# GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

<table>
<thead>
<tr>
<th>Activity Location</th>
<th>Activity Description</th>
<th>Assessor</th>
<th>Assessment Date</th>
<th>Date of Assessment Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Gym</td>
<td>Student Lecture Theatres and Seminar Rooms and Study Spaces, (all of floor LG, part of UG). The rest of the building is subject to RA’s by occupiers LES (1st Flr) and HEFI (2nd and part of UG)</td>
<td>Matt Carroll</td>
<td>23rd Aug 2021</td>
<td>1st Nov 2021</td>
</tr>
</tbody>
</table>

<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>
<tr>
<td><strong>Organisational</strong></td>
<td>Psychological well being</td>
<td>Staff / Students</td>
</tr>
<tr>
<td><strong>Organisational</strong></td>
<td>Psychological well being</td>
<td>Staff</td>
</tr>
<tr>
<td><strong>Biological</strong></td>
<td>Virus transmission in the workplace</td>
<td>Staff / Students</td>
</tr>
</tbody>
</table>
Managers/supervisors keep track of when staff and students can return to work/campus after the self-isolation period.

Regular access to the Lateral Flow Device tests and kits are available to staff and students who are coming onto campus. Staff and students are strongly encouraged to test twice a week and to record their results on the Government’s reporting website site: https://www.gov.uk/report-covid19-result, and to report any positive test results to the University using the COVID-19 reporting form.

The University’s On-line-materials for returning to campus, combination of the guidance and videos have been provided and completed for all staff working in University buildings.

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 e.g., contractors usually work in the evenings and at weekends.

Non-essential trips within buildings and sites discouraged and reduced,

Workplace routines changed to reduce the number of people staff come into contact with:

- All users are encouraged to wash or sanitise their hands prior to using equipment (kettle, drinking water fountains, microwaves etc.) and to wash or sanitise their hands after use. Additional signage for the correct method for handwashing displayed. Cleaning materials are available to clean equipment before and after use and signs displayed with information about cleaning and also a contact to replenish the any cleaning materials. Signage also asks users to avoid touching the water cooler/fountain spout with their bottles or hands.
- Welfare facilities (toilets etc.) have signage to remind people to wash their hands prior to and after use and also of any other measures required to ensure safe use of the facilities including building users being reminded to leave the facilities in a respectable condition.

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.

The latest Guidelines on these measures can be found by clicking the following link Workplace Guidelines.
Due to the potential increased risk of transmission from aerosol transmission steps have been taken to avoid people needing to unduly raise their voices to each other e.g. not playing music or broadcasts at a volume that makes normal conversation difficult, using microphones during training and teaching sessions.

Wherever one way systems assist the flow of people and avoid crowding or congestion they should be maintained, with appropriate signage and other visual aids in place. The design of the building makes one-way systems impossible to implement.

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. using sound reinforcement audio equipment which is fitted in all teaching rooms, when teaching takes place.

Visits from people outside of the building continue to be managed via remote connection/working where this is an option. Where this is not an option visitor and contractor arrangements have been revised to ensure:

- Clear guidance on how to reduce the risk of spreading COVID-19 to people is given to them, for example, by phone, on the website or by email or with on-site signage and visual aids and the particular needs of those with protected characteristics, such as those who are hearing or visually impaired have been considered.
- Host responsibilities related to COVID-19 have been established and any necessary training for people who act as hosts for visitors has been provided.
- Entry and exit routes for visitors and contractors have been reviewed to minimise contact with other people.
- In shared facilities e.g. with other employers COVID-19 related arrangements have been co-ordinated and there is co-operation by all occupiers. This includes landlords and other tenants.
- Visitors are told they should be prepared to remove face coverings if asked to do so by police officers and staff for identification.
- Information provided to visitors does not compromise their safety. These measures are monitored by the local building manager and where necessary concerns fed back to the third party manager.

Toilet provision is in a mixture of cubicles and urinals. 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.

Large gatherings including events in public spaces that are organised by the University 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.


There is one lift and its use is strongly discouraged.

Managers perform frequent evaluation against mitigations – by visual checking. Staff are reminded – at daily briefings and in 1:2:1 meetings, of the monitoring results, and of the importance of reducing social contacts 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.

No working in close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time (the majority of the working day) is permitted unless the work is essential such as in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services where there is an activity specific risk assessment and PPE is provided for individuals undertaking this work.

PPE is provided for individuals working in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services and for first aiders. The taking of PPE home is not permitted. Adequate training has been provided on what PPE is required i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing. Government advice is followed: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe
PHE quick guides for correct donning and doffing of PPE for non-AGPs as well as for AGPs has been utilised for examples in best practice for putting on and taking off (donning and doffing).

Face coverings are not PPE and are not normally required to be worn in the workplace but the University strongly encourages staff, students, contractors and visitors to continue to wear face coverings inside buildings and where people choose to wear them they are supported.

Where face coverings may reduce the risk of transmission from one person to another e.g. in congested areas, crowded enclosed spaces and where people may come into contact with people they do not normally meet, signs are displayed requesting individuals to wear a face covering
with the expectation that individuals will wear a face covering in these areas.

Individuals have been reminded through daily meetings and reminded 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 and before and after removing it
- avoid wearing on your neck or forehead
- avoid touching the face covering or your face, as it could contaminate it with germs from your hands
- change the face covering if it becomes damp or if you’ve touched it
- continue to wash your hands regularly
- change or wash your face coverings daily
- if the material is washable, wash it in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in their usual waste

Extra non recycling bins to dispose of single use face coverings and PPE are provided, refer to the guidance on how to dispose of personal or business waste, including face coverings and PPE.

