## GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

<table>
<thead>
<tr>
<th>Site</th>
<th>Department</th>
<th>TAMU</th>
<th>Version / Ref No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murray Learning Centre (clusters and teaching rooms, open areas on LG and UG but excluding 1st and 2nd floors)</td>
<td></td>
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<td>10</td>
</tr>
</tbody>
</table>

### Activity Location
Student Lecture Theatres and Seminar Rooms and Study Space

### Activity Description
Up to 15 staff at any one time (mostly lecturers in teaching rooms). Up to 400 students. Floors 1 and 2 are owned by MDS and a separate RA applies

### Assessor
Matt Carroll

### Assessment Date
9th April 2021

### Date of Assessment Review
1st June 2021

### Academic / Manager Name
Gareth Rainford

### Academic / Manager Signature

<table>
<thead>
<tr>
<th>Hazard Assessment</th>
<th>Control Assessment</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hazard Category</strong></td>
<td><strong>Hazards Identified</strong></td>
<td><strong>Who might be harmed?</strong></td>
</tr>
</tbody>
</table>
| **Organisational** | Psychological well being | Staff / Students | Anxiety and stress caused by concerns around returning to work and studies on Campus | The building has one member of dedicated staff who works from 18:00 – 01:00. All communication is by email or phone. Meetings are held regularly to ensure he is not ill-informed about safety in the workplace. 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 daily team briefings, regular email bulletins, 121 meetings and the University’s Coronavirus FAQs [click here](#): Risk assessment shared with staff and stored on the LRAT&TAMU shared Teams site, and on the University website. 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 University Guidance. 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. | 4 | 1 | 4 | Yes | | | | | | | |
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.

The member of staff has been made aware of these sources of guidance:
- [https://www.hse.gov.uk/stress/](https://www.hse.gov.uk/stress/)
- [https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx](https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx)

Managers hold regular informal discussions with the staff member and look at ways to reduce causes of stress.

Concerns on workload issues or support needs are escalated to line manager.

Staff who were previously advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) not to work on campus, have had arrangements made to ensure they do not return to working on campus until such time as advised by Occupational Health.

Staff who are in the [clinically extremely vulnerable group](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx) (i.e. those previously advised to shield), have had arrangements made to work from home, where possible, for the duration of the roadmap as per the Government advice. Where this is not possible, managers have discussed possible options with the individuals regarding working on campus. Prior to working on campus, staff in this category have been referred to Occupational Health for review using the specific Covid-19 Occupational Health referral form is available [here](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx).

Staff who are clinically vulnerable (any of the conditions detailed on the Government’s guidance page, available [here](https://www.gov.uk/coronavirus-working-in-reasonable-arrangements)) have discussed their working arrangements and the requirement for on campus presence, with their line manager to consider how they can continue to work safely including working from home. Where people cannot work from home previous returning to working on campus assessments undertaken in Autumn 2020 have been reviewed to ensure that no significant factors have changed in the intervening period. If there have been any changes then a new review has been undertaken. If there have been no significant change in factors, the previous assessment and any prior mitigating actions agreed (where they are still relevant) have been applied.

| Organisational Psychological well being | Staff Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions with the staff member and look at ways to reduce causes of stress. Concerns on workload issues or support needs are escalated to line manager. Staff who were previously advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) not to work on campus, have had arrangements made to ensure they do not return to working on campus until such time as advised by Occupational Health. Staff who are in the clinically extremely vulnerable group (i.e. those previously advised to shield), have had arrangements made to work from home, where possible, for the duration of the roadmap as per the Government advice. Where this is not possible, managers have discussed possible options with the individuals regarding working on campus. Prior to working on campus, staff in this category have been referred to Occupational Health for review using the specific Covid-19 Occupational Health referral form is available [here](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx). Staff who are clinically vulnerable (any of the conditions detailed on the Government’s guidance page, available [here](https://www.gov.uk/coronavirus-working-in-reasonable-arrangements)) have discussed their working arrangements and the requirement for on campus presence, with their line manager to consider how they can continue to work safely including working from home. Where people cannot work from home previous returning to working on campus assessments undertaken in Autumn 2020 have been reviewed to ensure that no significant factors have changed in the intervening period. If there have been any changes then a new review has been undertaken. If there have been no significant change in factors, the previous assessment and any prior mitigating actions agreed (where they are still relevant) have been applied. | 4 | 1 | 4 | Yes |
Existing risk assessments including those for new or expectant mothers reviewed and revised to reflect new working arrangements. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage.

Employees invited to return back to work on Campus who have concerns about either continuing to work on Campus or working from home/remote have discussed these with their line manager or supervisor either using the University’s Covid-19 Return to Campus Discussion Form or an alternative method whereby concerns have been formally recorded and where necessary an occupational health referral has been made using a standard Management Referral available via the HR Portal.

