GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **Netshape Building** | | | | **Department** | | | | **Metallurgy and Materials** | | | **Version / Ref No.** | | | **2** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Location** | | **University of Birmingham** | | | | **Activity Description** | | | | **Return to Campus COVID-19: Building Risk Assessment for research staff, essential maintenance and support contractors**  **Research staff and students in the lab floor: 14 people**  **Cleaning and central support/technical staff: 4 people**  **Support contractors: 2 people**  **PRISM2 Office: 8 people**  **CASIM2 Office: 22 people**  **Single Occupancy Offices in the Ground floor: 8**  **PRISM2 Meeting room: 2** | | | | | | | | | |
| **Assessor** | | **Donna Johnson** | | | | **Assessment Date** | | | | **08/01/2021** | | **Date of Assessment Review** | **17/05/21** | | | | | | |
| **Academic / Manager Name** | | **Donna Johnson** | | | | **Academic / Manager Signature** | | | | **DM Johnson** | | | | | | | | | |
| 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 online *building user group meetings, research group meetings, one to one meetings and school forum* 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 *building user group meetings, research group meetings, one to one meetings, school forum* 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 *BEAR DataShare drive* [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through Line Managers and *academic leads*. 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* (**[click here](https://beardatashare.bham.ac.uk/download/MkFNTEZTenFOWEtTa2VoZDVpYkg0/Risk%20Assessments/Netshape)**)**   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. | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Psychological well being | | Staff / Students | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions with their team and look at ways to reduce causes of stress are through weekly online team meetings.  Concerns on workload issues or support needs are escalated to line manager.  Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs (discussed at induction)  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 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> | | 3 | 2 | 6 | |  |  | |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | | Staff / Students/  Contractors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Specific individual worker risk assessment*** *will be* undertaken for those who have a self-declared health condition (prior to their return) which could increase their risk profile.  ***Social distancing: Netshape Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff will work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance.  Managers ensure staff with any form of illness do not attend work and actions to be taken if this situation arises.  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) will received an in person building specific induction including information and inductions.  Posters are displayed in the entrance to the building and along walkways within the main laboratory that encourage staying home when sick, cough and sneeze etiquette.  Managers keep track of when staff can return to work after the symptom free period.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., carrying out servicing of infrastructure and equipment out of hours.  Non-essential trips within buildings and sites discouraged and reduced, e.g. access to some areas restricted | | 4 | 2 | 8 | | Yes | N/A | |  |  |  |  |  |  |
| Environmental  Environmental  Environmental  Environmental  Environmental | Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing | | Staff / Students/  Contractors  Staff / Students/  Contractors  Staff / Students/  Contractors  Staff / Students/  Contractors  Staff / Students/  Contractors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  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   * Change to peak staff entry and exit times. * .Only essential 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.   * Staff have been moved in offices to form bubbles based on research groups and lab work to minimize contact to other members of staff. Fixed teams or adjusted booking processes in use to reduce the number of people in a lab at the same time to avoid overcrowding. * Job and location rotation reduced.   Procedure in place for dealing with instance of unexpected employee (identified through not being included on the College approved list and not wearing the authorised lanyard) / 3rd party arrival (eg. refused entry recommended).  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: Netshape 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)).  One-way flow systems implemented and visual aids and signage are used for maintaining two metres distance throughout the building/workplace.  Arrival and departure times at work have been staggered (i.e. individuals have been assigned a time to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.  Activities are segregated to ensure 2 metres distance is maintained including:   * Work stations/equipment moved. Provision of additional screens if needed to segregate people. * Areas of work marked out with floor tape to ensure adequate social distancing is in place. Visual management aids in place to remind people of the need for social distancing, * Office max occupancy at a given time is ensured through an office work staff rota to ensure 2m social distancing between staff in the office. * Capacity limits have been set and are displayed for common facility areas (e.g. toilets, welfare areas etc.). * Where possible safe outside areas used for break. * Tables/seating from welfare areas moved to create 2m separation and avoid large groups congregating. * 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 hand 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) with 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. * Any work requiring work at less than 2m, such as maintenance tasks and manual lifting, will be risk assessed and approved by the Head of School prior to work starting   Visits from people outside of the building are managed via the schools Technical Manager and Operations Manager, visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local supervising staff member and where necessary concerns fed back to the third party manager e.g. LEV inspections and test – Estates Manager, Cleaner – Campus Services Domestic Manager.  The 2m social distancing guidelines cannot be followed in full when moving around the building and in communal areas, such as along corridors, entrance areas, stairwells, toilets and entering and leaving teaching spaces etc.   * 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. * Contact time to be minimised by not waiting in these areas   All corridors and walkways are :   * Marked in areas to ensure social distancing is adhered to (lines on floor 2m apart). * Have a one way system around the building.   Information provided during the induction and signed displayed informing people to use the stairwells rather than lifts unless they difficulty using the stairs. The maximum occupancy of the lift has been reduced to a single occupant. Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.  There are designated stairwells for going up and a designated stairwell for coming down.  Additional signage in stairwells reminding staff about social distancing.  Wash hand / use hand sanitiser on exit from stairwell.  Social gathering amongst employees are not permitted whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings.  Large gatherings including University events organised in public outdoor spaces have been cancelled or postponed or alternative IT solutions provided (Critical Training courses may still be performed but only following the Government and University Covid-19 guidance.)  Managers perform frequent building walkaround to ensure social distances controls are being followed. Staff are reminded by signage of the importance of social distancing both in the workplace and outside of it. | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Biological  Biological  Biological | Suspected case of COVID-19  Suspected case of COVID-19  Suspected case of COVID-19 | | Staff / Students/  Contractors  Staff / Students/  Contractors  Staff / Students/  Contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.  Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.  