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](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 and reminded as appropriate at daily meetings 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/guidance/nhs-test-and-trace-workplace-guidance](https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance)

- 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
Biological 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
    - meet the criteria included in the Government Stay at Home Guidance

Biological
Someone entering the workplace with COVID-19

If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s and University'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

Environmental
Virus transmission in the workplace

Individuals have been instructed and are regularly reminded using posters and digital signage 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/

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 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.


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 have been made available to all occupants and everyone has been briefed through daily briefings on the importance of keeping surfaces and work equipment clean.

Clear use and cleaning guidance for toilets, showers, lockers and changing rooms are in place to ensure they're kept clean and clear of personal items. This includes enhanced cleaning of all facilities regularly during the day and at the end of the day using normal cleaning products. Disposable cloths or paper roll is provided to clean all hard surfaces especially frequently hand touched surfaces, in showers and changing rooms and hand sanitiser is available on entry and exit to the room.

Facilities are kept well ventilated. For example, by ensuring any mechanical ventilation work effectively and opening windows and vents where possible.

Cleaning for busy areas in the building has been enhanced.

More waste facilities, and more frequent rubbish collection has been provided.

Sharing of equipment is restricted where possible and cleaned before and after use.

Cleaning process for all equipment, tools and vehicles, for example, pallet trucks and forklift trucks including expensive equipment that cannot be washed down has been determined and where necessary protection around machines and equipment has been designed.

Objects and surfaces that are touched regularly such as door handles and keyboards, are cleaned frequently using cleaning materials provided and whilst making sure there are adequate disposal arrangements.

person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors.
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.

Everyone is encouraged at daily briefings (staff) and through posters (students) 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.

There is ample locker space for all staff based in the building.

Monitoring and supervision through manager walkrounds have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc.

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 minimising contact and other COVID counter measures.

Emergency Procedures reviewed and revised including:
- Communication: people have been made aware at daily meetings and at inductions that in an emergency, for example, an accident or chemical spill or fire, people do not have to minimise contact if it would be unsafe.
- Fire procedures: as the building is unstaffed there are no fire wardens and that role is expected to be filled by Security. As there ae no staff PEEPs are impractical. 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. Security provides a las-resort first-aider service.
- 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.

| Yes | 3 | 2 | 6 | 3 | 1 | 3 |
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.

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>Organisational</th>
<th>Travelling to work</th>
<th>Staff / Students</th>
<th>Exposure to respiratory droplets carrying COVID-19.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals travelling to University premises or on behalf of the University are encouraged to follow the Government’s safer travel for passengers to help them stay safe, and protect others by controlling the spread. Where people are travelling together in any one vehicle, they are encouraged to: ● use fixed travel partners ● not sit face-to-face ● open windows and switch on ventilation systems that draw in fresh air. Open windows only partially if it’s cold. ● frequently clean their vehicle including objects and surfaces that are touched regularly, such as door handles and vehicle keys.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organisational</td>
<td>Driving at work</td>
<td>Staff</td>
<td>Exposure to respiratory droplets carrying and contact with an object that has been contaminated</td>
</tr>
<tr>
<td>Staff roles that are required to car share have been considered and whether this could continue. Alternative solutions to two-person delivery have been put in place, for example, mechanical / material handling equipment. Where these are not possible the number of people travelling together in any one vehicle is minimised, using fixed travel partners, vehicles are well ventilated via open windows (windows are only partially opened if</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
with COVID-19. It’s cold) and with ventilation systems switched on so that fresh air is drawn in and occupants sit side by side or behind other people and sitting face-to-face is avoided. Seating arrangements to minimise contact between people in the vehicle has been considered.

Shared vehicles are frequently cleaned by staff including between shifts or on handover. This includes cleaning of objects and surfaces that are touched regularly, such as door handles and vehicle keys, and adequate disposal arrangements are in place.

Sufficient quantities of hand sanitiser/wipes are retained within vehicles to enable workers to clean hands after each delivery/drop-off.

Staff are encouraged to wash hands before boarding vehicles.

| 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. | 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 reassessed (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.

Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible. While this will continue to be minimised some area will need to have some recirculation, to improve thermal comfort.

Natural ventilation can be improved by fully or partially opening windows, air vents and doors, not signed as fire doors. This should be
balanced against the need to maintain comfortable temperatures for all users of the space.

The University will be centrally monitoring carbon dioxide (CO2) as a proxy for air quality and ventilation in large teaching spaces. Information can be provided on these spaces. Additional control can be provided via the use of portable CO2 sensors where there are any concerns raised about the adequacy of ventilation in a given space.

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 at extended periods.

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
- 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, HSE 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:
HSE - Ventilation and air conditioning during the coronavirus (COVID-19) pandemic 21st July 2021  
<table>
<thead>
<tr>
<th>Source</th>
<th>Title</th>
<th>Update Date</th>
<th>URL</th>
</tr>
</thead>
</table>
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 |
|---|---|---|---|---|---|
| **Domains** | **1** | **2** | **3** | **4** | **5** |
| Impact on the safety of staff, students or public (physical / psychological harm) | Negligible | Minor | Moderate | Major | Catastrophic |
| 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 |

<table>
<thead>
<tr>
<th>Likelihood score</th>
<th><strong>1</strong></th>
<th><strong>2</strong></th>
<th><strong>3</strong></th>
<th><strong>4</strong></th>
<th><strong>5</strong></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 or 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>&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>
<td>&gt;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)**

| 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.