GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **Athletics Track & changing rooms** | **Department** | **University of Birmingham Sport & Fitness** | **Version / Ref No.** | **3** |
| **Activity Location** | **Athletics track, adjacent to Tennis court accommodation** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment.****UBS&F staff coaching athletes. UBS&F carrying out weekly inspections. Hiring Clubs delivery athletics as per their risk assessments** |
| **Assessor** | **Steve Harris- health & Safety Officer** | **Assessment Date** | **8/1/21** | **Date of Assessment Review** | **2nd March 2021** |
| **Academic / Manager Name** | **Andrew Alford- Director of Sport** | **Academic / Manager Signature** |  |

| Hazard Assessment | Control Assessment | Actions |
| --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | Are these adequate?Yes/No | Changes to/ Additional Controls | Residual Risk Rating | Owner | Due Date | Action Complete |
| S | L | R | S | L | R |
| Organisational | Psychological well being | Staff | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via team meeting, one to one meetings, health and safety committees/forums (identify what communication is being used)to ensure staff and students are not ill-informed about returning to work/activity areas safely.Advice is shared with staff members and students and they have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i.e. line managers, Internal Comms) and shared with staff via team meeting, one to one meetings, health and safety committees/forums (identify what communication is being used) and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx). Risk assessment shared with staff and an electronic copy is available on the *Sport shared drive and on the UOB S&F staff webpage*: <https://sportandfitness.bham.ac.uk/staffstaysafe/> (Password- ubsfstaysafe)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 *Heads of Department*. These include:* ***Social distancing: General guidance for staff and students***
* ***Social distancing: Buildings adaptations guidance***
* ***Social distancing***: ***Product solutions booklet***
* ***Social distancing: Building checklist***
* ***On-line induction materials for returning to campus***: combination of the guidance and videos.

<https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx>* ***Return to Campus COVID-19: Building Risk Assessment* (This completed Risk Assessment)**
* **All UBS&F Staff have access to the Covid-19 Operating procedures that are updated termly. These have been circulated to staff and referenced at staff meetings after each period of furloughing.**

*https://docs.google.com/document/d/1w2NmvNoZJ-5G91UakVj5AhDdF8vi8LlI18iLEoBtuUA/edit#*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 induction, team meeting, one to one meetings, health and safety committees/forums (identify what communication is being used)* of 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 | 3 | 9 |  |  |  |  |  |  |  |  |
| 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 using one to one meeting (remotely). Group team meetings (remotely) and look at ways to reduce causes of stress. Concerns on workload issues or support needs are escalated to line manager through weekly one to one catch-ups with Line Managers. Periodic H&S meetings with H&S office.Staff/students who *should not* under any circumstance work on campus have been identified and managers/supervisors have discussed alternative arrangements with them to ensure that they do not return to work on campus. Staff who *should not* under any circumstance work on campus include:* Any member of staff who has been through a return to work on campus assessment and has been advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) not to travel to work on campus.
* Staff in the clinically extremely vulnerable category (those shielding) for whom current guidance is that they should not to travel to work, even where their work cannot be undertaken remotely.

