GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **Terrace Huts post room and offices.** | | | | **Department** | | | | **PPT Services** | | | **Version / Ref No.** | | | **Ra001 v8** | | | |
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| **Activity Location** | | **Post room, offices.** | | | | **Activity Description** | | | | **Return to Campus COVID-19: Building Risk Assessment**  **2/3 staff sorting and delivering post/small items. 2/3 staff portering duties (collecting and delivering items).5/6 staff general office duties.** | | | | | | | | | |
| **Assessor** | | **Chris Lane** | | | | **Assessment Date** | | | | **13/04/2021** | | **Date of Assessment Review** | **21/06/2021 or following government guideline changes.** | | | | | | |
| **Academic / Manager Name** | | **Chris Lane** | | | | **Academic / Manager Signature** | | | |  | | | | | | | | | |
| Hazard Assessment | | | | | Control Assessment | | | | | | | | | | | | Actions | | |
| Hazard Category | Hazards Identified | | Who might be harmed?  Staff  Students  Contractors  Others | How might people be harmed? | Existing Control Measures | | Initial Risk Rating | | | | Are these adequate?  Yes/No | Changes to/ Additional Controls | | Residual Risk Rating | | | Owner | Due  Date | Action Complete |
| S | L | R | | S | L | R |
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| 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 meetings, 1-2-1’s regular telephone conversations and emails* to ensure staff 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 Comms) and shared with staff via *team meeting, one to one meetings, managers make regular telephone calls to staff to update them and email* 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 *PPT Services share drive*.  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 *department managers*. 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)**   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. | | 1 | 2 | 2 | | Yes |  | |  |  |  |  |  |  |
| 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. This is done by either face to face or telephone.  Concerns on workload issues or support needs are escalated to line manager.  Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs, this is done during regular welfare contact calls by either the manager or deputy.  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.  Employees who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.  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.  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 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 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> | | 1 | 2 | 2 | | Yes |  | |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | | Staff, visitors. | 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.  ***Social distancing: Building checklist Terrace Huts*** has been completed, Transport Office has been completed to identify the control measures to consider reducing the risk of workplace infections. Control measures already in place as building did not close.  Staff continue to work remotely where possible.  Managers ensure staff with any form of illness do not attend work and actions to be taken if this situation arises.  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 inductions.  All staff and visitors using the buildings will receive a specific building induction.  A printed copy of this induction is displayed on the noticeboard in the shared space.  Posters are displayed on office noticeboards that encourage staying home when sick, cough and sneeze etiquette.  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 keep track of when staff can return to work/campus 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.  Un-essential trips within buildings and sites discouraged and reduced, e.g. access to some areas restricted, use of radios or telephones encouraged ensuring cleaning them between use. All staff have individual mobile phones.  Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus. | | 3 | 3 | 9 | | Yes | Individual risk assessment completed on 26/06/20 and staff then returned to work 30/06/20 | | 3 | 1 | 3 | C Lane | 26/06/20 | yes |
| 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, visitors. | 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 including   * Change to peak staff entry and exit times. Start finish times staggered. * Changes to core working hours. Staff are only on campus when needed. * Staff have been separated into teams to reduce contact between employees. * Fixed teams or adjusted booking processes in use to reduce the number of people in the building at the same time to avoid overcrowding. * Job and location rotation reduced.   Maximum occupancy limits are displayed within the building induction.  Access control for each Terrace Huts reviewed and barriers now in place.  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 College approved list) / 3rd party arrival (eg. refused entry recommended). All covered during specific building induction.  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: Building Terrace Huts 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)).  Visual aids, such as floor strips, signage are used for maintaining two metres distance throughout the building/workplace.  Reduced staff on site, keep to allocated teams and alternate which staff are in the building at any particular time.  