which has been 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) 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*.* RISK ASSESSMENT IS SHARED WITH ALL USERS OF THE BUILDING AND AN ELECTRONIC COPY IS KEPT ON THE RESEARCH GROUPS’ SHARE DRIVESInternal communication channels, such as emails and University’s daily briefings will be used to regularly support employees in a fast-changing situation. Staff will be encouraged (as part of the induction) to keep themselves informed by checking/reading these communicationsMessage will be emphasised at local mandatory inductions. All attendees sign an attendance sheet indicating they will abide by the rules of the new way of working.Contractors will be engaged by the Building Manager and given an induction with the help of Estates ProjectsMaintenance and Cleaning staff will be advised of building access arrangements by the Building ManagerThe latest updates and FAQ’s can be found in the link below:<https://intranet.birmingham.ac.uk/staff/coronavirus/FAQs-for-staff.aspx?_ga=2.154554111.658012755.1590933731-2000903255.1557743166> 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)Staff to work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance.Staff should only attend on campus for those of their activities that they are unable to carry out at home Only essential work authorised and approved by the Government and University is permitted in University buildings. Number of staff will be limited to ensure compliance with social distancing and shift/rota patterns will be employed where necessary for each research group where occupancy thresholds for rooms will be exceeded**Message emphasised at local induction. All attendees signed an attendance sheet.** | 12SXL = 4X3 | Y |  |  |  |  |
| X | X |  |  | Reduce risk of infection / personal hygiene**,** all staff are instructed at **the local mandatory induction** to follow government guidelines regarding 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.Cover your cough, and to wash their hands frequently and practise good personal and workplace hygiene (washing hands regularly with soap and water for at least 20 seconds and use hand gel where possible). In accordance with the NHS Guidance:<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>Guidance will be briefed to all staff/students in the building at induction and message will be reinforced with signage posted all around the building in corridors and welfare facilities Posters of hand washing displayed in welfare facilities Hand sanitiser stations will be available at the entrance to the Building and at high risk areas within the building such as lobbies and corridor intersections To help reduce the spread of coronavirus (COVID-19) all inductees will be advised at the mandatory local induction to utilise the government guidance as given in the following link.<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>The message will be reinforced in team meetings within the individual research groups | 12SXL=4x3 |  |  |  |  |  |
| ***COVID-19****Through inhaling other persons bodily fluids (Cough)**Through inhaling other persons bodily fluids (Sneeze)**Through contact of contaminated surfaces**Through touching work surfaces, tooling, components or fixtures that have been contaminated**COVID-19 can be spread from contact with contaminated hard surfaces. Touch points include work surfaces, work equipment, door handles, banisters, chair arms and floors* | X | X |  |  | **Cleanliness of working areas**, a review has been carried out in each of the distinct research group facilities within Medical Physics Building, to try and keep surfaces clean and free of contamination in accordance to COVID-19 guidance. Everyone is briefed at team level (within each research group) on the importance of keeping surfaces and work equipment clean. Latest () government guidance is available on:<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> Cleaning products and disposable cloths are available to all occupants within their own individual group areas at the entrance to the main lab for each area. . Supplies can be replenished from Physics Stores (or other EPS Stores)* Everyone is instructed at local mandatory induction and also during team meetings to keep personal items clean, wash spectacles with soap and water, clean phones, keyboards and shared machinery handles etc. before after and during work.
* Sharing of equipment and work stations has been restricted where possible
* There is a ‘clear your 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.