Staff who are in clinically vulnerable groups themselves and identified to be considered in ‘at risk’ groups are encouraged by line managers to discuss their support needs to ensure additional measures are put in place to protect them including working from home.Staff who are in the clinically extremely vulnerable group may be at high risk of serious illness if they catch coronavirus (COVID-19) must discuss their support needs with their line manager to ensure a specific individual risk assessment is carried out and additional measures are put in place to protect them including continuing to work from home.<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#who-is-clinically-extremely-vulnerable>Existing risk assessments including those for new or expectant mothers reviewed and revised to reflect new working arrangements. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage. Employees 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 using the University’s Covid-19 Return to Campus Discussion Form and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.<https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx><https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx>Employees are made aware of support mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, internal communications and University webpages: <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx><https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx><https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>This link is for students:<https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx> | 3 | 3 | 9 |  |  |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Staff, Students, hiring groups | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Athletics track & changing rooms Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.(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)). Staff continue to work remotely where possible. Managers ensure staff with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19. Managers keep track of when staff can return to work/campus after the symptom free period. Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus.The University’s [***On-line induction materials for returning to campus***](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 working in University buildings*.* To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and on site induction.Schedules for essential services and contractor visits revised to reduce interaction and overlap between people. and building managers and occupants informed of when the visits will take place and which services are being maintained.UBS&F staff work around hired sessions.UoB Ground staff work around hired sessions and UBS&F work patternsHiring groups provide a layout of the track area and how they will maintain social distancing within the groups using the space. | 3 | 3 | 9 |  |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing  | Staff, students, hiring groups | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Only essential work authorised and approved by the Government and University is permitted in University buildings. Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded including: * Change to athletics sessions. No back to back sessions thus reducing social clustering before and after sessions
* Changes to core working hours. Staff will decide, between themselves who will cover which groups and they’ll stick to just coaching those groups to prevent increasing social interaction between coaches and athletes.
* Arrival and departure times at work have been staggered to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.
* Job and location rotation reduced. Duty Manager responsible for track inspections is the only member of Staff attending.

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.Access control for each building reviewed and a phased reoccupation for larger properties or multi-tenanted buildings put into place. Procedure in place for dealing with instance of unexpected employee (identified through not being included on the College approved list and not wearing the authorised lanyard) 3rd party arrival.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: Athletics Track & changing rooms 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)). 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 sessions. One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining social distancing throughout the building/workplace.Staff activities are segregated to promote the 2m social distancing rules including: * Floor plans of how track area is divided up produced by the coaches. Process gone through as part of the athletes return to sport meetings they do prior to their first session. Coaches lead these.
* Headcount capacity to ensure social distances standards have been achieved by
* Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.
* Staff encouraged 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 break.
* Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). Smaller facilities has a one out one in policy. Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition.
* Any visits by contractors are arranged outside of the hiring groups sessions.
* Socail gatherings amongst employees are not permitted whilst at working including meetings where alternative arrangements have been provided e.g. virtual meetings

Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings. Large gatherings including University events organised in public outdoor spaces have been cancelled or postponed or alternative IT solutions provided such as online athletes clinics. (Critical Training courses may still be performed but only following the Government and University Covid-19 guidance.)Managers perform frequent evaluation against social distances controls. Athletes must sign up to every session and only those persons signed up can attend.Staff are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.Only essential 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 activity, athletics, consideration has been given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff have been included in a task specific risk assessment and are being taken. Mitigating actions include: * Further increasing the frequency of hand washing and provision of hand sanitiser and surface cleaning.
* Keeping the activity time involved as short as possible.
* PPE consisting of face masks and/or a clear visor that covers the face, and provides a barrier between the wearer and others, provided for staff 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). Re-usable visors are cleaned and sanitised regularly using normal cleaning products.
* 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.
* Individuals (including staff, students, visitors and contractors), unless except, are required to wear face coverings, inside University buildings where 2m social distancing isn’t possible and can not be maintained. 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, unless exempt, are required to wear face coverings, in all University learning environments, where the use of the face covering does not impact teaching and learning. Information provided in the University and local communications and signs displayed informing people of the mandatory requirement to wear a face covering within the building.

