GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **UNIVERSITY CAMPUS (EDGBASTON)** | | | | **Department** | | **School of Physics & Astronomy** | | | | | **Version / Ref No.** | | | **PE-LG+G-Ver.1.3** | | | |
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| **Activity Location** | | **Physics East Building (ALL FLOORS)** | | | | **Activity Description** | | **Return to Campus COVID-19: Building Risk Assessment**  **Affected Groups: Academic (16), Research Fellows (3), PhD Students (19), Technical Staff (3), Cleaning Staff (), Maintenance Staff ()** | | | | | | | | | | | |
| **Assessor** | | **Tendai Makuwatsine** | | | | **Assessment Date** | | **16.09.2020**  **Updates: 07/01/21**  **Updates: 12/04/2021** | | | | **Date of Assessment Review** | **December 2020**  **March 2021**  **July 2021** | | | | | | |
| **Manager Name** | | **Tendai Makuwatsine** | | | | **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 |
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| 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 ***video conferencing and email correspondence*** 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 Communications) and shared with staff **via *video conference* *team meetings, video one to one meetings, email briefings from School H&S Coordinator***and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  **Mandatory Local Induction Course for all returnees to the Physics East building laboratories conducted by Dr W Theis (Head-Nano-Physics Group) via Zoom and a mandatory sign-in register of attendees used. By signing on and attending the course an inductee is affirming that they will abide by the rules of the new way or working. Non-attendance will exclude one from returning to Physics East Building until the course is taken. Those who would have missed the induction and the non-lab users of the building will have their induction conducted by Tendai Makuwatsine.**  Risk assessment shared with staff and an electronic copy available on the ***Research Groups’ shared drives*** and the University intranet pages  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 relevant *Heads of Research Groups*. 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: Physics East Building Risk Assessment* (This completed Risk Assessment)**   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 and individuals have been made aware via main Physics East building induction, local team meetings, one to one meetings, health & safety/School committees meetingsof guidance available in relation to this:  <https://www.hse.gov.uk/stress/>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf> | | 3 | | 2 | 6 | Y |  | |  |  |  |  |  |  |
| Organisational | Psychological well being | | Staff | 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.  Concerns on workload issues or support needs are escalated to line manager.  Staff who were previously advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) ***not*** to work on campus, have had arrangements made to ensure they do not return to working on campus until such time as advised by Occupational Health.  Staff who are in the [clinically extremely vulnerable group](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-will-change-from-1-august) (i.e. those previously advised to shield), have had arrangements made to work from home, where possible, for the duration of the roadmap as per the Government advice. Where this is not possible, managers have discussed possible options with the individuals regarding working on campus. Prior to working on campus, staff in this category have been referred to Occupational Health for review using the specific Covid-19 Occupational Health referral form is available [here](https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx).  Staff who are clinically vulnerable (any of the conditions detailed on the Government’s guidance page, available [here](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people)) have discussed their working arrangements and the requirement for on campus presence, with their line manager to consider how they can continue to work safely including working from home. Where people cannot work from home previous returning to working on campus assessments undertaken in Autumn 2020 have been reviewed to ensure that no significant factors have changed in the intervening period. If there have been any changes then a new review has been undertaken. If there have been no significant change in factors, the previous assessment and any prior mitigating actions agreed (where they are still relevant) have been applied.  Any existing risk assessments including those for new or expectant mothers (where applicable) to be reviewed and revised to reflect new working arrangements. Reasonable adjustments made especially in relation to who will assist with evacuation in an emergency, to avoid staff that require assistance during an evacuation being put at a disadvantage. Currently no PEEPs or disabled persons are recorded for Physics East building users.  Employees invited to return back to work on Campus who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor either using the [University’s Covid-19 Return to Campus Discussion Form](https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx) or an alternative method whereby concerns have been formally recorded and where necessary an occupational health referral has been made using a standard Management Referral available via the HR Portal.  Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, internal communications and University web pages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>  This link is for students:  <https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx> | | 3 | | 2 | 6 | Y |  | |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | | Staff/ Students/ Contractors (Estates Maintenance) | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Specific individual worker risk assessment*** undertaken for those who have a self-declared health condition which could increase their risk profile. (A supplementary risk assessment for the Liquefier Technician has been drafted)  ***Social distancing: Physics East Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance.  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 and students 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***](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) to receive a building specific induction including information and inductions. The School H&S will liaise with the Cleaning services line management and the Maintenance Officer for the building to share the building induction  Posters are displayed in corridors, stairwells and welfare areas 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 services out of hours. Such as electrical servicing/maintenance to minimise disruption to experimental work  Un-essential trips within buildings and sites discouraged and reduced, e.g. access to some areas restricted, use of telephones or mobiles encouraged ensuring cleaning them in-between use. Email communication also advised. This is part of the instruction received on the mandatory induction course.  Access to Physics Stores in Physics West is by invitation. Physics Stores has an occupancy threshold and social distancing is mandated via the signage posted. | | 3 | | 2 | 6 | Y |  | |  |  |  |  |  |  |