Workstations/seating is arranged with employees not facing each other but sitting or side by side. * The approach to cleaning during this time has been upgraded by Cleaning services and individuals in their respective areas; this includes additional wiping down using anti-bacterial products of individual labs door handles, equipment, desk tops etc. by the occupants/users of the labs

Cleaning Services are part of the University-wide COVID-19 response plan and we have a Service Level Agreement for the area and will clean all the communal areas of the building such as corridors/ toilets/ banisters, etc.Supplies of cleaning products will be augmented and supplies will be made available from Physics Stores (or other EPS Stores). The Sch Building Manager will coordinate monitoring of the stock levels with Stores personnel.  | 12SXL=4x3 | Y |  |  |  |  |
| **COVID-19**Through inhaling other persons bodily fluids (Cough)Through inhaling other persons bodily fluids (Sneeze)Through contact of contaminated surfacesThrough touching work surfaces, tooling, components or fixtures that have been contaminated*COVID-19 can be spread from contact with contaminated hard surfaces. Touch points include work surfaces, work equipment, door handles, banisters, chair arms and floors* | X | X |  | X | * **Social distancing** to apply social distances guidelines:

On the outside / approach to the building there is signage to warn ALL prior to entering this building social distancing is in place, practise hand hygiene and wear face coverings in communal areasThere is signage in corridors and all welfare areas advising staff to wash their hands regularly and not to touch their face.Areas of work to be marked out with floor tape/signs to ensure adequate social distancing is in place and make clear the 2-way system is in action. Occupancy threshold for rooms will be clearly marked on each door. PIC require access to B04 and a full and sufficient supplementary risk assessment that covers the movement of Tracers between B04 and LG04 and ensures social distancing compliance has been compiled. Furthermore the protocol for carrying out radiation experiments 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*** Using a rota system managed by the PI for each group (or their nominated designate)ALL staff will be allowed in to Medical Physics Building to carry out experimental work whilst ensuring social distance compliance. All theory and desktop work can be carried out at home using the new University recommended approach of blended model of working.
* Lone working and out of hours working in the building is covered under the existing buildings lone working out of hours policy; a lone working out of hours risk assessment will be completed and signed off by the PI before work commences if the work rota devised means an extension to the working day hours.
* The set-up in the building is such that each research group has its main activities confined to its own floor of the building. Interactions between personnel in different groups should be strictly confined to an absolute minimum.
* Meetings will be conducted online where large groupings are involved and social distancing is not possible.

 Social gathering amongst employees are not permitted whilst at work including  group meetings where alternative  arrangements have been provided  e.g., virtual meetings.* The laboratories have headcount capacities set to ensure social distance standards will be achieved and the capacity for each room is displayed on the respective door.

 Common facility areas/welfare areas etc.  (e.g. toilets have a set capacity limit of  one (1) and the kitchen a set capacity of  one (1) at a time, the relevant signage indicating threshold capacity is posted on the door in each instance * Kitchen area have been assessed in the Meta-Materials Area for taking hot food or drinks and 1-in-1-out policy will operate when using the kitchen. 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 **is** displayed. Drinking water fountains have been serviced (9.09.2020). Alcohol wipes have been provided for users to wipe common touch points before and after use of the fountain.
* Social gatherings amongst employees are not permitted whilst at work, including group meetings, alternative arrangements have been provided e.g. virtual meetings.
* Already each group has its own welfare area and have traditionally not shared welfare spaces.
* In accordance with UK government guidance all employees that can work from home will be working from home.