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. (Note – currently there no PEEPs in operation)

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

<table>
<thead>
<tr>
<th>Biological</th>
<th>Virus transmission in the workplace</th>
<th>Staff / Students</th>
<th>Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.</th>
<th>Social distancing: A Murray Learning Centre checklist has been completed to identify the control measures to consider reducing the risk of workplace infections.</th>
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<td></td>
<td>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.</td>
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<td>Managers/supervisors keep track of when staff can return to work/Campus after the symptom free period.</td>
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<td>Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus.</td>
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</table>

4 2 8 Yes
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 returning to working 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.

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.

Un-essential trips within buildings and sites reduced and discouraged. The one member of staff only has cause to stay in this building.

| Environmental Virus transmission in the workplace due to lack of social distancing | Staff / Students Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Only work authorised and approved by the Government and University is permitted in University buildings. Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded including:

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. There is just one member of staff who works a fixed shift.

Procedure in place for dealing with instance of unexpected individual e.g. refused entry - delete if not applicable to the building and/or add information about any further measures put in place.

One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining social distancing two metres distance throughout the building/workplace.

• The tiny kitchens use a one out one in policy. All users are encouraged to wash their hands prior to using equipment (kettle) and to wash their hands after use. Additional signage for the correct method for handwashing displayed. All drinking water fountains have been taken out of use.

• Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). 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. | 4 | 2 | 8 | Yes |
• Corridors that are over 2 m wide have a two way system of use, people using the corridor must stay to their left.

Additional signage in corridors reminding staff about social distancing.

Information provided and signs displayed informing people to use the stairwells rather than the lift unless they have difficulty using the stairs. The maximum occupancy of the lift has been reduced to one unless a user of the lift has a carer in which case it is 2. and social distance marked on the floor. Users are encouraged to stand side by side or back to back. Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.

The lift is 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.

Some staircases are one-way only. These are clearly marked.

Additional signage in stairwells reminding staff about social distancing.
Wash hands / use hand sanitiser on exit from stairwell.

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 teaching sessions.

Managers perform frequent evaluation against social distances controls. – provide information about the evaluations Staff are reminded – provide information on how they have been reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.

COVID marshals within the building, will also monitor compliance against the COVID Secure measures and will implement the Escalation Process, if compliance of the COVID safe measures is breached

Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.

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 steps to mitigate the risk of transmission and in line with COVID-19 Secure guidance including the completion of a specific risk assessment.

• Review and re-organising of the pedestrian flows both inside and outside of work and learning/study spaces. Directional flow and
social distancing signs displayed and where there are COVID marshals on the routes to and from the work, study and teaching spaces, they will, when necessary, give verbal reminders of the need for social distancing and to follow directional signs.

- Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside University buildings where 2m social distancing isn’t possible and cannot be maintained. 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 (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside all University buildings at all times except where there is reasonable justification for not wearing them e.g. in single occupancy rooms, in multi-occupancy staff workplaces where there is over 2m social distancing between staff and good ventilation, where it impacts on teaching and learning activities or the ability to undertake strenuous or practical activities including participating in sports. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering within the building.

Individuals have been reminded through posters 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
| 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 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.
  - Staff member briefed through email 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:
  - 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.
<table>
<thead>
<tr>
<th>Biological</th>
<th>Someone entering the workplace with COVID-19</th>
<th>Contractors</th>
<th>Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.</th>
<th>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: <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental</td>
<td>Virus transmission in the workplace</td>
<td>Staff/ Students</td>
<td>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 &amp; touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. Individuals have been instructed and are regularly reminded by email and in 121 meetings to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a> Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building and in all teaching rooms, study zones and computer clusters, where they will be seen. Individuals have been informed to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem. Individuals are reminded to catch coughs and sneezes in tissues – Follow: “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed around the workplace. To help reduce the spread of coronavirus (COVID-19) individuals are reminded through posters of the public health advice:</td>
<td>3</td>
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</tbody>
</table>
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 in a 121 meeting on the importance of keeping surfaces and work equipment clean.

There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards.

Objects and surfaces that are touched regularly are cleaned frequently using materials judged appropriate by Cleaning Services on items 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.

There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.

Everyone is encouraged in 121 meetings to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared machinery handles etc. before after and during work.

Monitoring and supervision arrangements – tours of the building by the staff member or duty staff from another team - have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc.

COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). (See location specific chemical risk assessments for cleaning products used within the area).

All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc.
Organisational Exposure to Existing Hazards

<table>
<thead>
<tr>
<th>Staff / Students</th>
<th>Increased risk of harm due to controls included in existing risk assessments &amp; safety arrangements affected by COVID-19 measures</th>
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</table>

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.

