GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **UNIVERSITY CAMPUS (EDGBASTON)** | **Department** | **School of Physics & Astronomy** | | **Version / Ref No.** | **v 1.4** |
| **Activity Location** | **Poynting Physics Building** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **Affected Groups: Executive (2), Academics + Research Fellows (27), PhD Students (44), UG Students (); Professional Services Staff (37), Cleaning Staff (), Maintenance Staff ()** | | | |
| **Assessor** | **Tendai Makuwatsine** | **Assessment Dates** | **16 September 2020**  **Updates: 19/10/2020**  **Updates: 06/01/2021**  **Updates: 12/04/2021** | **Date of Assessment Review** | **December 2020**  **March 2021**  **July 2021** | |
| **~~Academic~~ / Manager Name** | **Tendai Makuwatsine** | **~~Academic~~ / Manager Signature** |  | | | |

| Hazard Assessment | | | | Control Assessment | | | | | | | | | Actions | | |
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| Hazard Category | Hazards Identified | Who might be harmed?  Staff  Students  Contractors  Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | | | Are these adequate?  Yes/No | Changes to/ Additional Controls | Residual Risk Rating | | | Owner | Due  Date | Action Complete |
| S | L | R | S | L | R |
| Organisational | Psychological well being | Staff/Students/Visitors | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication for Poynting Physics users is in place (individual and group) via ***virtual meetings and email correspondence***to ensure staff and students are not ill-informed about returning to work safely. Staff/Students/Visitors will see signage and posters as they approach the Poynting Physics Building to assure them of the measures taken to achieve COVID-19 compliance in the building  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 Comms,) and shared with staff via ***virtual 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).  Risk assessment shared with staff and an electronic copy is available on the ***Teams/Groups’ shared drives and the University intranet, LINK:***  <https://intranet.birmingham.ac.uk/staff/coronavirus/phased-campus-reopening.aspx>  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/Teaching 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: Poynting Physics 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 the *mandatory building induction,* *team meetings, one to one meetings (all conducted on ZOOM or TEAMS),* 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>  Mandatory Local Induction Course for all returnees to the building was conducted by Prof David Evans. Those who will have missed Prof David Evans’s session will have their induction conducted by Tendai Makuwatsine. The course was conducted on 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 of working. Non-attendance will exclude one from returning to Poynting Physics Building until the course is taken. Non-attendance will mean one cannot get an authorisation for their return to campus. Weekly attendance lists will also be checked against the induction attendance register to ensure only those that attended the induction are allowed in. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Organisational | Psychological well being | Staff/Students | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions *on ZOOM (or TEAMS) or using email communications* with their team and look at ways to reduce causes of stress.  Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus.  Concerns on workload issues or support needs are escalated to line managers *in 1-to-1 meetings and/or email communication*  Staff, if any, 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) (if any) (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 have been reviewed for compliance with the new working arrangements and to ensure compliance with the new social distancing requirement of 2m.  No adjustments have been made for PEEPs as there’s no requirement at the moment.  Adjustments may be needed once the one PEEP we hold takes effect when students return (and also the number of ‘returnees’ increases), 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 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 and students 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 | 2 | 6 | YES |  |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Staff/Students/Maintenance | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Poynting Physics 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 ensure staff with any form of illness do not attend work until the illness has been verified as not being Covid-19.  Managers keep track of when staff can return to work 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) have received a building specific induction including information and on site induction from the School H&S Coordinator.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., *carrying out electrical servicing/maintenance out of hours to minimise disruption to experimental work*.  Un-essential trips within buildings and sites discouraged and reduced, e.g. *Persons with* p*arcels for collection from Stores will be notified first before they can go over to collect. This is part of the instruction received on the mandatory induction course.* | 3 | 3 | 9 | YES |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | Staff/Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Only 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 social distancing is not exceeded including:   * Amended shift routines and team briefings. *Where a Group has more personnel than the occupancy threshold of their work area, rotas have been devised by the relevant Line Manager/Head of Group/PI to ensure COVID compliance. Team briefings are conducted on online platforms.* * Staff are already separated into their individual Research groups /Support Teams (or sub-groups) to reduce contact between employees. * Fixed teams or rota processes in use to reduce the number of people in a lab/open plan office at the same time to avoid overcrowding.   