Staff activities are segregated to promote 2 metres distance including:   * Work stations moved or staff relocated. Provision of additional screens where needed to segregate people. Screens not necessary Desks are arranged with employees facing in opposite directions. Display Screen Equipment (DSE) not altered. * 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. open plan offices. As detailed in building induction. * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.). Displayed within building induction on noticeboard. * Staff encouraged to remain on-site including bringing their own lunch and eat at their workstation, when not possible, maintaining social distancing while off-site. * Where available safe outside areas used for break. * 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 2m separation and avoid large groups congregating. The kitchen/rest area is open plan all users have been encouraged to wash hands and clean kettle/microwave before and after use. Additional signage for the correct method for handwashing displayed.   Clear method of socially distancing of staff and visitors in reception areas defined and implemented including:   * Queuing systems or processes * 2m spacing in waiting and reception areas   Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option visitor arrangements have been revised to ensure social distancing and hygiene at all times. Visitors are by appointment/prior arrangement to avoid congestion and only if visit is essential. These measures are monitored by the local supervising staff member and where necessary concerns fed back to the third party manager e.g. LEV inspections and test – Estates Manager, Cleaner – Campus Services Domestic Manager.  Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings.  Managers perform frequent evaluation against social distances controls. This is carried out during manager walk rounds throughout the day.  Staff are reminded through briefings and reference to signs displayed, on a daily basis of the importance of social distancing both in the workplace and outside of it.  Where the social distancing guidelines cannot be followed in full in relation to a particular activity, such as sorting mail 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:   * Using 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).   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. As displayed in ‘catch it, bin it, kill it’ posters.  Face coverings must be worn within the building.  Additional PPE was not required pre Covid 19 and therefore is still not required but is available if requested. Some staff had a preference for wearing gloves when sorting mail and they can continue to do so and will be provided as previously.  Social gathering amongst employees are not permitted 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 *– Zoom, Skype etc.* (Critical Training courses may still be performed but only following the Government and University Covid-19 guidance.)   * Further increasing the frequency of hand washing and provision of hand sanitiser and surface cleaning. * Keeping the activity time involved as short as possible. * Using screens or barriers to separate people from each other. * 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. * Re-organising pedestrian flows * 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 exempt, are required to wear face coverings, inside all University buildings at all times except for in single occupancy rooms. 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.  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 | | 3 | 3 | 9 | | Yes |  | | 3 | 1 | 3 |  | N/A |  |
| Biological  Biological | Suspected case of COVID-19  Suspected case of COVID-19 | | Staff, visitors. | 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> * 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) * 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 sanitiser after someone with suspected 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 (including touchpoints) * Provision and monitoring of adequate supplies of cleaning materials are in place by the cleaning team and SLA. * Team briefed on actions to be taken in the event of someone being suspected of having COVID-19. Team member to inform line manager. * 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 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 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. * Staff 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. * Line managers hold discussions with their staff to identify those considered in ‘at risk’ groups - which include those who are 70 or over, have a long-term condition, are pregnant or have a weakened immune system, or are living/caring for someone in these groups and will ensure additional measures are put in place to protect them including working from home. This is done during regular welfare calls by manager or deputy. | | 3 | 3 | 9 | | Yes |  | | 3 | 3 | 9 |  | N/A |  |
| Biological | Someone entering the workplace with COVID-19 | | Staff, visitors. | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Entry to the building not permitted to non-University staff. It is by prior arrangement only, arranged via email.  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 | | Yes |  | | 3 | 1 | 3 |  | N/A |  |
| 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, visitors. | 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 and are regularly reminded by posters, building induction and instructed by others when they wash, 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 and are placed at the entrance to the building and in other areas where they will be seen. One by the entrance door, one in reception area, one by loading bay doors, one by the photocopier, one in the kitchen area and in each separate office.  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 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 undertaken, cleaning products and disposable cloths have been made available to all occupants, they are placed in the kitchen, by the photocopier and in separate offices, and everyone has been briefed on the importance of keeping surfaces and work equipment clean. Staff are reminded of the importance of regular cleaning in their new building induction. Cleaning SLA displayed on H&S staff notice board.  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards.  Sharing of equipment is restricted where possible (additional equipment/hand tools may need to be purchased), and cleaned / disinfected before and after use. Wipes are provided to clean equipment such as franking machines, keyboards and photocopier down 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.  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.  Sanitiser points installed at entry points. Non-business deliveries stopped, for example, personal deliveries to workers.  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.  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 | | Yes |  | | 3 | 1 | 3 |  | N/A |  |
