GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| --- | --- | --- | --- | --- | --- | --- |
| Site | **Edgbaston Campus** | **Department** | **IT Services** | | **Version / Ref No.** | **ITSRA11**  **2.6** |
| **Activity Location** | **Park Grange Data Centre** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **Opening Park Grange Data Centre to be used for Research – this is an unoccupied building and only approved visits will be allowed access. These include IT Research Staff and Operations Staff based at Elms Road.** | | | |
| **Assessor** | **Dominic Cross (DC) Stuart Atkins (SA)** | **Assessment Date** | **21/08/20** | **Date of Assessment Review** | **02/10/20** | |
| **Academic / Manager Name** | **Mark Gee** | **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 |
| Biological | Virus transmission in the workplace | Staff | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Park Grange Data Centre Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff only attend Park Grange Data Centre if the work dictates it is required.  Staff from Elms Road or from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and on site induction.  Essential services and contractor visits are scheduled to take place when the building is not occupied, remote working is considered first. | 4 | 3 | 12 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | Staff | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary access control record of to the building is kept for 21 days.  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: Park Grange Data Centre 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)). <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>  To promote social distancing the following action has been taken.   * Access to the centre is limited which allows 2m distancing at all times. * Floor signage and posters are displayed in the foyer and office reminding people to maintain 2 m distance. * A capacity of 2 people at any given time within the office/kitchenette, this has been displayed on the door. * Toilet is one in one out   Monitoring is carried out by the local Building Manager and where necessary concerns fed back to the third party manager e.g. Maintenance inspections and test – Estates Manager, Cleaner – Campus Services Domestic Manager  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should. Please identify near misses to your line manager and this will be monitored through IT Senior Managers and Health and Safety.  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 in the common areas and working spaces informing people of the mandatory requirement to wear a face covering within the building.  Individuals have been reminded through the building induction and posters of how to use face coverings safely.  Hygiene guidance has been given in the Elms Road induction and will be displayed in posters, such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands within the Data Centre.  3 Ply Masks and goggles will be required in the data centre spaces and 3 ply masks will be required to be worn when walking around the building.  Adequate training has been made on what PPE is required (i.e. masks, goggles) Government advice is followed:  <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  PHE quick guides for correct donning and doffing of PPE for [non-AGPs.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures). has been utilised for examples in best practice for putting on and taking off (donning and doffing). | 4 | 3 | 12 | No | Where the 2m social distancing guidelines cannot be followed in full in relation to a particular activity e.g. Installing equipment in the data centre and End User support, task risk assessments will be completed identifying mitigation measures, prior to access being granted. | 4 | 3 | 12 | DC | Prior to activity |  |
| Biological | Suspected case of COVID-19 | Staff | 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. Managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * The area will be cleaned in accordance with the specific Government [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) and includes:   + Cleaning an area with validated disinfectants after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people   + Where possible the area will be closed and secure for 72 hours, before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours   + Disposable gloves, masks and aprons will be worn for cleaning. These will be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished   + Once symptomatic, all surfaces that the person has come into contact with will be cleaned with validated disinfectants (including touchpoints) * Provision and monitoring of adequate supplies of cleaning materials are in place. * Team briefed in team 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/coronavirus> * Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * If an individual tests positive for COVID-19 this will be managed in accordance with the University’s Outbreak Management Process. * If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance. * Individuals will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + are a member of the same household as someone who has symptoms or has tested positive for coronavirus   + Have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> | 4 | 3 | 12 | Yes |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Staff/  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. This will be driven by the staff member that requires the contractor and it will be sent to the Health and Safety & Building Coordinator.  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> | 4 | 3 | 12 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | S/C | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | Individuals have been instructed and are regularly reminded via signage and ITS Comms to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Posters are displayed in the main foyer and office  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  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 along corridors around the workplace.  To help reduce the spread of coronavirus (COVID-19) individuals are remindedof 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 via ITS Fortnightly Briefing 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, water coolers and kettles.  Sharing of equipment is restricted where possible and users have been instructed to clean all equipment before and after use, as well as other items touched regularly.  There is clear desk policy in place to reduce the amount of personal items on desks and work benches to be practiced when the space is in use or not in use.  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.  Staff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.  Monitoring and supervision arrangements such as weekly building walk rounds performed by the building managerhave 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 through induction to avoid direct personal contact with others i.e. shaking hands etc. | 4 | 3 | 12 | Yes |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | Staff | 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 *via ITS Fortnightly Briefing and Comms* 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:** Fire muster point confirmed. 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. * **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 are covered through Elms Road Staff In the event of safety critical roles not being available then a dynamic risk assessment shall be performed by  *Dominic Cross* 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).  Security implications of changes made to operations and practices in response to COVID-19, 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 in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | 2 | 2 | 4 | Yes |  |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | Staff/  Contractors | Exposure to contact with an object that has been contaminated with COVID-19. | For the very occasional deliveries to the Data Centre social distancing can be maintained and staff have been instructed to at all times has been considered and include:   * 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. * 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 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place.  There is signage advising staff to wash their hands regularly and not to touch their face.  Staff have been instructed there is one door for access and 2 doors for egress if required. | 4 | 3 | 12 | Yes |  |  |  |  |  |  |  |
| Organisational | Driving at work | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 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 including delayed delivery of large items or using an alternative method, 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 to increase the flow of air via open windows and occupants sit side by side and sitting face-to-face is avoided.  Job and location rotation has been reduced.  Journeys have been scheduled and delivery/collection times to reduce contact with others.  Shared vehicles are frequently cleaned before use and after use by the staff member using the vehicle. 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. This will be monitored by the Building Manager  Staff are encouraged to wash hands before boarding vehicles. | 4 | 3 | 12 | 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.  Staff have been instructed that sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion. Where machines and equipment are shared, sterilising must be carried out between operations by the staff member operating the equipment. | 4 | 3 | 12 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff | Exposure to respiratory droplets carrying COVID-19. | Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.  All ventilation has been serviced as required. All filters have been changed as required. | 4 | 3 | 12 | 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.