GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Site | **Metchley 3G & Grass pitches ( rugby & football)**  **(Tennis Courts were opened alongside S&F)** | **Department** | **University of Birmingham Sport** | | **Version / Ref No.** | **3** |
| **Activity Location** | **Pritchatts Park Village ( 3G) and Metchley Lane site** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **University of Birmingham Sports clubs and Community clubs with season long hire of facilities**  **Football/ Rugby/Lacrosse**  **Numbers determined by a combination of a) space hired, b)activity social distancing guidelines advised by sport’s national governing body c) UoB Social distancing guidelines** | | | |
| **Assessor** | **Steve Harris- UBS&F H&S Officer** | **Assessment Date** | **13/8/20** | **Date of Assessment Review** | **10/9/20** | |
| **Academic / Manager Name** | **Zena Wooldridge- Director of Sport** | **Academic / Manager Signature** |  | | | |

| Hazard Assessment | | | | Control Assessment | | | | | | | | | Actions | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?  Staff  Students  Contractors  Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | | | Are these adequate?  Yes/No | Changes to/ Additional Controls | Residual Risk Rating | | | Owner | Due  Date | Action Complete |
| S | L | R | S | L | R |
| Organisational | Psychological well being | Staff, Students | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via team meeting, one to one meetings, via zoom, skpe.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 Comms) and shared with staff via team meeting, one to one meetings, health and safety committees/forums using zoom and Skype as well as staff dedicated information of the UBS&F staff information website ([here](https://sportandfitness.bham.ac.uk/staffstaysafe/))( password - ubsfstaysafe and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Risk assessment shared with staff and an electronic copy is available on the UBS&F post covid-19 building related risk assessment [here](file:///N:\UBSport\TRANX\COVID%20RE-OPENING%20PLANNING\MASTER%20PLAN\3%20FACILITY%20RISK%20ASSESSMENTS\BBSP)  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 Team Briefings. 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**](file:///N:\UBSport\TRANX\COVID%20RE-OPENING%20PLANNING\MASTER%20PLAN\3%20FACILITY%20RISK%20ASSESSMENTS\Bournbrook)**)**   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 return to work induction programme ( via zoom 27th -29th July inc, 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> | 3 | 3 | 9 | Y |  |  |  |  |  |  |  |
| Organisational | Psychological well being | Staff,  Students | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussion;   1. Social Distanced Start & end of shift briefings. 2. Remote meeting   Concerns on workload issues or support needs are escalated to line manager   1. By weekly catch-ups 2. Weekly Heads of Dept meetings (HOD)   Staff who are in clinically vulnerable groups themselves and identified to be considered in ‘at risk’ groups are encouraged by line managers to discuss their support needs to ensure additional measures are put in place to protect them including working from home.  Staff who are in the clinically extremely vulnerable group may be at high risk of serious illness if they catch coronavirus (COVID-19) must discuss their support needs with their line manager to ensure a specific individual risk assessment is carried out and additional measures are put in place to protect them including continuing to work from home.  <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, who maybe programmed to clean facilities around bookings have been reviewed and revised to reflect new working arrangements. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage.  Employees invited to return back to work on Campus who have concerns have discussed these with their line manager or supervisor using the University’s Covid-19 Return to Campus Discussion Form and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  Employees are made aware of support mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>  This link is for students:  <https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx> | 3 | 3 | 9 | Y |  |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Staff  Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Metchley 3G & Metchley Pavilion Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff continue to work remotely where possible.  Managers ensure staff with any form of illness does not attend work until the illness has been verified as not being Covid-19.  Managers keep track of when staff can return to work after the symptom free period.  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) have received a building specific induction including information and on site induction.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., UoB Maintenance Planned Preventative Maintenance works (PPM’s). UoB Maintenance- reactive works. UBS&FPPM’s.  Building won’t be open for changing rooms. Initially only externally accessed toilets will be opened.  These toilets will be cleaned by UBS&F staff during programmed cleaning sessions in-between bookable sessions | 3 | 3 | 9 | 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. | Workplace routines changed to ensure room/building capacity calculated to maintain social distancing is not exceeded including:   * Staff to open pitches and externally accessed toilets 30mins prior to first booking. * Staff hours staggered to enable them to spend time at Metchley sites as scheduled. Same person cleans Metchley sites that shift. * Staff have defined tasks * Arrival and departure times at work have been staggered to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. * Staff have been separated into teams to reduce contact between employees.   2 x teams per day. Early & Late. Appointed staff from each will clean Metchley Pavilion and 3G Pitch each day, thus reducing the team by one but increasing social distancing.   * Bookings will only be taken for National Governing Body affiliated Clubs and clubs who have provided the appropriate post Covid-19 risk assessment and undergone UBS&F post covid Designated Persons training * Job and location rotation reduced by having one designated person cleaning Metchley Pavilion and Metchley 3G per shift   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 is kept for 21 days.  Staff will be able to be track & traced by appointing them to clean Metchley each day.  