| Organisational  Organisational | Exposure to Existing Hazards  Exposure to Existing Hazards | | Staff | 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 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 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. This was discussed during building induction. * **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 (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 senior person on shift before the activity commences 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).  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 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 | | Yes |  | | 3 | 1 | 3 |  | N/A |  |
| Environmental | Inbound & Outbound Goods including Post | | Staff, 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 points, procedures, signage and markings revised. * Unnecessary contact at delivery bay has been minimised e.g. non-contact deliveries where the nature of the product allows for use of electronic pre-booking. * Methods to reduce frequency of deliveries in place - ordering larger quantities less often. * Where possible and safe, single workers load or unload vehicles or if not possible the same pairs of people, with additional mitigating measures including the wearing of face coverings, are used for loads where more than one is needed. * 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. * Strict hand washing procedure in place after handling all deliveries. * Following WHO guidelines and those from DHL and Royal Mail state virus not a risk on mail and packages. | | 3 | 3 | 9 | | Yes |  | | 3 | 1 | 3 |  | N/A |  |
| Environmental | Virus transmission outside of the workplace | | Staff, 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 this building social distancing is in place (keep 2m apart).  There is signage advising staff to wash their hands regularly and not to touch their face.  Specific building induction details entry and exit and movement within the building  Building access control is used during busy spells in the building and for any Local or National Lockdown periods i.e. one out one in. The entrance door is kept locked.  Controlled access and egress is monitored to ensure it is followed. Barrier implemented to control the amount of staff/students in the reception area. | | 3 | 3 | 9 | | Yes |  | | 3 | 1 | 3 |  | N/A |  |
| 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 told 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 | | Yes | Only if guidance changes | | 3 | 1 | 3 |  |  |  |
| 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.  Where these are not possible the number of people travelling together in any one vehicle is minimised, using fixed travel partners, vehicles are well ventilated to increase the flow of air via open windows and occupants sit side by side or behind other people and sitting face-to-face is avoided. Seating arrangements to maximise distance between people in the vehicle has been considered and all of the occupants, unless exempt, wear face coverings inside the vehicles at all times.  Also refer to additional guidance on using University vehicles.  Job and location rotation has been reduced.  Journeys have been scheduled and delivery/collection times to reduce contact with others.  Shared vehicles are frequently cleaned by the user before using the vehicle.including between shifts or on handover. This includes cleaning of objects and surfaces that are touched regularly, such as door handles and vehicle keys, and adequate disposal arrangements are in place.  Sufficient quantities of hand sanitiser /wipes are retained within vehicles to enable workers to clean hands after each delivery / drop-off. There is no risk of hand sanitiser catching fire due to high weather temperatures within vehicles.  Staff are encouraged to wash hands before boarding vehicles, or use hand sanitiser provided. | | 3 | 3 | 9 | | Yes |  | | 3 | 1 | 3 |  | N/A |  |
| Mechanical | Machinery & Equipment | | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected. This is carried out by cleaning services, wipes are provided for additional use by staff.  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.  Detailed in specific building induction | | 3 | 3 | 9 | | Yes |  | | 3 | 1 | 3 |  | N/A |  |
| Environmental | Ventilation | | Staff | Exposure to respiratory droplets carrying COVID-19. | Building users are encouraged where possible to ensure windows are open.  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’, REHVA guidance, other industry and HSE guidance. <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>  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. CIBSE Covid-19 Ventilation Guidance  <https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ> | | 3 | 3 | 9 | | Yes |  | | 3 | 1 | 3 |  | N/A |  |
|  |  | |  |  |  | |  |  |  | |  |  | |  |  |  |  |  |  |
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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.