 Only essential work authorised and approved by the Government and  University is permitted in University  buildings. Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc. Where staff have 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
 | 8SXL=4x2 | Y | . |  |  |  |
| X | X |  |  | Review: "At risk" and vulnerable persons to be reviewed by Heads of Research groups or PI’s on an ongoing basis with instruction to self-isolate in line with government guidelines applicable. Those at risk are already known to their line managers and contact has already been made for assessment. ALL returnees will have the message emphasised at the local mandatory induction and the message repeated at group/ team briefingsSee links below for further guidance.<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19><https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>Work in close proximity (within 2m), to identify activities that are necessary and can only be performed by 2 or more people operating within a 2m distance: In each case the task specific risk assessment has been reviewed by the PI’s and shared within the respective Groups. 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.PPE consisting of face masks and/or a clear visor that covers the face, and provides a barrier between the wearer and others, provided for staff 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). Re-usable visors are cleaned and sanitised regularly using normal cleaning products.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. | 9SXL=3x3 | Y |  |  |  |  |
| **COVID-19**Through inhaling other persons bodily fluids (Cough)Through inhaling other persons bodily fluids (Sneeze)Through contact of contaminated surfacesThrough touching work surfaces, tooling, components or fixtures that have been contaminated*COVID-19 can be spread from contact with contaminated hard surfaces. Touch points include work surfaces, work equipment, door handles, banisters, chair arms and floors* | X | X |  |  | COVID-19 cleaning products, chemicals are not to be used unless a current/valid chemical risk assessment is in place and are to be used in accordance with all prescribed risk controls and monitoring requirements, they are also stored such that they are readily available to all users within the individual research areas and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). - All risk assessments (including for cleaning products used within the research group area) are kept in the local Safety Folder for each Group.  | 6SXL=3x2 | Y |  |  |  |  |
| X | X |  |  | PPE, guidance material has been developed to help inform any PPE related risk assessment that may need reviewing (<https://intranet.birmingham.ac.uk/hr/wellbeing/worksafe/topics/ppe.aspx> ) Usage will be monitored by PI’s for each lab/experiment in consultation with the School H&S Coordinator to ensure suitable level of stock of certain PPE such as gloves, during this time due to global shortages.Disposable PPE is used whenever available. Dust-coats should continue to be cleaned by the Contractor as before. ALL items returned from cleaning should be ‘quarantined’ for 72 hours before use.  | 4SXL=2x2 | Y |  |  |  |  |
| X | X |  |  | Supervision, management perform weekly reviews by performing a walk round the building since the situation is fast evolving - to ensure suitable & enough level of operational supervision is achieved throughout the COVID-19 pandemic. Managers/supervisors, as part of supervision ensure control measures identified from COVID-19 risk assessments are adhered to with action taken if necessary. Each research group PI has overall responsibility for his/her group.  | 6SXL=3x2 | Y |  |  |  |  |
| X | X |  |  | Safety critical roles shall remain in place to aid safe operation, a safety critical roles checklist has been done and it is the responsibility of the Building Manager (in consultation with the Heads of Research Groups in Medical Physics Building to perform this check weekly or whenever the rota changes occur. In the event of safety critical roles not being available then a dynamic risk assessment by the Building |Manager in consultation with the PI’s in Medical Physics Building 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 Service personnel are first aid trained and two (2) of their vans carry defibrillators. Contact details for accessing these services as well as the Emergency Services are on the First Aid Notices. | 12SXL=4x3 | Y | Management will liaise with colleagues from adjacent buildings for cover for if the coming week makes it a requirement.  |  | AS REQUIRED | TM |
| X | X |  |  | Competence, task competency does comply with the University Policies especially in the event of new tasks being trained to employees in order to resolve absence challenges. Stand-in cover is provided for in the rota schedules for each research group. | 9SXL=3x3 | Y |  |  |  |  |
| **COVID-19**Through inhaling other persons bodily fluids (Cough)Through inhaling other persons bodily fluids (Sneeze)Through contact of contaminated surfacesThrough touching work surfaces, tooling, components or fixtures that have been contaminated*COVID-19 can be spread from contact with contaminated hard surfaces. Touch points include work surfaces, work equipment, door handles, banisters, chair arms and floors* | X | X |  |  | Vulnerable groups, University guidelines are followed by Heads of Research/PI’s/Managers for applicable employees who need to self-isolate or shield irrespective of whether home working is possible. | 1SXL=1x1 | Y |  |  |  |  |
