**GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM**

<table>
<thead>
<tr>
<th>Site</th>
<th>Public Health Building</th>
<th>Department</th>
<th>College MDS – Applied Health Research</th>
<th>Version / Ref No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Location</td>
<td>Office Space for IAHR – ground, first and second floor</td>
<td>Activity Description</td>
<td>Return to Campus COVID-19: Building Risk Assessment for office activity</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Lab areas on Floor 2 (Earth Sciences)</td>
<td></td>
<td>The Public Health building holds staff of IAHR (BCTU in the main) and other smaller teams</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PGT Teaching rooms on ground level</td>
<td></td>
<td>PGT admin staff and laboratory space on floor 2 (Earth Sciences)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approx. 314 IAHR staff are located across the floors</td>
<td></td>
<td>PGT admin = 6 staff</td>
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<td></td>
<td>PGT teaching rooms G03-05</td>
<td></td>
<td>PGT teaching rooms G03-05</td>
<td></td>
</tr>
<tr>
<td>Assessor</td>
<td>David Round (Institute Manager) and Kevin Shepherd Institute</td>
<td>Assessment Date</td>
<td>23rd August 2021</td>
<td>Date of Assessment Review</td>
</tr>
<tr>
<td></td>
<td>Health &amp; Safety Administrator</td>
<td></td>
<td>December 2021</td>
<td>December 2021</td>
</tr>
<tr>
<td>Academic / Manager Name</td>
<td>Karen Willis</td>
<td>Academic / Manager Signature</td>
<td>[Signature]</td>
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</tbody>
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### Hazard Assessment

<table>
<thead>
<tr>
<th>Hazard Category</th>
<th>Hazards Identified</th>
<th>Who might be harmed?</th>
<th>How might people be harmed?</th>
<th>Existing Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisational</td>
<td>Psychological well being</td>
<td>Staff / Students</td>
<td>Anxiety and stress caused by concerns around returning to work and studies on Campus</td>
<td>Regular communication is in place (individual and group) via Communications from PI’s/ Team Leads/ Line Managers/Lead for PGR students in team meetings, one to one meetings, communications from College and University email briefings to ensure staff and students are fully informed about returning to work 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 meetings, one to one meetings and the University’s COVID-19 FAQs <a href="#">click here</a>. The Building Risk Assessment for Murray Learning Centre is shared with staff/students and an electronic copy is available</td>
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<thead>
<tr>
<th>Owner</th>
<th>Due Date</th>
<th>Action Complete</th>
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</thead>
<tbody>
<tr>
<td>Line Managers / PIs</td>
<td>6</td>
<td>In place</td>
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An Institute Action plan is in place for all Institute buildings. This has been circulated to Senior Management for approval and is located on the Institute Shared 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 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](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/Lead for PGR are aware of how changes to working arrangements may cause additional work-related stress and affect their employees’ and students mental health and wellbeing and individuals have been made aware via induction process, regular communications to Senior team Leads for dissemination to team members, and one to one meetings. All communications includes PGR students. All are signposted to guidance available in relation to this:

[https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/stress-management-guidance.aspx](https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/stress-management-guidance.aspx)

### Organisational and psychological well-being

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<tr>
<td>Anxiety and stress caused by concerns around returning to work on Campus</td>
<td>Information on the full range of Coronavirus – Covid-19 support available for staff including those who were previously advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) not to work on campus and staff who are in the <strong>clinically extremely vulnerable group</strong> (i.e. those previously advised to shield) is available <a href="https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/stress-management-guidance.aspx">here</a>. 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.</td>
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</table>
| 3 | 2 | 6 | Yes
|   |   |   | Line managers/PIs
|   |   |   | Ongoing
Employees who have concerns about either working on Campus or working from home/remotely have discussed these with their line manager or supervisor and concerns have been formally recorded and where necessary they have been signposted to the EAP for support and / or a referral to occupational health has been made using a standard Management Referral available via the HR Portal.

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

Biological Virus transmission in the workplace

Staff/Students/Contractors

Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.

Staff continue to work using the mixed model of site and home based (hybrid working) as agreed with line manager, in line with Government and University guidance.

Managers/supervisors ensure staff and students with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19.

Managers/supervisors keep track of when staff and students can return to work/campus after the self-isolation period.