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/rotas and teams is kept for 21 days.  Access control for Poynting Physics Building reviewed and a phased re-occupation of the building was conducted. Teaching Laboratories are open and are prepared for the return of students.  Procedure in place (e.g. *refused entry)* for dealing with instance of unexpected employee or any unknown visitors (identified through not being included on the weekly list submitted to the School Operations Manager and/or challenged by any building user)  Work has been arranged so that staff are able to maintain the latest government guidelines for social distancing based on our industry which are included in the ***Social distancing: Poynting Physics 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)).  Two-way flow systems for parts of the Poynting Building (e.g. at Basement level where there’s little traffic) and One-way flow systems (at first and second floor corridors of the building where more traffic is expected) have been implemented and visual aids, such as floor strips, signage are used for maintaining required social distancing throughout the Poynting Physics Building.  The one way flow system will be strictly mandated for busy periods at the mandatory building induction, e.g. ‘on the hour’ when classes change over. In quieter periods 2-way flow will be allowed in this case for accessing toilet facilities. The School Building Manager will carry out monitoring checks with the help of staff in the nearby Teaching Support Office.  The Main entrance to the building has been designated as IN only for all coming into the building including for the EPS Hub. Exiting the building via the back stairwell (Coming out from the EPS Hub area) and also using the stairwells in Physics West Building which has wider stairwells and lower numbers of ‘hourly change-over’ traffic compared to Poynting. (Poynting is almost exclusively for teaching unlike Physics West which has more of research than teaching)  The back stairwell servicing the EPS College Hub was re-designated 2-way to maintain a single ‘bubble’ for the functions of the EPS College Hub between their Mezzanine and ground floor areas and further extended on the whole back stairwell following a review.  Users of the Year 1 Teaching Labs (Ground Floor), Year 2 Teaching Labs (First Floor) and users of the Large Lecture Theatre, LLT (Third Floor) exit using the stairwell at the east end of the building. Signage in these areas is prominently displayed to alert users to this arrangement. LLT users already use this back stairwell route as an exit in ‘normal times’. Staff conducting classes in all these areas will be responsible for ensuring compliance with this exit route arrangement  Staff activities are segregated to promote the social distancing rules including:   * 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 to ensure social distances standards have been achieved, have been set and displayed in shared rooms e.g. shared offices, meeting rooms and laboratories. * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.) *and these limits are displayed prominently on doors and walls in the relevant areas* * Staff are encouraged *by their signing up to abide by the rules from the mandatory induction courses* to remain on-site during their working day including bringing their own lunch and, when not possible, maintaining social distancing while off-site. * Where available safe outside areas *(such as the Green Heart) are to be* used for breaks. * Welfare areas for serving hot food or drinks have been assessed in accordance with government guidance and tables/seating from welfare areas moved to create social distancing separation and avoid large groups congregating. ‘Sit Here’ markings have been used for the seating in the Coffee Lounge. The kitchen in the Teaching Support Office area can accommodate 2 persons at a time without breaching social distancing requirements. All users are encouraged at the building induction, reminded at team meetings and daily as they walk past the posted signage to wash their hands prior to using equipment (kettle, microwave or fridge) and to wash their hands after use. Additional signage for the correct method for handwashing displayed. * *Kitchens from where fresh drinking water is available from taps, are not 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 have been serviced (9th Sept. 2020). Alcohol wipes are available for users to use before and after use for common touch points.   * Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). Additional signage has been placed on facilities doors to take note of room capacity 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. Users of Poynting building will be encouraged during the mandatory Poynting Building induction to report breaches of occupancy thresholds (and any other breaches) to the School H&S Coordinator. * Clear method of socially distancing of staff/students/visitors in areas such as Teaching Support Office implemented including:   + Queuing systems or processes controlled through email/telephone invitations where possible   + Social distancing 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/Maintenance 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.  All corridors are :   * Marked in areas to ensure social distancing is adhered to. * Have a 1-way system (2-way where 1-way has not been found viable) around Poynting Physics building. * Stairwells have signage emphasising social distancing and are clearly marked for either going up or down.   Additional signage in corridors reminding staff about social distancing.  Information provided and signs 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 *one (1)* and social distance marked on the floor *for those waiting to use the lift.* Users are encouraged to stand side by side or back to back when queuing. Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.  Lifts are still to be used to move heavier / larger / hazardous goods 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 moved. *- The existing guidance for transporting of liquid nitrogen to the First floor will remain and the cryogenic liquid dewar retains priority of passage at all times as has always been the case.