## GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

**Site** | Public Health Building  
---|---
**Department** | College MDS – Applied Health Research  
**Version / Ref No.** | 2

**Activity Location**  
- Office Space for IAHR – ground, first and second floor  
- Lab areas on Floor 2 (Earth Sciences)  
- PGT Teaching rooms on ground level

**Activity Description**  
Return to Campus COVID-19: Building Risk Assessment for office activity  
The Public Health building holds staff of IAHR (BCTU in the main) and other smaller teams  
PGT admin staff and laboratory space on floor 2 (Earth Sciences)  
Approx. 314 IAHR staff are located across the floors  
PGT admin = 6 staff  
PGT teaching rooms G03-05

**Assessor**  
Original assessment: Sharon Murphy  
April 2021 update: Karen Willis

**Assessment Date** | 7th April 2021
**Date of Assessment Review** | June 2021
**Note only irregular access as the majority will work from home during lockdown**

**Academic / Manager Name** | Karen Willis

**Academic / Manager Signature**  
[Signature]

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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>
<th>Initial Risk Rating</th>
<th>Are these adequate?</th>
<th>Changes to/Additional Controls</th>
<th>Residual Risk Rating</th>
<th>Owner</th>
<th>Due Date</th>
<th>Action Complete</th>
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</thead>
</table>
| Organisational | Psychological well being | Staff / Students | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via Communication from Institute Executive Committee to Team Leads, information is cascaded down to teams through virtual team meetings from and Head of Institute via emails to all members of the Institute. Communication from Building Manager to all staff as and when required.  
‘Return to campus discussion form’ is shared with staff members/students and all 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 Coronavirus FAQs [click here](#). | 3 | 3 | 9 | Yes | 3 | 2 | 6 | Line Managers / PIs | August 2020 |

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**Control Assessment**

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**Actions**

[Add any necessary actions, deadlines, or follow-up plans here.]
The Building Risk Assessment for the Public Health Building is shared with staff/students and an electronic copy is available on the Institute Shared Drive.

K drive: Institute of Applied Health Research/Return to Campus working

New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in the Institute Local Management plan and disseminated to employees through Line Managers and PI's/PGT student Leads and will be located on the Institute shared drive.

- Social distancing: General guidance for staff and students
- Social distancing: Buildings adaptations guidance
- 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 for the Public Health Building:

Return to campus discussion form enables staff/students to raise concerns and anxieties about return to work and adjustments put in place. Where appropriate a referral to Occupational Health is arranged.

Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing and individuals have been made aware via induction process, regular communications to Senior team Leads for dissemination to team members, and one to one meetings. All communications includes PGT students. All are signposted to guidance available in relation to this:

https://www.hse.gov.uk/stress/

https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx


An Institute Action plan is in place for all Institute buildings. This has been approved by Senior Management and Lead for PGR and is available to staff and students on the Institute Shared drive.

K: Institute of Applied Health Research/Return to Campus Working

Staff/Students who are in clinically vulnerable groups themselves and identified to be considered in ‘at risk’ groups are encouraged by line managers/Lead for PGR to discuss their support needs to
Staff/Students who are in the clinically extremely vulnerable group may be at high risk of serious illness if they catch coronavirus (COVID-19) must discuss their support needs with their line manager/Lead for PGR to ensure a specific individual risk assessment is carried out and additional measures are put in place to protect them including continuing to work from home. 


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/PGT students invited to return back to work on Campus who have concerns will be discussing these with their line manager or supervisor using the University’s Covid-19 Return to Campus Discussion Form and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.

https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx
https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx

Organisational Psychological well-being Staff/Students Anxiety and stress caused by concerns around returning to work on Campus Managers/PIs hold regular informal discussions with their team and look at ways to reduce causes of stress. Staff and student Wellbeing is now on all Institute Senior Management Team meeting agendas.

Staff who were previously advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) not to work on campus, have had arrangements made to ensure they do not return to working on campus until such time as advised by Occupational Health.