| 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 | 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. | Only work authorised and approved by the Government and University is permitted in University buildings.  Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded.  Workplace routines to ensure room capacity calculated to maintain social distancing is not exceeded and room capacity threshold is displayed at each door   * Staff are separated into teams to reduce contact between employees. * Fixed teams or adjusted booking processes in use to reduce the number of people in a lab at the same time to avoid overcrowding. Room occupancy thresholds is revised to comply with the new social distancing guidelines * Job and location rotation reduced (*Research Groups in Physics East already operate on the whole as distinct groups*)   •  *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.  Individuals have been reminded through the mandatory induction and email bulletinsof how to use face coverings safely including the following:   * 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 * when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands * change your face covering if it becomes damp or if you’ve touched it * continue to wash your hands regularly * change and wash your face covering daily * If the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste * practise social distancing wherever possible   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.  Procedure in place for dealing with instance of unexpected employee (identified through not being included on the weekly building access list-for track and trace) / 3rd party arrival (e.g. refused entry recommended). Only authorised users of the building have the door access codes.  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: Physics East 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 (where applicable) have been implemented and visual aids, such as floor strips, signage are used for maintaining required social distancing throughout the building/workplace. How this works will be part of the instruction given at the mandatory induction course.  Staff activities are segregated to promote social distance (2m+) where possible including:   * Work stations moved or staff relocated where applicable. Display Screen Equipment (DSE) assessments reviewed and revised where relocations have been effected. * 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, * Headcount capacity is displayed at each door to a room to ensure social distances standards are achieved have been set and displayed in shared rooms e.g. laboratories. * Capacity limits have been set for common facility areas (e.g. kitchen areas etc.) and these are displayed prominently on doors and walls in the relevant areas. Social seating spaces will not be allowable for now. * Staff encouraged by their signing up to abide by the rules from the induction course to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site. * Where available safe outside areas used for breaks. * Our kitchens are small rooms in lobby areas offering a kettle, microwave and fridge with a capacity of one (1). All kitchens use a one-out/one-in policy. All users are encouraged to wash their hands prior to using equipment (kettle, microwave) and to wash their hands after use. Additional signage for the correct method for handwashing is displayed. * *Kitchens from where fresh drinking water is available from taps, are not readily accessible for students and in some cases water fountains are the only readily convenient source of fresh drinking water for them*.   -All drinking water fountains have been serviced. Alcohol wipes are available for users to use before and after use for common touch points.   * Social distancing is marked on floors at the entry to the WCs. Signage is also posted prominently round the building to ensure hands are washed using the correct method for handwashing. Building users are reminded to leave the facilities in a respectable condition after use.   Clear method of social distancing of staff in areas defined and implemented including:   * Queuing systems or processes at Kitchens * Social distancing mandated via signage in waiting areas   Visits from people outside of the building have been revised to ensure social distancing and hygiene at all times.  Visits from Estates are scheduled through the Building Manager and the schedules for cleaning are known/established. These measures are monitored by the Building Manager 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 main building entrance will be used for big item deliveries for now. The current Bike shed entrance will be used as the MAIN ENTRANCE, whilst the corridor from there will remain as a one way system. MAIN EXIT at Ground floor will be the escape doorway by G08.  The arrangement will revert to using the Physics East main entrance for access/exit to the building once the number of building users attending campus is at least a third of the normal occupancy of the Physics East building.  All corridors are :   * Marked in areas to ensure social distancing is adhered to (lines on floor. * Have a one way system where practicable, around the building. * Corridors that have a two way system of use are wide enough to ensure social distancing, and people using the corridor must stay to their left. * Corridors at floors 1-4 will be 2-way to allow for sensible access to facilities such printers, etc. and to also allow for the inevitable collaboration between Research Group members (Each floor is dedicated space for an individual research group.   Additional signage in corridors reminding staff about social distancing  Information provided and signed displayed informing people to use the stairwells rather than lifts unless they have difficulty using the stairs. The maximum occupancy of the lift has been reduced to (1) and social distance marked outside the lift on the floor if waiting in a queue. Users are encouraged to stand side by side or back to back when queueing. Outside the lift posters are displayed to encourage people to wash their hands and avoid touching their face.  