| X | X | X |  | Large gatherings, in order to reduce the transmission risks, large gatherings have been cancelled or postponed and alternative IT solutions such as video conferencing are now in use. The University has further invested in platforms such as Zoom/TEAMS to facilitate such activities (Critical Training courses may still be performed where practical and when following the Covid-19 guidance | 2SXL=2x1 | Y |  |  |  |  |
| X | X |  |  | Mental wellbeing of all employees has been considered during COVID-19. Support from Workplace Wellbeing Services is encouraged through email postings by the School H&S Coordinator. Mindfulness and Resilience courses are recent examples advertised to staff | 9SXL=3x3 | Y |  |  |  |  |
| X | X | X | X | Transportation: loading/unloading of goods and products. Suitable controls such as ensuring loading/off-loading is a single person task to maintain social distancing and that during the loading/unloading exercise the area is cordoned off have been implemented to ensure safe transition of goods and application of social distancing requirements in-line with provided guidance. Specific access to the building is designated for deliveries and collections. Main access to the building is via the MAIN ENTRANCE.  | 9SXL=3x3 | Y |  |  |  |  |
| X | X |  |  | Life-saving rules: 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. Staff will be reminded at the mandatory induction that the Accident/Incident Form is available for use if one wishes to raise an official concern | 9SXL=3x3 | Y |  |  |  |  |
| X | X | X | X | Emergency preparedness, in an emergency evacuation scenario, staff have been made aware during induction and message will be repeated in team meetings that in an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe~~,~~ fire wardens have been briefed on this. The reduced numbers onsite and location of Assembly Point allows for 2m distancing to be maintained when evacuation is completed. The Medical Physics Building is a low occupancy building and the capacity is further reduced by ensuring all those who can work from home do so.In the event of an illness to a member of the operational staff, cover is provided from within each Research Group (acting cover as fire usher, for e.g. in the case of a fire emergency) A rapid shutdown of each of the operations in the building (Cyclotron, Positron Imaging Centre, Metamaterials Research), if that becomes necessary, can be achieved within a full day.The Business Continuity plan has been reviewed and updated to account for COVID-19 implications  | 9SXL=3x3 | Y |  |  |  |  |
| X | X |  |  | * Staff members will be reminded regularly by email from the School H&S Coordinator of the Government’s Guidance: <https://www.gov.uk/coronavirus>.
* If any member of staff is displaying symptoms (fever/ new continuous cough) they must inform their line manager and report and not attend work for 14 days after they first started to display symptoms. Line managers are required to record any absences in accordance with the University guidance.
* Symptoms: If any staff’s household member is displaying symptoms, the member of staff must inform their line manager and not attend work for 14 days after the first display of symptoms.
* Self-isolation: Staff will be informed to self-isolate in line with government guidelines if they have a person living in the same household or if they’ve been in contact with someone displaying COVID-19 symptoms or have tested positive for coronavirus or have received notification to self-isolate from NHS test and trace.
* Line managers: In discussions with their staff (using online platforms such as Zoom/Skype/TEAMS or alternatively via email and also during their online 1-to-1 meetings) and using govt. guidance, line managers identify those considered ‘at risk’, e.g., 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. Protections include asking them to work from home.
* Tracing app: Staff to be encouraged by the School H&S Coordinator to download the government COVID 19 contract tracing app when it becomes available.
* All Research Groups will have a brief in their team meetings on actions to be taken in the event of someone being suspected of having COVID-19. The available University Guidance should be applied in the event of such a case. The University FAQs pages will provide quick guidance/advice

<https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>The availability of this information will form part of the instruction provided at the local mandatory induction.* Regular contact: Line managers will maintain regular contact with their staff members during this time 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>.
 | 8SXL= 4x2 | Y |  |  |  |  |
| X | X | X | X | * Outbreaks: 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 School H&S Coordinator (in consultation with the Head of School) will immediately inform Safety Services and 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.
 | 12SXL= 4x3 | Y |  |  |  |  |
| Hazards: Presence of pathogensCleaning offices and public spaces where there are suspected or confirmed cases of COVID-19 |  |  |  |  | If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance with the University guidance. Managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>.It is expected University level departments such as Safety Services and Estates will become involved on being informed by the School H&S Coordinator/Head Of School of Physics Cleaning Services will come in and 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:* 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 the end of 72 hours.