Emergency Procedures reviewed and revised including:

- Communication: people have been made aware – add information about how they 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. – if not relevant at the current time but will be with the increase in numbers move temporarily to the changes / additional action column. 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 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. The building currently has no first-aiders.

- Hygiene: Washing facilities with soap/gel available People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.

Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed by the building manager (who is usually offsite).

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 national or local 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.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Details</th>
<th>Subtopic 1</th>
<th>Subtopic 2</th>
<th>Subtopic 3</th>
<th>4</th>
<th>1</th>
<th>4</th>
<th>Yes</th>
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</thead>
<tbody>
<tr>
<td><strong>Environmental</strong></td>
<td>Exposure to respiratory droplets and contact with an object that has been contaminated with COVID-19.</td>
<td>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 individuals to wash their hands regularly and not to touch their face. There is one door for access and one door for egress and one way systems are in force in some parts of the building. The building is periodically monitored to make sure that rooms are not filled to over the advertised capacity.</td>
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<tr>
<td><strong>Organisational</strong></td>
<td>Exposure to respiratory droplets and contact with an object that has been contaminated with COVID-19.</td>
<td>Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided. Students are not allowed to park. 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: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a> <a href="https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx">https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx</a></td>
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<tr>
<td><strong>Organisational</strong></td>
<td>Exposure to respiratory droplets and contact with an object that has been contaminated with COVID-19.</td>
<td>Non-essential travel is not permitted during the National Lockdown period and is minimised at all other times – remote options considered first. The staff do not use vehicles. Staff are encouraged to wash hands before boarding vehicles.</td>
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<td><strong>Organisational</strong></td>
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**Mechanical Machinery & Equipment**  
**Staff**  
**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.**  
**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 by each user.**  

| 4 | 1 | 4 | Yes |

**Environmental Ventilation**  
**Staff / Students / Others**  
**Exposure to respiratory droplets carrying COVID-19.**  
**Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.**  
**Ventilation systems are maintained in line with planned and preventative maintenance schedules, including filter changes.**  
**An assessment of the ventilation in the building, and where necessary individual areas/rooms, has been undertaken which included checks such as:**  
- Is the space naturally or mechanically ventilated  
- All areas within the building which are usually occupied and have poor ventilation have been identified and the use of the area re-assessed (see below).  
- An assessment of Fresh air (ventilation) has been undertaken for the workplace and where necessary individual workspaces. This included how fresh air is provided (natural, mechanical or combination of both), how many people occupy/use the area, how much time people spend in the areas, how large the area is, what activities take place in the areas, the equipment and machinery in the workspaces, the use of fans and Local Exhaust Ventilation.  

Natural ventilation can be improved by fully or partially opening windows, air vents and doors, not signed as fire doors. Rooms can be purged (aired) when not in use by leaving the windows and doors fully open. However, it is important to plan and close windows to minimise the risk of rodent and pigeon issues.  

Mechanical ventilation has typically been set at maximum fresh air settings and operate 24/7; but as minimum of 3 hours before or after any stated occupancy times.  

Staff have been informed, via this risk assessment of the following steps which they can take to make sure their workplace is adequately ventilated whilst maintaining a comfortable temperature:  
- opening windows and doors partially can still provide acceptable ventilation while keeping the workplace comfortable. Opening higher-level windows will probably create fewer draughts.  
- if the area is cold relax dress codes so people can wear extra layers and warmer clothing

| 4 | 1 | 4 | Yes |
• use natural ventilation alongside heating systems to maintain a reasonable temperature in the workplace.

Ventilation Instruction signs displayed throughout the building instructing individuals to “Please ensure you open all windows on arrival and close on departure.”

Most mechanical ventilation systems are monitored by building management systems that will raise a fault alarm; but please ensure that any potential fault with mechanical or natural ventilation is raised with the Building Management and or the Estates Helpdesk.

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, Government and other relevant industry guidance. The guidance is constantly under review by the University’s Estates, as SARS-CoV2 transmission routes become more clearly defined, and any updated recommendations assessed and implemented where relevant to University systems.

Links used above:
https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ
https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19#shops-running-a-pick-up-or-delivery-service

Building users are encouraged where possible to ensure windows are open.
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 or 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 | 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 |

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

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

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

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Likelihood score</td>
<td>Rare</td>
<td>Unlikely</td>
<td>Possible</td>
<td>Likely</td>
<td>Almost certain</td>
</tr>
<tr>
<td>5 Catastrophic</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>4 Major</td>
<td>4</td>
<td>8</td>
<td>12</td>
<td>16</td>
<td>20</td>
</tr>
<tr>
<td>3 Moderate</td>
<td>3</td>
<td>6</td>
<td>9</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>2 Minor</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>1 Negligible</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

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.