Lifts are still to be used to move heavier / larger / hazardous goods (liquid nitrogen for e.g.) as a planned operation ensuring the lift cannot be stopped on each floor or staff placed on each floor to prevent access to lift until equipment/hazardous item is removed from the lift . The existing guidance for transporting of liquid nitrogen from Lower Ground floor will remain and the cryogenic liquid dewar retains priority of passage at all times.  The building has two wide stairwells. The stairwell nearest the lift will operate as a one-way system down and the west end stairwell will operate as a one-way system UP to achieve social distancing. Signage will be posted appropriately to show/remind people of the system. This message will be part of the induction course.  There is additional signage in stairwells reminding staff about social distancing.  Hand washing or use of hand sanitiser cited on entry/exit to the building as well as at high COVID-19 risk points in the building (e.g. lobby area and high traffic areas).  Social gatherings amongst employees have been discouraged (as part of the wider message at induction) whilst at work, including meetings. Alternative arrangements have been provided e.g. virtual meetings.  Managers perform frequent evaluation against social distances controls. Staff are reminded by the posters on the walls in various areas of the Physics East building on a daily basis of the importance of social distancing (2m) 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.  Only work authorised and approved by the Government and University is permitted in University buildings.  Where the 2m social distancing guidelines cannot be followed in full in relation to a particular, the Principal Investigator (PI) will give consideration as to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff will have to be included in a task specific risk assessment. The new strains of the COVID-19 virus are deemed particularly transmissible and rigorous compliance with the guidance is very important.  Mitigating actions include:   * Further increasing the frequency of hand washing and surface cleaning. * Keeping the activity time involved as short as possible. * Using screens or barriers to separate people from each other where possible/applicable. * Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others). * Re-engineering the technical activity. * Improving ventilation by re-organising the indoor space to optimise the ventilation available * Review and re-organising of the pedestrian flows both inside and outside of work and learning/study spaces. Directional flow and social distancing signs displayed * 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 is provided in the University’s and local School communications and local inductions and signs displayed inform people of the mandatory requirement to wear a face covering within the building. * 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. There is no foreseeable need for this type of work/exercise in the Physics East Building   Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside all University buildings at all times except where there is reasonable justification for not wearing them e.g. in single occupancy rooms/offices, in multi-occupancy staff workplaces where there is over 2m social distancing between staff and good ventilation, where it impacts on teaching and learning activities or the ability to undertake strenuous or practical activities including participating in sports. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering within the building.  Individuals have been reminded throughposted signage and via email comms/bulletinsof 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   Hygiene guidance given at local induction and at team meetings and signage mandating aspects 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.  Adequate training has been made on what PPE is required (i.e. Disposable nitrile gloves, Cryo-gloves, masks, Cryo-aprons, laser goggles, visors, 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>  <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). 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing). | | 3 | | 3 | 9 | Y |  | |  |  |  |  |  |  |
| Biological  Biological | Suspected case of COVID-19  Suspected case of COVID-19 | | Staff/ Students | 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 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: * Provision and monitoring of adequate supplies of cleaning materials are in place. * Team briefed at induction, local team briefings and University’s Internal Comms 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](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * 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> | | 3 | | 2 | 6 | Y |  | |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | | Staff/ Students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Procurement 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.  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.  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 by the relevant line manager in accordance with the existing University guidance.  LINK: <https://intranet.birmingham.ac.uk/staff/coronavirus/index.aspx> 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 | | 3 | 9 | Y |  | |  |  |  |  |  |  |
| 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 | 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 at main induction, team meetings and via the posted signage and are regularly reminded 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 around the workplace including in welfare facilities.  Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained. Hand hygiene stations are placed at the entrance to the building and in other areas such as the lobbies/ high traffic area where they will be seen.  Individuals have been informed via this Building risk assessment 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, and Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed in corridors and toilets around the workplace to this effect.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded of the public health advice via the University’s COVID faqs pages:  <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 at a central point (Main foyer of the building, with Physics Stores selling replenishments) to all occupants and everyone will be briefed at induction and in team briefings 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. When these items are used they should be cleaned before and after use using the available alcohol based wipes  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. Doors to individual labs and items such as keyboards therein will be cleaned by the individual users of the area. Cleaning services are expected to pick up cleaning of the main access and corridor doors. This message will be communicated at the main mandatory induction. Signing up for the induction will be used as proof of agreement to abide by these rules.  