Regular access to the Lateral Flow Device tests and kits are available to staff and students who are coming onto campus. Staff and students are strongly encouraged to test twice a week and to record their results on the Government’s reporting website site:

https://www.gov.uk/report-covid19-result

The University’s On-line materials for returning to campus combination of the guidance and videos have been provided and completed for all staff working in University buildings.
| Environment | Virus transmission in the workplace due to lack of social distancing | Staff Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking | Workplaces and routines changed to reduce the number of people staff come into contact with including:  
- Change to peak staff entry and exit times and implementation of office rota.  
- Amended shift routines, staff handovers and team briefings.  
- 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.  
- Staff have been separated into teams to reduce contact between employees.  
- Work stations moved or staff relocated to reduce contacts. Desks are arranged with employees facing in opposite directions or working side by side. Display Screen Equipment (DSE) assessments reviewed and revised.  
- Back-to-back or side-to-side working (rather than face-to-face) used whenever possible.  
- Welfare facilities (toilets etc.) have signage to remind people to wash their hands prior to and after use and also of any other measures required to ensure safe use of the facilities including building users being reminded to leave the facilities in a respectable condition.  
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 attendance in the building is kept for 21 days.  
Work has been arranged so that staff are able to maintain the government guidelines for workplaces.  
The latest Guidelines on these measures can be found by clicking the following link [Workplace Guidelines](#).  
Wherever one way systems assist the flow of people and avoid crowding or congestion they should be maintained, with appropriate signage and other visual aids in place.  
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 and contractor arrangements have been revised to ensure:  
- Clear guidance on how to reduce the risk of spreading COVID-19 to people is given to them, for example, by phone, on the website or by email or with on-site signage and visual aids and the particular needs of those with protected characteristics, such as those who are hearing or visually impaired have been considered. | 3 | 3 | 9 | Yes | 3 | 3 | 9 | Yes | Line managers/PI’s |
Host responsibilities related to COVID-19 have been established and any necessary training for people who act as hosts for visitors has been provided.

- Entry and exit routes for visitors and contractors have been reviewed to minimise contact with other people.
- In shared facilities e.g. with other employers COVID-19 related arrangements have been co-ordinated and there is co-operation by all occupiers. This includes landlords and other tenants.
- Visitors are told they should be prepared to remove face coverings if asked to do so by police officers and staff for identification.
- Information provided to visitors does not compromise their safety.

These measures are monitored by the local Institute team and where necessary concerns fed back to the third party manager.

| Biological case of COVID-19 | Suspected Staff/Students/contractors Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Information provided and signs displayed informing people to use the stairwells rather than lifts unless they have difficulty using the stairs. 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 contact controls such as regular visits to the building to reiterate the importance of reducing social contacts 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. 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. 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 | 3 2 6 Yes | College Director of Operations With immediate effect |
PHE quick guides for correct donning and doffing of PPE for non-AGPs, as well as for AGPs, 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 normally required to be worn in the workplace but the University strongly encourages staff, students, contractors and visitors to continue to wear face coverings inside buildings and where people choose to wear them they are supported.

Where face coverings may reduce the risk of transmission from one person to another e.g. in congested areas, crowded enclosed spaces and where people may come into contact with people they do not normally meet, signs are displayed requesting individuals to wear a face covering with the expectation that individuals will wear a face covering in these areas.

Individuals have been reminded through internal signage of how to use face coverings safely including the following:

- When wearing a face covering you should:
  - wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on and before and after removing it
  - avoid wearing on your neck or forehead
  - avoid touching the face covering or your face, as it could contaminate it with germs from your hands
  - change the face covering if it becomes damp or if you’ve touched it
  - continue to wash your hands regularly
  - change or wash your face coverings daily
  - if the material is washable, wash it in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in their usual waste

Extra non recycling bins to dispose of single use face coverings and PPE are provided, refer to the guidance on how to dispose of personal or business waste, including face coverings and PPE.