*  For the stairwells in Poynting Physics users will be advised by the posted signage to maintain social distancing when using the stairwell. Signs are prominently displayed throughout on the stairwell walls.  Additional signage in stairwells reminding staff about social distancing and washing of hands / use of hand sanitiser on exit from stairwell.  Social gatherings amongst employees (including meetings) have been discouraged, where alternative arrangements have been provided e.g. use of virtual platforms such as Teams, ZOOM, etc...  Large gatherings including University events organised in public outdoor spaces have been cancelled or postponed or alternative IT solutions provided (Critical Training courses may still be performed but only following the Government and University Covid-19 guidance.)  Large gatherings including events in public outdoor spaces that are organised by the University that are unable to be provided by alternative IT solutions (e.g. Admissions/Open days) are only permitted with steps to mitigate the risk of transmission and in line with COVID-19 Secure guidance including the completion of a specific risk assessment.  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>  Line Managers/PI’s perform frequent evaluation against social distances controls, conducting unannounced spot checks and seeking feedback from building users through email and reports of incidents when they occur. A feedback/Q&A using emails to the School H&S Coordinator for the building users will also form part of the evaluation. Staff are reminded (*using posters on the walls)* on a daily basis of the importance of social distancing both in the workplace and outside of it.  COVID marshals within the building, will also monitor compliance against the COVID Secure measures and will implement the Escalation Process, if compliance of the COVID safe measures is breached.  Near-miss reporting is encouraged at the mandatory Poynting Physics Building induction (and any subsequent Q&A sessions/ emails) to identify where controls cannot be followed or people are not doing what they should. Building users are also reminded they can use the existing Accident/Incident Reporting Form for near misses.  Where the social distancing guidelines cannot be followed in full in relation to a particular activity (e.g. moving furniture, lab equipment), *the Line Manager/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 have been included in a task specific risk assessment and are being taken. New Corona virus strains can be deemed particularly transmissible and it is important that compliance with the guidance requirements is rigorous. Mitigating actions will include any of the following that is appropriate for the task:   * Further increasing the frequency of hand washing and surface cleaning. * Keeping the activity time involved as short as possible. * 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, where practicable. * 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 and where there are COVID marshals on the routes to and from the work, study and teaching spaces, they will, when necessary, give verbal reminders of the need for social distancing and to follow directional signs. * 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 informing people of the mandatory requirement to wear a face covering within the 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, 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 through the mandatory induction and email bulletins of 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  Hygiene guidance given at mandatory induction 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 available on what PPE is required (i.e. disposable nitrile gloves, masks, Cryo-aprons, laser 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). | 3 | 3 | 9 | YES |  |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | Staff/Students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event 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 and these will be available from Physics Stores * Team briefed *at local Research Group/ Team Level induction* on actions to be taken in the event of someone being suspected of having COVID-19. * Staff/Students must tell their line manager/supervisor 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/PI’s/Academic Leads will maintain regular contact with staff members/students during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep School Operations Manager/ Head of School/ School H&S Coordinator/Senior Tutor 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 which is triggered by Head of School and School H&S Coordinator being informed of a positive test result within the School. * 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 | YES |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Staff/Students/Contractors | 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.  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 non-University person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance with 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 | YES |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Staff/Students | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | Individuals have been instructed in the mandatory building induction and are regularly reminded *using the posted signage* to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Posters are displayed around the workplace including in welfare facilities, corridor walls and in stairwells.  Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained. Sanitizer stations are placed at the entrance to the building and in *high traffic areas such as the Coffee Lounge Area/ 2nd Floor landing and also at all the exits to the building where* they will be clearly visible with relevant signage on the adjacent wall.  Individuals have been informed at the mandatory induction to check their skin for dryness and cracking (in relation to the use of the sanitizer) 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 around the workplace to this effect.  