Hiring groups will have to have registration processes in place as a pre-requisite of booking  Procedure in place for dealing with instance of unexpected employee, identified through not being included on the Department approved list and not wearing the authorised lanyard) 3rd party arrival e.g. Refused entry until they have completed return to campus training and managers can evidence said training.  1st day back at work staff have to register their staff card on UBS&F track & trace system. This process involves a recap of staff responsibilities for   1. Social Distancing 2. Personal Hygiene. 3. Cleaning responsibilities 4. Emergency procedures for accidents & evacuations   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: Metchley 3G & Pavilion 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)).  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 and visual aids, such as floor strips, signage are used for maintaining social distancing throughout the building/workplace.  Staff activities are segregated to promote the social distancing rules including:   * 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. * Staff will take a break at Sport & Fitness where separate areas for Lifeguards, Cleaners, Receptionists, Gymstaff have been created in the meeting rooms. Staggered breaks to minimise use of the one hot & cold tap available in the staff room * Additional signage for the correct method for handwashing displayed in the toilets All drinking water fountains have been taken out of use * Social distancing is marked on the exterior entrance to the toilets and within the toilet area. * Smaller facilities has a one out one in policy. Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition.   Clear method of socially distancing of staff and visitors in changing areas defined and implemented including:   * Social distancing in waiting and reception areas * Electronic visitor management system in place.   Visits by contractors managed through UBS&F Maintenance Coordinator and/or Health & Safety officer alongside Estates maintenance & Technical Officers.  All corridors in Metchley Pavilion ( adjacent to the Bournbrook pitches are :   * Marked in areas to ensure social distancing is adhered to (lines on floor). * Have a one way system around the building. * Corridors that are over 2 m wide have a two way system of use, people using the corridor must stay to their left.   Metchley 3G has separate changing porta cabins. NO one way system can be put in place  Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings either zoom or skype. Staff briefing done in larger areas that enable social distancing (poolside, rear of COSTA, Gym balcony- all briefing in Sport & Fitness.  Large gatherings have been cancelled or postponed or alternative IT solutions provided such as zoom, skype meetings.  Large gatherings including events in public outdoor spaces that are organised by the University that are unable to be provided by alternative IT solutions are only permitted with reasonable steps to mitigate the risk of transmission and in line with COVID-19 Secure guidance including the completion of a specific risk assessment.  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>  **For this facility this would be Football, Hockey, rugby, netball fixtures as part of league tournament.**  **No recreational bookings are being taken**  Managers perform frequent evaluation against social distances controls. H&S Officer and Club Development Officers will Carry out spot-checks on all hiring clubs for their 1st sessions and agree reasonable adjustments based on observations if required.  Staff are reminded through start of shift briefingson 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. Hiring groups have to add this into their risk assessment as a control UBS&F require them to do  Where the social distancing guidelines cannot be followed in full in relation to a particular activity, football, netball, rugby, hockey, lacrosseconsideration 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 with signage around facilities stating this and access to toilets before during and after their booking * Keeping the activity time involved as short as possible. ( up to 2hrs for matches and training) * Hygiene guidance given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands. Signage pitchside explaining this   Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, goggles) the correct donning/doffing of PPE and face fit testing. Government advice is followed:  <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  PHE quick guides for correct donning and doffing of PPE for [non-AGPs.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures). 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).  Face coverings are not PPE and are not required to be worn in the workplace. However where people choose to wear them managers support them.  UBS&F staff have done training on the above specific to cleaning tasks. | 3 | 3 | 9 |  |  |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | Staff,  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 a confirmed or suspected case of COVID-19 and communicated and includes:   * If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. Managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * The area will be cleaned in accordance with the specific Government [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) and includes:   + Cleaning an area with validated disinfectants after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people   + Where possible the area will be closed and secure for 72 hours, before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours   + Disposable gloves, masks and aprons will be worn for cleaning. These will be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished   + Once symptomatic, all surfaces that the person has come into contact with will be cleaned with validated disinfectants (including touchpoints)   Cleaning supplies are stored in the facilities offices. Provision and monitoring of adequate supplies of cleaning materials are in place  Team briefed as part of the post covid-19 return to work briefings 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 Outbreak Management 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:   + 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 | 3 | 9 | Y |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Staff,  Customers | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | UoB approved contractors 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. These are held by UoB Estates Maintenance office. Contractors UBS&F bring in, all similar documents go to Estates Maintenance Officers for Sport  Services are working with the University’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.  