774

GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **Teaching rooms and study space , all on ground floor.** | | | | **Department** | | | | **TAMU** | | | **Version / Ref No.** | | | **5** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Location** | | **Student Lecture Theatres and Seminar Rooms and Study Space** | | | | **Activity Description** | | | | **Up to 10 staff at any one time (mostly lecturers in teaching rooms). Up to 200 students. The rear offices are unoccupied but may be covered by a Physics RA.** | | | | | | | | | |
| **Assessor** | | **Matt Carroll** | | | | **Assessment Date** | | | | **13th January 2021** | | **Date of Assessment Review** | **13th March 2021** | | | | | | |
| **Academic / Manager Name** | | **Gareth Rainford** | | | | **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 | The only staff based in this building are an institute within Physics. They are covered by a Physics risk assessment. | |  |  |  | |  |  | |  |  |  |  |  |  |
| Organisational | Psychological well being | | Staff | Anxiety and stress caused by concerns around returning to work on Campus | The only staff based in this building are an institute within Physics. They are covered by a Physics risk assessment. | |  |  |  | |  |  | |  |  |  |  |  |  |
| 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: A Nuffield Learning Centre checklist has been completed to identify the control measures to consider reducing the risk of workplace infections.  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.  Managers/supervisors keep track of when staff can return to work/ Campus after the symptom free period.  Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus.  The University’s On-line induction materials for returning to campus combination of the guidance and videos have been provided and completed for all staff 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 prevented and discouraged . | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| 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 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 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.  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.  • Welfare areas for serving hot food or drinks have been assessed in accordance with government guidance and tables/seating from welfare areas moved to create 2m social distancing separation and avoid large groups congregating. Smaller kitchens use a one out one in policy. Larger kitchens have floor marking to ensure social distancing. 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. - delete any information that is not applicable to the building and/or add information about any further measures put in place e.g. one in one out in small kitchens.  • Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). 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.  • 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.  There are designated stairwell for going up and a designated stairwell for coming down, this system will be enforced.  Additional signage in stairwells reminding staff about social distancing.  Wash hands / use hand sanitiser on exit from stairwell.  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. Delete if not specifically relevant to your building  https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 Delete if not specifically relevant to your building  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.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.  Where the 2m social distancing guidelines cannot be followed in full in relation to a particular essential activity, provide specific details of the activity examples of the activities consideration has been given to whether that activity needs to continue, and, if so, all the mitigating actions possible  Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside all University buildings at all times except for in single occupancy rooms. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering within the building.  Individuals (including staff, students, visitors and contractors), unless exempt, are legally required to wear face coverings, in enclosed public spaces where 2m social distancing isn’t possible or where people come into contact with others they would not normally meet. 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 in specific areas within the building.  Face coverings are not PPE and are not required to be worn in the workplace where 2m social distancing can be maintained. However where people choose to wear them managers support them.  Individuals, unless exempt, are required to wear face coverings, in all University learning environments, where the use of the face covering does not impact teaching and learning. Information provided in the University and local communications and signs displayed informing people of the mandatory requirement to wear a face covering within the building. Delete if there are no learning environments within the building or the wearing of face coverings will impact teaching and learning. If the impact is for specific learning environments only please identify the specific spaces that are exempt.  Individuals have been reminded through add information about how this is done and when of how to use face coverings safely including the following:  When wearing a face covering you should:  • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on  • avoid wearing on your neck or forehead  • avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus  • change the face covering if it becomes damp or if you’ve touched it  • avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering buildings)  When removing a face covering:  • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing  • only handle the straps, ties or clips  • do not give it to someone else to use  • if single-use, dispose of it carefully in a residual waste bin and do not recycle  • if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric  • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Biological  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.  • Team briefed add information about how this is done and when on actions to be taken in the event of someone being suspected of having COVID-19.  • Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided.  • Employees to follow the Government advice: https://www.gov.uk/coronavirus  • Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance  • If an individual tests positive for COVID-19 this will be managed in accordance with the University’s Test, Trace and Protect Process.  • If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance.  • Individuals will be told to isolate because they:  o have coronavirus symptoms and are awaiting a test result  o have tested positive for coronavirus  o are a member of the same household as someone who has symptoms or has tested positive for coronavirus  o have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.  https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | | Contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.  Services are working with the University’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.  Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.  If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s guidance. University managers will follow the NHS Test and Trace workplace guidance for any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | | Staff/ Students | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | 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 provide information on how they have been 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 has been undertaken, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed provide information on how they have been briefed on the importance of keeping surfaces and work equipment clean.  Sharing of equipment is restricted where possible , for instance whiteboard pens are no longer supplied.  Objects and surfaces that are touched regularly are cleaned frequently such as keyboards, and printers, by the users . Adequate diposaal bins are in place.  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.  No hot desks are in oplace.  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 add information about when 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.  The one permanent member of staff is provided with a locker.  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 | 1 | 4 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | | Staff / Students | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures.  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 – 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.  • 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 the building manager.  Security implications of changes made to operations and practices in response to COVID-19 Local or National Government requirements, have been considered, - delete the rest of this sentence if no mitigations have been needed and mitigations – add information about these 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 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. | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | | Staff / Students / Others | 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 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..  . | | 4 | 1 | 4 | | Yes |  | |  |  |  |  |  |  |
| 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. 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.  Where staff travel by 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>.  Public transport users have been reminded that face coverings are mandatory while on board | | 4 | 1 | 4 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Driving at work | | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 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. | | 4 | 1 | 4 | | Yes |  | |  |  |  |  |  |  |
| 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 being maintained in line with planned and preventative maintenance schedules including filter changes as required.  General considerations reflected on during reopening of the buildings in relation to the Ventilation and fresh air to occupied spaces. Core strategy based on ‘CIBSE Covid-19 Ventilation Guidance’, REHVA guidance, other industry and HSE guidance. https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm  The guidance is periodically reviewed by the University’s Estates team as SARS-CoV2 transmission routes become more clearly defined, and any updated recommendations assessed and implemented where relevant to University systems. CIBSE Covid-19 Ventilation Guidance  https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ  Ventilation systems are monitored in most cases by building management systems that will raise a fault alarm to Estates automatically.  Building users are encouraged where possible to ensure windows are open.  Where specific concerns have been raised, these have been investigated and addressed where necessary.  Teaching spaces which rely on natural ventilation have been reviewed for thermal comfort and temporary heating provided as appropriate. | | 4 | 1 | 4 | | Yes |  | |  |  |  |  |  |  |

**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.