Staff who are in the clinically extremely vulnerable group (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.
Staff who are clinically vulnerable (any of the conditions detailed on the Government’s guidance page, available [here](https://www.gov.uk/government/publications/coronavirus-preparing-to-return-to-working-on-campus)) 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.

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 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.

Concerns on workload issues or support needs are escalated to line manager initially from ‘Return to work discussion’ forms and one to one meetings with line managers thereafter.

Staff and students are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers, internal communications and University webpages: Line managers/PGT Leads 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, Includes PGT students. All are signposted to guidance available in relation to this:  
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 transmission in the workplace**

Staff/Students/Contractors

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

**Social distancing:** Public Health Building checklist has been completed to identify the control measures to consider reducing the risk of workplace infections.

The building distancing signage reflects 2m distance in all areas.

Staff to work using the mixed model of site and home based as agreed with line manager and with Institute Director approval, 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/lead for PGR keep track of when staff and students can return to work/ Campus after the symptom free period.

Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus.

The University’s [On-line induction materials for returning to campus](https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx) combination of the guidance and videos have been provided and completed for all staff returning to work in University buildings.

Un-essential trips within buildings and sites discouraged and reduced.

Posters are displayed throughout the building, in foyer, stairwell and corridors that encourage staying home when sick, cough and sneeze etiquette.

All staff will be required to complete inductions, via Power point presentation at Institute and local level before return to work is permitted.

Records of induction will be held centrally by the Institute.

Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g. Scheduled work taking place during office hours will only be agreed by arrangement with the Building Maintenance Officer if out of hours work is not practicable, though where possible remedial or servicing works to be completed out of hours.

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 under review.
Estates) have received a building specific induction including information and inductions from Estates project manager.

Maintenance Officer should induct contractors to the building for distancing measures and safe practices. Staff/students will be informed to avoid area of work until work is completed.

Environments 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

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 (2m) is not exceeded including:

- Room Occupancy Signage in place for single room occupancy and Team spaces.
- Changes to core working hours. Start and end times considered to avoid rush hour periods. Staff and students required to use public transport have been advised to travel out of peak times.
- Longer working days introduced and staff and students have been given the flexibility to start earlier or finish later to avoid peak times.
- Staff and students have the flexibility to minimise days working in the office and continue with home working where line manager has approved, meets the business need, and work output can be maintained.
- Amended shift routines, staff handovers and team briefings. Teams ensure that their rota system of work reduces staff numbers in the workplace but provides adequate cover for support and handover of tasks. Weekly team meetings will continue for updates/briefings and will be carried out virtually.
- 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/students and will be encouraged to work within bubbles and to minimise face to face cross team working.
- Job and location rotation reduced: Where staff work across teams in Institute or College location only one location of work has been selected as work base to ensure staff remain in bubbles.
- Face coverings to be worn when circulating the building, in shared offices, kitchens, corridor areas, stairwells, and toilet facilities.

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 is kept for 21 days.

| Environments | 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 | 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 (2m) is not exceeded including:
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- Face coverings to be worn when circulating the building, in shared offices, kitchens, corridor areas, stairwells, and toilet facilities. | 3 | 3 | 9 | Yes | Line managers/P I's |
Procedure in place for dealing with unexpected visitors to Institute office will be refused entry via intercom buzzer into the sections:
Only visitors who are expected by pre-arranged appointment will be met by nominated person to accompany them directly to the person they are meeting. Details of person and contact details will be held by receiving Academic.

Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our activity (research, teaching and administration) which are included in the Social distancing: Public Health Building checklist (The latest Guidance on these measures can be found by clicking the following link Social Distancing Guidelines).

Due to the potential increased risk of transmission from aerosol transmission steps have been taken to avoid people needing to unduly raise their voices to each other. AV equipment is in place in PGT teaching rooms. Face to face teaching will not take place unless sufficient social distancing (2m) can be achieved and that is dependent on student numbers When face to face teaching is resumed then alternative teaching space may have to be secured if deemed to be unsafe.

One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining social distancing (2m) throughout the building/workplace.