Any hiring groups visiting the site will be responsible for informing their participants, 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 | 3 | 9 | Y |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Staff,  Customers | 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 and are regularly reminded ***at start/end of shift team briefings***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.  Signage located on entrance to pitches reminding users of cleaning guidance. Access to welfare facilities ( toilets only) adjacent to the pitches  Staff have been informed to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.  Customers 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:  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  UBS&F will provide local guidance on facility use which is referenced in their post covid-19 facility risk assessment submitted as a condition of hire  Staff are reminded of hygiene guidelines at start and end of shift briefings*.* On the importance of keeping surfaces and work equipment clean.  Sharing of equipment is restricted to the Guidelines set by the Sports National Governing Bodies. Hiring groups will be responsible for cleaning their equipment. UBS&F will not hire/lend equipment to hiring clubs  Objects and surfaces that are touched regularly are cleaned frequently by UBS&F trained staff as programmed around bookings and cleaning slots UoB Cleaning Services recommended cleaning products, 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.  Office space will not be staffed initially as changing rooms are closed. External toilets will be periodically cleaned at programmed cleaning times by trained UBS&F staff programmed in around bookings and cleaning slots  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.  Non-business deliveries stopped, for example, personal deliveries to workers.  Everyone is encouraged at start of shift briefingsto keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared machinery handles etc. before after and during work.  Staff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc. All breaks are taken in Sport & Fitness at designated staff space in the meeting rooms.  More storage for workers provided for clothes and bags e.g. lockers staff encouraged to use them. These are in Sport & Fitness, staff will walk to the facilities in uniform, dependent on bookings.  Monitoring and supervision arrangementshave been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc. These will be monitored by Duty Managers on shift and spot –checks by the Health & Safety Officer.  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. Chemicals are stored in the facility offices 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. | 3 | 3 | 9 | Y |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | Staff,  Customers | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures.  PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks etc. during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted.  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware as part of their return to work onsite training ( 28th July -7th August) 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. All staff and customers who declared a disability pre lockdown have been asked to contact UBS&F H&S Officer to review their PEEP as part of their returning to use facilities. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. * **First Aid:** First aid needs assessment reviewed to take into account any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date. * **Hygiene:** Washing facilities with soap/gel available. 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 UBS&F Health & Safety Officerto 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, have been considered, mitigations have been introduced for any new or altered security risks.  Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to national or local lockdown.  Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | 3 | 3 | 9 | Y |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff,  Customers | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place.  There is signage advising staff to wash their hands regularly and not to touch their face.  Changing rooms will not be open | 3 | 2 | 6 |  |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff,  Customers | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided.  Additional facilities such as bike-racks are provided to help people walk, run or cycle to work where possible.  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>  Staff advised to stagger start and finish times if using public transport and to avoid public transport if at all possible. | 3 | 2 | 6 | Y |  |  |  |  |  |  |  |
| Organisational | Driving at work | Staff,  Customers | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Non-essential travel is minimised – remote options considered first.  Staff will be programmed to clean facilities at designated cleaning times. They have the option to use their own car, with UBS&F providing appropriate cleaning materials. Staff can walk to site if they wish. Adequate time will be programmed in | 3 | 1 | 3 | Y |  |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | Staff,  Customers | 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 by trained UBS&F staff programmed to this facility dependent on  Bookings and cleaning slots.  All goalposts/nets will be sterilised prior to first use.  Customers Guidelines will include not touching equipment if possible.  Staff will clean down equipment in cleaning times ( football, lacrosse nets/goals | 3 | 2 | 6 | Y |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff,  Customers | 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 where possible to ensure windows are open. | 3 | 3 | 9 | Y |  |  |  |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

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

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

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

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

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

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

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

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