* Disposable gloves, masks and aprons will be worn for cleaning. These will be double bagged, then stored securely in an allocated for 72 hours then thrown away in the regular rubbish after cleaning is finished.
* Once a person becomes 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 daily meeting 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.
 | 4SXL = 4x2 | Y |  |  |  |  |
| Hazards: Presence of pathogensEmergency Scenarios | X | X | X | X | * First Aiders: Guidance/additional PPE has been provided by OH through the School H&S Coordinator to First Aiders (PPE has also been supplied by OH), the PPE should include: gloves, marks apron and face shield.
* Fire wardens and Fire ushers. –the existing procedures and routes of escape for responding to a fire emergency are adequate and will remain. There are no existing PEEP’s for the current group of prospective returnees

See it/Say it: Staff have been **encouraged at mandatory induction and in team briefings to “speak up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. Staff will be advised at both platforms to utilise the accident/incident form (and procedure) to raise formal concerns** | 8SXL = 4x2 | Y |  |  |  |  |
| Hazards: Unfamiliar work circumstancesContinuing activities with lean team or loss of key personnelPersons who continue working onsite could be impacted adversely by excessive demands, lack of supervision, lack of key H&S roles | X | X |  |  | * Review of RA: All existing risk assessment have been reviewed and revised to reflect ensure COVID-19 compliance and communicated (where there’s been amendments, e.g. movement of tracers between Hot Lab and PIC Lab) as part of this process.
* Supervision: will ensure control measures identified from Principal Investigator’s COVID-19 related risk assessments are adhered to with discipline action by the PI or management taken if necessary.
* Home working: Those working from home are available via phone/Skype/Zoom/Teams.
* Planning to take into account availability of personnel. Compliance with standard protocols on competent persons only policy on process equipment. Experimental set-ups are only understood by their users and those with the experimental group, so absence cover falls within the PI’s remit.
* **Wearing of PPE** Normal Equipment Risk Assessments still apply, and where activities require the use of PPE (such as laser gloves) this should be provided on an individual basis. Storage of PPE such as Laser goggles is available in individual bags and clearly marked

**Individuals** to maintain their own equipment in a sterile condition. Additional PPE has been purchased. PPE should not be taken home. | 8SXL = 4x2 | Y |  |  |  |  |
| Psychological well beingAnxiety and stress caused by concerns around returning to work and studies on Campus | X | X |  |  | **Communications:** Communication is in place (individual and group) via group/team meetings, one to one meetings, University’s daily briefing emails, and University FAQ’s updates to ensure staff and students are not ill-informed about returning to work safely.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 Communications) and shared with staff via team meetings, one to one meetings, School emails and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).New workplace/controls as outlined above which are required to be 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 PIs. 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).

Risk assessment shared with staff and an electronic copy is available on Groups’ shared drives 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.  | 6SXL = 3x2 | Y |  |  |  |  |
| **Psychological well being**Hazard: Anxiety and stress caused by concerns around returning to work and studies on Campus | X | X |  |  | Managers/PI’s/Heads of Research Groups hold regular informal discussions with their team and look at ways to reduce causes of stress as part of their team briefings, 1-to-1’s. Concerns on workload issues or support needs are escalated to line manager directly in team meetings or 1-to-1’s or by email if no meeting is due imminentlyEmployees 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>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>Reminder information on current courses on offer from OH is circulated by the School H&S Coordinator to everyone in the School.  | 9SXL= 3x3 | Y |  |  |  |  |
| **COVID-19****Environmental****Hazards: Virus transmission in the workplace due to lack of social distancing in Building lift and stairwells** | X | X | X | X | The building lift will be used for moving heavy items and for those with difficulty using stairs. The occupancy threshold capacity for the lift has been set to one (except for reasons, such as disabled person with a carer). None of the prospective returnees are in this category and we currently do not have persons with PEEPS. No visitors into the building are expected until campus access restrictions have further eased Social distancing is marked on the corridor floor and **stairwells to indicate the 2-way systems in place. Social distancing is also marked on the floor and on the doors** prior to entry to the WCs (toilets). **Toilet** facilities **in the building should be used in a way that ensures 2m social distancing (or 1m+ with face coverings)**. Face should be worn in all communal areas of the Medical Physics Building. 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. **Hand washing signage is posted on the toilet doors and inside the toilets by the sink.**All corridors are :* Marked in areas to ensure social distancing is adhered to (lines on floor 2m apart).