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.  Use of hot desks and spaces avoided and, where not possible e.g. workstations, are cleaned between different occupants including shared equipment.  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. Handwashing has been introduced for anyone handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries are not permissible.  Everyone is encouraged 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.  Equipment (PPE) such as goggles are non-shared items  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. **and to always maintain social distancing** | | 3 | | 2 | 6 | Y |  | |  |  |  |  |  |  |
| Organisational  Organisational | Exposure to Existing Hazards  Exposure to Existing Hazards | | 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 | 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 gloves 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 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. Fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed by looking at whether any changes are necessary to the pre-COVID19 procedures (No changes to the procedure have been found necessary); 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 Building Manager in consultation with the Heads of Research Groups in the Physics East Building 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 Services are contactable on 43000 (Internal phones) or 0121 4143000 (using mobile) in emergencies. ALL Security Services aides are first aid trained and two (2) Security vans each carry a defibrillator machine.  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. The current Accident/Incident form can be used to report these concerns and staff will be reminded of this option at the mandatory induction | | 3 | | 2 | 6 | Y |  | |  |  |  |  |  |  |
| 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 so that social distancing can be maintained at all times has been considered and include:   * ALL packages (with the exception of very large items and gas cylinders) will be delivered to Physics Stores. Anyone who needs to retrieve their items /packages from Physics Stores will need to contact Stores ahead of visiting Stores. Email ([p.r.liddongton@bham.ac.uk](mailto:p.r.liddongton@bham.ac.uk) ) or telephone contact (x44555) should be used to arrange for a slot to visit Physics Stores rooms which are operating on a room occupancy threshold. * Methods to reduce frequency of deliveries in place - ordering larger quantities less often. * Delivery 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. | | 3 | | 2 | 6 | Y |  | |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | | Staff/ Students | 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, practise hand hygiene and to wear to wear face coverings in ALL communal areas  There is signage in corridors and all welfare areas advising staff to wash their hands regularly and not to touch their face. | | 3 | | 2 | 6 | Y |  | |  |  |  |  |  |  |
| Organisational | Travelling to work | | Staff/ Students | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place.  Additional facilities such as bike-racks are already available to help people walk, run or cycle to work where possible.  Staff are encouraged 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 | | 3 | | 3 | 9 | Y |  | |  |  |  |  |  |  |
| 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. A service level agreement with Cleaning Services is in place Doors handles to individual lab areas in the Physics East building will be cleaned by the users of the area. Users will also be responsible for the cleaning of their work surfaces and equipment  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. | | 3 | | 2 | 6 | Y |  | |  |  |  |  |  |  |
| Environmental | Ventilation | | Staff/ Students | 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.  Building users are encouraged by posted signage where possible to ensure windows are open.  Ventilation systems are maintained in line with planned and preventative maintenance schedules, including filter changes.  An assessment of the ventilation in the building, and where necessary individual areas/rooms, has been undertaken which included checks such as:   * Is the space naturally or mechanically ventilated * All areas within the building which are usually occupied and have poor ventilation have been identified and the use of the area re-assessed (see below). * An assessment of Fresh air (ventilation) has been undertaken for the workplace and where necessary individual workspaces. This included how fresh air is provided (natural, mechanical or combination of both), how many people occupy/use the area, how much time people spend in the areas, how large the area is, what activities take place in the areas, the equipment and machinery in the workspaces, the use of fans and Local Exhaust Ventilation.   Natural ventilation can be improved by fully or partially opening windows, air vents and doors, not signed as fire doors. Rooms can be purged (aired) when not in use by leaving the windows and doors fully open. However, it is important to plan and close windows to minimise the risk of rodent and pigeon issues.  Mechanical ventilation (available in the laboratories mainly) has typically been set at maximum fresh air settings and operates 24/7.  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](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/improve-natural-ventilation.htm) 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 **in any case**.  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](https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ)’, [REHVA guidance](https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_V4_09122020.pdf), [HSE guidance](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm), [Government](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19#shops-running-a-pick-up-or-delivery-service) and other relevant industry guidance. The guidance is constantly under review by the University’s Estates, as SARS-CoV2 transmission routes become more clearly defined, and any updated recommendations assessed and implemented where relevant to University systems.  Links used above:  <https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ> | | 3 | | 2 | 6 | Y |  | |  |  |  |  |  |  |

**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.