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<table>
<thead>
<tr>
<th>Biological</th>
<th>Someone entering the workplace</th>
<th>Staff/Students/Contractors</th>
<th>Exposure to respiratory droplets carrying and contact with an object that</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>Response plan in place in the event of a confirmed or suspected case of COVID-19 and communicated and includes:</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. If any students appear unwell or make comment or complain to staff</td>
</tr>
</tbody>
</table>

3 3 9 Yes

Building & Facilities Team

Ongoing
| Environmental | Virus transmission in the workplace | Staff/Students | Contact with an object that has been contaminated with COVID-19 has been contaminated with COVID-19. Members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow the University’s Test, Trace and Protect Process. The area will be cleaned in accordance with the specific Government guidance. Provision and monitoring of adequate supplies of cleaning materials are in place. Team briefed via local communications 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/guidance/nhs-test-and-trace-workplace-guidance. 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. If an individual tests positive for COVID-19 this will be managed in accordance with the University’s Test, Trace and Protect Process. If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance. Individuals will be told to isolate because they:
- have coronavirus symptoms and are awaiting a test result
- have tested positive for coronavirus
- are a member of the same household as someone who has symptoms or has tested positive for coronavirus
- have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection. |

| 3 | 3 | 9 | Yes | Building & Facilities team | Ongoing |
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.

https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/

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. Team offices and staff will be encouraged to carry their own hand sanitiser.

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 and to further seek medical advice on skin condition.

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 in Reception and communal areas around the workplace.

To help reduce the spread of coronavirus (COVID-19) individuals are reminded via UoB Internal Comms of the public health advice:


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 through the Institute Action plan and Building Induction on the importance of keeping surfaces and work equipment clean.

Staff/Students have been made aware that there is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards. AV equipment through the Institute Action plan and building Induction.

Objects and surfaces that are touched regularly are cleaned frequently by cleaning services and where required locally by staff using Anti-viral sprays, cleaning wipes 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 shared desks and spaces avoided and, where not possible workstations are cleaned and sanitised by staff/students between different occupants including shared...
equipment. The Institute is taking the approach that shared
desks is not preferred and dedicated desks can be provided by
rota system of working and in the case of PGR students working
in close proximity, additional work space will be identified.

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 building. Greater handwashing and handwashing
facilities have been encouraged 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 in the Institute Action plan 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 using cleaning wipes
and Antiviral sprays provided in office areas.

Staff/Students have been encouraged to bring their own food
and kitchen utensils including mugs/cups, cutlery etc.

Monitoring and supervision arrangements by social distance
monitors have been put in place to ensure people are following
controls e.g. implementing the new cleaning regime, following
hygiene procedures etc.

All university staff are encouraged to avoid direct personal
contact with others i.e. shaking hands etc.

<table>
<thead>
<tr>
<th>Organisational Exposure to Existing Hazards</th>
<th>Staff and Students</th>
<th>Increased risk of harm due to controls included in existing risk assessment &amp; safety arrangements affected by COVID-19 measures</th>
<th>3 3 9 Yes</th>
<th>3 2 6</th>
<th>Building PI’s/Research Leads</th>
<th>Review in March 2021 &amp; keep under review</th>
</tr>
</thead>
</table>
| 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. Emergency Procedures reviewed and revised including:
- **Communication**: people have been made aware in the Institute Action plan 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 made. | 3 3 9 Yes | Fire wardens to be reviewed when re-occupation occurs and staff/student numbers increase. |

| March 2021 |
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 any new Guidelines issued by the University or HSE, 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, such as first aider, then cover would be provided from other Institute buildings/areas of the College and the wider University.

Staff have been made aware that in the event of an emergency, accident, chemical spill, or fire evacuation, that people do not have to stay m? apart if it would be unsafe to do so. This is communicated to staff via the Local Action plan, and stated in the Handbook on Social Distancing and general guidance made available to all staff and students on a shared drive.

Business continuity 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.

| Environmental | Inbound & Outbound Goods including Post | Staff and Students | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the building so that social distancing can be maintained at all times has been considered and include:

- 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). | 3 2 6 Yes | Fire evacuation practices to be carried out when current national lockdown restrictions are lifted.

- **No** Updates to Building H&S safety board to be carried out when national; lockdown restrictions are lifted.

- **Ongoing**

| Buildings and facility team | Ongoing |
| Environmental | Virus transmission outside of the workplace | Staff, contractors and students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Individuals travelling to University premises or on behalf of the University are encouraged to follow the Government’s safer travel for passengers to help them stay safe, and protect others by controlling the spread. Where people are travelling together in any one vehicle, they are encouraged to: ● use fixed travel partners ● not sit face-to-face ● open windows and switch on ventilation systems that draw in fresh air. Open windows only partially if it’s cold. Frequently clean their vehicle including objects and surfaces that are touched regularly, such as door handles and vehicle keys. | 3 | 2 | 6 | Yes | Buildings and facility team | Ongoing |
| Organisational | Travelling to work | Staff/students/contractors | 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 at the Public Health Building though a minimal number are available. 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. During periods of National lockdown and where staff are required to attend to carry out essential services who would normally use public transport to workplace are encouraged to remain at home. Tasks will be covered by staff who can travel using own car. 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 | 2 | 6 | Yes | Impact on parking and cycle provision will need to be reviewed as staff return and rota’s may need adjustment. Additional car parks to be used near Teaching & Learning and some additional cycle provision have been put in place across campus by the sustainable travel team. |
Environmen
tal