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 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 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><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). Face coverings are not PPE and are not required to be worn in the workplace where 2m social distancing can be maintained. However where people choose to wear them managers support them.  | 3 | 3 | 9 |  |  |  |  |  |  |  |  |
| Biological  | Suspected case of COVID-19  | Staff, students, hiring groups | 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:
	+ 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 as part of their return to sport training session carried out in July 2020,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 | 3 | 9 |  |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Staff, students, hiring groups | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. Services are working with the University’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures. Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s guidance. University managers will follow the NHS Test and Trace workplace guidance for any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | 3 | 3 | 9 |  |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Staff, students, hiring groups | 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, at the start of each training session, 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, all toilets. Changing rooms are currently closed offSoap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building, track and in other areas 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.To help reduce the spread of coronavirus (COVID-19) individuals are reminded at their return to sport briefing coaches ahead with all returning athletes of the public health advice:<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination has been undertakencleaning products and disposable cloths have been made available to all occupants and everyone has been briefed reminded at their return to sport briefing coaches ahead with all returning athletes on the importance of keeping surfaces and work equipment clean. Exclusive entry/exits points in place for personnel working in high-risk areas, such as mechanical test sites and wet labs designated. Alternatives to touch-based security devices such as keypads provided.Sharing of equipment is restricted where possible (athletic specific equipment is issued at the start of each session to athletes. They clean them down before and after use using antibacterial wipes. These are binned after use and cleaned / disinfected before and after use. Objects and surfaces that are touched regularly are cleaned frequently using anti-bacterial wipes athletics equipment and door handles to toilets and making sure there are adequate disposal arrangements.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. Non-business deliveries stopped, for example, personal deliveries to workers.Everyone is encouraged during periodic coach arranged meetings to keep personal items clean including their own items they bring onsite , foam rollers, athletics equipment. Mobile phonesStaff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.Staff and participants come ‘activity ready’ socially distanced areas for belongings assigned around the track area.Monitoring and supervision arrangements by coaches monitoring athletes adherence to user guidelines, as explained on their return to sport briefings. have 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 to avoid direct personal contact with others i.e. shaking hands etc. |  | 3 | 9 |  |  |  |  |  |  |  |  |
| Organisational  | Exposure to Existing Hazards | Staff, students, hiring groups | 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 through return to campus inductions, Designated Persons training for hiring groups training*,* that in an emergency that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe.
* **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes.
* **First Aid:** First aid needs assessment reviewed to take into account the impact of any Local or National Government requirements and 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 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  *Head of Department representative (UBS&F Health & Safety Officer*) 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, mitigations, including additional coaching staff at sessions to monitor athletes adherence to guidelines, have been introduced for any new or altered security risks.Business continuity and disaster recovery plans updated based on COVID-19 Local or National Government requirements implications including Contingency plan in place for possible switch back to national or local lockdown.Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 especially during any Local or National Government lockdowns in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | 3 | 3 | 9 |  |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff, students, hiring groups | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | There is signage advising staff to wash their hands regularly and not to touch their face.Building access is controlled by1. Invite only to participants
2. Invited participants have to book slots with coaches
3. No ‘drop-in’ participation allowed.
4. Coaches meet participants ( whilst maintaining social distancing) at scheduled start time, screen for COVID symptoms by Q&A.
5. Participants and coaches enter track area, maintaining social distancing. Gates are locked behind them

Building access control is used during busy spells in the building and for any Local or National Lockdown periods. |  | 3 | 9 |  |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff,  | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided.Additional facilities such as bike-racks are provided to help people walk, run or cycle to work where possible.Workers encouraged to avoid public transport where applicable and use alternatives e.g. cycling, walking to work etc. Where staff are unable to avoid public transport they do so in accordance with Government and University Guidance: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers><https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>Staff advised to stagger start and finish times if using public transport and to avoid public transport if at all possible. | 3 | 2 | 6 |  |  |  |  |  |  |  |  |
| Organisational | Driving at work | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Non-essential travel is not permitted during the National Lockdown period and is minimised at all other times – remote options considered first. 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. Journeys have been scheduled and delivery/collection times to reduce contact with others.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. | 3 | 2 | 6 |  |  |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | Staff, students, hiring groups | 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 by UBS&F staff who have undertaken cleaning training and UoB Cleaning Services staff who clean communal areas and touch m points | 3 | 3 | 9 |  |  |  |  |  |  |  |  |
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**Risk Assessment Guidance**

Risk Scoring System

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood score**  | **1**  | **2**  | **3**  | **4**  | **5**  |
| **Frequency** | **Rare**  | **Unlikely**  | **Possible**  | **Likely**  | **Almost certain**  |
| **Broad descriptor**  | This will probably never happen/occur | Do not expect it to happen/occur but it is possible it may do so | Might happen or occur occasionally | Will probably happen/occur but it is not a persisting issue | Will undoubtedly happen/occur, possibly frequently |
| **Time-framed descriptor** | Not expected to occurfor years | Expected to occurat least annually | Expected to occur atleast 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.