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 during the induction 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 University Guideline on Test and Trace: <https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx> * 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 sanitiser after someone with suspected 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 (including touchpoints) * Provision and monitoring of adequate supplies of cleaning materials are in place. * Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus.Staff must tell the University through the Test and Trace system: <https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx> if they test positive for Corona virus Absence will be managed in accordance to the University guidance provided. * Employees to follow the Government advice: <https://www.gov.uk/coronavirus> * Line managers and supervisors will try to maintain regular contact with staff members and students during this time in accordance with University sickness and absence guidance * 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. * Staff and students 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. * Line managers and supervisors hold discussions with their staff and students to identify those considered in ‘at risk’ groups - which include 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 * Staff have been encouraged to download the government COVID-19 contract tracing app. | | 4 | 1 | 4 | | yes |  | |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | | Staff / Students/  Contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.  Services are working with the University’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.  Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.  If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s guidance. University managers will follow the NHS Test and Trace workplace guidance for any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>  and will encourage staff to follow the University test and trace system: <https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx> | | 4 | 2 | 8 | |  |  | |  |  |  |  |  |  |
| Environmental  Environmental  Environmental  Environmental | Virus transmission in the workplace  Virus transmission in the workplace  Virus transmission in the workplace  Virus transmission in the workplace | | Staff / Students/  Contractors  Staff / Students/  Contractors  Staff / Students/  Contractors  Staff / Students/  Contractors | 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.  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.  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 in the induction and are regularly reminded in group 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:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> During the metallurgy and materials building and plasma building inductions and at group meetings.  Posters are displayed in the entrance, around the main laboratory and in welfare facilities.  Soap and water and hand sanitiser are provided at stations in entrance to the building and within the main lab and side labs with adequate supplies are maintained and are placed at the entrance to the building and in other areas in the main and side laboratories where they will be seen.  Awareness posters such as “Catch it, Bin it, Kill it” are displayed around the workplace to remind staff and to avoid touching face, eyes, nose or mouth with unclean hands.  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>  A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed, in building inductions and group meetings on the importance of keeping surfaces and work equipment clean.  Exclusive entry/exits points in place for personnel working in high-risk areas, such as mechanical test sites and wet labs designated. Alternatives to touch-based security devices such as keypads provided.  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards.  Sharing of equipment is restricted where possible (additional equipment/hand tools may need to be purchased), and cleaned / disinfected before and after use.  Objects and surfaces that are touched regularly are cleaned frequently, such as door handles and keyboards, and making sure there are adequate disposal arrangements. Cleaning Services are only responsible for circulation areas, laboratory staff and students are responsible within the laboratory. Laboratory users are reminded to clean objects and touched surfaces regularly through signage. Users of machines are encouraged during induction to clean touch surfaces and the beginning and end of the task.  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.  Where possible all goods will be delivered to the School of Metallurgy and Materials, for larger deliveries there are cleaning procedures in place when goods enter 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 (during induction)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.  Staff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.  Lab clothing and equipment such as goggles will be washed on-site rather than by individual staff members at home.  COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). (See location specific chemical risk assessments for cleaning products used within the area).  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. | | 4 | 2 | 8 | |  |  | |  |  |  |  |  |  |
| Organisational  Organisational  Organisational | Exposure to Existing Hazards  Exposure to Existing Hazards  Exposure to Existing Hazards | | Staff / Students/  Contractors  Staff / Students/  Contractors  Staff / Students/  Contractors | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures  Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures  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.  Undergraduate students performing their final year project in the netshape building will have to be escorted by PhD students or research fellows. No lone working will be permitted for the undergraduate students in any of the netshape zones without supervision.  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe. * **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. * **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 (see Cleaning below). People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.   Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed by the School of Metallurgy and Materials Technical Manager, 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).  Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to lockdown.  Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | | 4 | 2 | 8 | |  |  | |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | | Staff / Students/ | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the building are the same as those for the Metallurgy and Materials building, to enable social distancing to be maintained at all times has been considered and include:   * Pick-up and drop-off collection points, procedures, signage and markings revised. * Unnecessary contact at delivery bay has been minimised e.g. non-contact deliveries where the nature of the product allows for use of electronic pre-booking. * Methods to reduce frequency of deliveries in place - ordering larger quantities less often. * Where possible and safe, single workers load or unload vehicles or if not possible the same pairs of people are used for loads where more than one is needed. * Drivers encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-ways. * Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents. * Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer has been avoided. * Where possible all deliveries are stripped of all packaging (which is disposed of). * Strict hand washing procedure in place after handling all deliveries. * Where possible deliveries to remain isolated and untouched for a minimum of 48 hours. | | 4 | 1 | 4 | |  |  | |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | | Staff / Students/  Contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside/approach to the building there is signage to warn all prior to entering this building social distancing is in place (keep 2m apart).  There is signage advising staff to wash their hands regularly and not to touch their face.  There is signage to remind staff to wear face coverings in all communal areas where 2m social distance might not be achievable.  There is one door for access and one door for egress and one way systems are inforce in the building.  Controlled access and egress is monitored to ensure it is followed. | | 4 | 1 | 4 | |  |  | |  |  |  |  |  |  |
| Organisational | Travelling to work | | Staff / Students/ | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided.  Workers 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 | | 4 | 1 | 4 | |  |  | |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | | Staff / Students/ | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected.  Suitable cloths and cleaning solutions 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 users. | | 4 | 2 | 8 | |  |  | |  |  |  |  |  |  |
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**Risk Assessment Guidance**

Risk Scoring System

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

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

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

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

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

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

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

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