| Ventilation | Staff / students / contractors | Exposure to respiratory droplets carrying COVID-19. | 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.

Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible. While this will continue to be minimised some area will need to have some recirculation, to improve thermal comfort.

Natural ventilation can be improved by fully or partially opening windows, air vents and doors, not signed as fire doors. This should be balanced against the need to maintain comfortable temperatures for all users of the space.

The University will be centrally monitoring carbon dioxide (CO2) as a proxy for air quality and ventilation in large teaching spaces. Information can be provided on these spaces. Additional control can be provided via the use of portable CO2 sensors where there are any concerns raised about the adequacy of ventilation in a given space.

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 has typically been set at maximum fresh air settings and operate at extended periods.

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:

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<tbody>
<tr>
<td>3</td>
<td>2</td>
<td>6</td>
<td>Yes</td>
<td>Confirmed by Estates Maintenance Officer</td>
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<td></td>
<td>Estatess Project Team</td>
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<td></td>
<td></td>
<td>Ongoing</td>
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</table>
● 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 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.

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, HSE guidance, Government 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:
HSE - Ventilation and air conditioning during the coronavirus (COVID-19) pandemic 21st July 2021

CIBSE - COVID-19: Ventilation version 5 - Updated 16th July 2021

DfE - Higher education COVID-19 operational guidance - Updated 19 July 2021

HSE - Keeping workplaces safe as coronavirus (COVID-19) restrictions are removed - Updated 19 July 2021
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 |
|---|---|---|---|---|
| Domains | 1 | 2 | 3 | 4 | 5 |
| Impact on the safety of staff, students or public (physical / psychological harm) | Negligible | Minor | Moderate | Major | Catastrophic |
| Minimal injury not requiring first aid or no/minimal intervention or treatment. | Minor injury or illness, first aid treatment needed or requiring minor intervention. | Moderate injury requiring professional intervention | Major injury leading to long-term incapacity/ disability (loss of limb) | Incident leading to death |
| No time off work | Requiring time off work for <3 days | Requiring time off work for 4-14 days | Requiring time off work for >14 days | Multiple permanent injuries or irreversible health effects |

<table>
<thead>
<tr>
<th>Likelihood score</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency</td>
<td>Rare</td>
<td>Unlikely</td>
<td>Possible</td>
<td>Likely</td>
<td>Almost certain</td>
</tr>
<tr>
<td>Broad descriptor</td>
<td>Do not expect it to happen/occur</td>
<td>Might happen or occur occasionally</td>
<td>Will probably happen/occur but it is not a persisting issue</td>
<td>Will undoubtedly happen/occur, possibly frequently</td>
<td></td>
</tr>
<tr>
<td>Time-framed descriptor</td>
<td>Not expected to occur for years</td>
<td>Expected to occur at least annually</td>
<td>Expected to occur at least weekly</td>
<td>Expected to occur at least daily</td>
<td></td>
</tr>
<tr>
<td>Probability</td>
<td>&lt;0.1 per cent</td>
<td>0.1–1 per cent</td>
<td>1.1–10 per cent</td>
<td>11–50 per cent</td>
<td>&gt;50 per cent</td>
</tr>
</tbody>
</table>

The overall level of risk is then calculated by multiplying the two scores together.

**Risk Level = Consequence / Severity x Likelihood (C x L)**

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Likelihood score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rare</td>
<td>Unlikely</td>
</tr>
<tr>
<td>5 Catastrophic</td>
<td>5</td>
</tr>
<tr>
<td>4 Major</td>
<td>4</td>
</tr>
<tr>
<td>3 Moderate</td>
<td>3</td>
</tr>
<tr>
<td>2 Minor</td>
<td>2</td>
</tr>
<tr>
<td>1 Negligible</td>
<td>1</td>
</tr>
</tbody>
</table>

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.