To help reduce the spread of coronavirus (COVID-19) individuals are instructed at the mandatory Poynting Physics Building induction and reminded *through the University’s email briefings and the regularly updated University FAQs pages* 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, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed *during the mandatory Physics West building induction* 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. Individuals will use their own set of pens for whiteboards and are instructed to clean printer touch points before and after use.  Sharing of equipment is restricted where possible and is cleaned / disinfected by each user before and after use.  Objects and surfaces that are touched regularly such as door handles and keyboards (in laboratory settings) are cleaned frequently using IPA wipes (by individual users), 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.  Use of hot desks and spaces avoided and, where not possible e.g. labs, IT suites, stations are cleaned by individual users before and after use, each time In the teaching labs, the technicians will ensure this gets done each time.  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.  Areas where people directly pass things to each other, for example teaching laboratories have been identified and ways to remove direct contact, such as using drop-off points or transfer zones have been introduced.  Everyone is encouraged *at the mandatory building induction, in team briefings, etc.* 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.  Lab clothing and equipment such as laser and other goggles washed on-site rather than by individual staff members at home. All goggles are personal and restricted to personal use. Freshly washed dustcoats are again strictly for personal use. *The existing arrangements for a contractor to clean items such as dustcoats to continue. Returning items will be stored away for a minimum 72 hours before unpacking and use.*  Monitoring and supervision arrangements *such as spot checks and encouraging building users (as part of the mandatory induction and the fact that signing up to agree to return is on the basis that one will abide by the rules) to speak out/report against infringements 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 | 3 | 9 |  |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | Staff/Students | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures.  PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as disposable 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 *during the mandatory building induction* 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. No modifications required to fire alarm practices and evacuation drills to cater for COVID-19. * **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 in welfare areas such as kitchens and toilets.   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 *Line managers/PI’s with the help of the School H&S Coordinator* 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, and no new or altered security risks are foreseen.  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. | 3 | 3 | 9 | YES |  |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | Staff/Students/Visitors | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the unit so that social distancing can be maintained at all times has been considered and include:   * Pick-up and drop-off collection procedures * Unnecessary contact at delivery has been minimised e.g. non-contact deliveries at Stores Counter * Methods to reduce frequency of deliveries in place - ordering larger quantities less often. * 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 | 3 | 9 | YES |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff/Students/Contractors/ Visitors | 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 the Poynting Physics building that social distancing is in place.  There is signage advising staff to wash their hands regularly and not to touch their face. | 3 | 3 | 9 | YES |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff/Students/Contractors/ Visitors | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided.  Facilities such as bike-racks are provided to help people walk, run or cycle to work where possible.  Workers encouraged during mandatory building induction to avoid public transport where applicable (or follow current/latest government guidance) 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 at the mandatory building induction to stagger start and finish times if using public transport and to avoid public transport if at all possible. | 3 | 2 | 6 | YES |  |  |  |  |  |  |  |
| 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. Regularly touched points/surfaces/door handles in communal areas will be cleaned by Cleaning Services as per the Service Level agreement. Regularly touched equipment and work surfaces in individual areas/labs will be cleaned by the users/occupants of the said area.  Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion. If machines and equipment are shared, sterilising will be carried out between operations by *a person designated by the line manager responsible for the area in which the machines/equipment are* | 3 | 3 | 9 | YES |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff/Students/Contractors/ Visitors | 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 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 (*which is available only in the large teaching rooms of Poynting Building*) has typically been set at maximum fresh air settings and operate 24/7; but as minimum of 3 hours before or after any stated occupancy times.  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) (open windows, etc.) 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 | 3 | 9 | YES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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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 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.