* 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 distancingInformation provided and signs displayed informing people to use the stairwells rather than lifts unless they difficulty using the stairs. **Stairwells are 2-way and should be used by one person at a time. Users should sound their presence before going up/down the stairwell. Appropriate signage to this effect is posted at all entries to stairwells with reminders posted in the stairwell.** The maximum occupancy of the lift has been reduced to **one (1)** and social distance marked on the floor **prior to entry to the lift for those waiting to use the lift.** Users are encouraged to stand side by side or back to back **if waiting to use the lift**. Once users have left the lift posters are displayed **on the corridor walls** 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. **The Research Groups in Medical Physics building that require this service already have a key to control the lift and stop any other access to the lift when carrying out this operation**Additional signage in stairwells reminding staff about social distancing.Wash hand / use hand sanitiser on exit from stairwell.**All this information is part of the instruction given by Dr Tzany Wheldon at the mandatory local induction for the Medical Physics Building**Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings. **Meetings will be conducted online using Zoom/Skype platforms. Where it is important to hold in-person meetings face coverings should be worn and social distancing should be 1m+.** | 9SXL= 3x3 | Y |  |  |  |  |
| **Mechanical (Machinery & Equipment)****Hazards: Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.** | X | X |  |  | A service level agreement with Cleaning Services is in place for the communal areas and corridors, but door handles to individual lab areas in the Medical Physics building will be cleaned by the users of the area. Equipment surfaces that are touched regularly will be frequently cleaned and disinfected particularly before and after use each time. Users will also be responsible for the cleaning of their work surfaces and equipment 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.Cleaning materials (chemicals, cloths, etc.) will be available in the main lab for each research group | 6SXL=3x2 | Y |  |  |  |  |
| **Environmental (Ventilation)****Hazards: Exposure to respiratory droplets carrying COVID-19.** | X | X |  |  | 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. | 6SXL=3x2 | Y |  |  |  |  |
| **Organisational (Travelling to/from work)****Hazards: Exposure to respiratory droplets carrying COVID-19.** | X | X |  |  | Sufficient parking restrictions to maintain social distancing measures in place.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> | 9SXL= 3x3 | Y |  |  |  |  |
| **Inbound/Outbound Goods (Including post)****Hazards: Exposure to contact with an object that has been contaminated with COVID-19.** | X | X | X |  | Logistics for the deliveries to the building so that social distancing can be maintained at all times has been considered and include: * Post and parcels can now be collected from Physics Stores (Physics West). Medical Physics building users should contact Physics Stores (p.r.liddington@bham.ac.uk or Ext 44555) to make arrangements to visit Physics Stores. Physics Stores is operating on an occupancy threshold to ensure social distancing.
* 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.
* 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 72 hours. | 6SXL= 3x2 | Y |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood score**  | **1**  | **2**  | **3**  | **4**  | **5**  |
| **Frequency** | **Rare**  | **Unlikely**  | **Possible**  | **Likely**  | **Almost certain**  |
| **Broad descriptor**  | This will probably never happen/occur | Do not expect it to happen/occur but it is possible it may do so | Might happen or occur occasionally | Will probably happen/occur but it is not a persisting issue | Will undoubtedly happen/occur, possibly frequently |
| **Time-framed descriptor** | Not expected to occurfor years | Expected to occurat least annually | Expected to occur atleast 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.