Staff activities are segregated to promote the social distancing rules including:
• Work stations taken out of operation or staff relocated. Provision of additional screens where needed to segregate people. Desks are arranged with employees facing in opposite directions, workstations facing wall, or reduced staff numbers working at desk pods. Display Screen Equipment (DSE) assessments reviewed and revised if required.
• 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, meeting rooms, seminar rooms, and rest rooms.
• Maximum room occupancy limits have been set for common facility areas e.g. toilets, staff student common area.) Occupancy numbers are signed on doors.
• Staff have been made aware within the local management plan to announce their arrival in toilet facilities and to wait until the toilet is vacated before entering.

• Common room has maximum occupancy sign on door, and staff encouraged to use stand counters on wide balcony areas, alternative break out areas in other Institute buildings and outside spaces.

• Staff/Students encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site.

• Smaller kitchens use a one out one in policy. All users are encouraged to wash their hands prior to using equipment (kettle) and to wash their hands after use. Additional signage for the correct method for handwashing displayed. All drinking water fountains have been taken out of use. – Staff encouraged to minimise use of kitchens by bringing own lunch, utensils, hot drink flask. Microwaves marked ‘not to be used’ to discourage staff/students heating/making food and spending time in small kitchen areas.

• Social distancing is marked on the corridor floor prior to entry to the WCs (toilets) 2m distance. Smaller facilities has a one out one in policy. Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition.

• Clear method of socially distancing of staff and visitors in reception areas defined and implemented including: Large reception area on ground floor with clear directional and distancing notices. Visitors will be met in Reception by staff member and accompanied through the building to the person receiving the visitor.

Visits from people outside of the building (without a pre-arranged appointment) are managed via use of a buzzer system and access only permitted where visitors are expected. Visitors will be inducted to the building (if necessary) and social distancing signage/measures/hygiene measures made obvious.

These measures are monitored by the local H&S and Safety co-ordinators and where necessary concerns are fed back to Senior Institute Management team.

All corridors/balcony areas are:

• Marked in areas to ensure social distancing is adhered to (lines
on floor) with 2m signs.
• Have a one way system around the entire building.
• Corridors that are over 2 m wide have a two way system of
  use, people using the corridor must stay to their left.
• All staff and students must wear face coverings when
  circulating the building, working in team spaces, using
  communal facilities and confined spaces.

Additional signage in corridors reminding staff about social
distancing and to wear face covering where corridors narrow.

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
and social distance marked on the floor. Where a buddy
system/carer system is required users are encouraged to stand side
by side or back to back. Once users have left the lift posters are
displayed to encourage them to wash their hands and avoid
touching their face.

The Public Health Building has a central staircase (one way) from
Reception to all floors of the building. Exit from the building is via
the side building stairwells to ground level using the ground floor
corridors back to Reception and Exit door.
Staff are required to wear face coverings in corridors and stairwells
as an extra measure if difficulties arise with achieving 2m distance.

Additional signage in stairwells reminding staff about social
distancing. Wash hands / use hand sanitiser on exit from stairwell.

Social gathering amongst employees is discouraged whilst at work
including meetings where alternative arrangements have been
provided e.g. virtual meetings.

Large gatherings have been cancelled or postponed or alternative
IT solutions provided. Use of Zoom/Go To meetings, My Teams and
Skype for one to one meetings (Critical Training courses may still be
performed but only following the Covid-19 guidance.)

Building Manager will perform frequent evaluation against social
distances controls. Staff are reminded by named social distancing
monitors on a daily basis of the importance of social distancing both
in the workplace and outside of it.

Near-miss reporting is encouraged to identify where controls
cannot be followed or people are not doing what they should. A
culture of ‘speaking up’ is promoted where anyone witnesses
unsafe behaviour/ conditions/symptoms.
Where the social distancing guidelines cannot be followed in full in relation to a particular activity, e.g. moving a heavy delivery, consideration has been given to whether the activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff/students have been included in a task specific risk assessment and are being taken. Mitigating actions include:

- 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).
- Improving ventilation system in the building with servicing and disabling the recirculating air unit.

- Review and re-organising of the pedestrian flows both inside and outside of work and learning/study spaces. Directional flow and social distancing 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.
- Use of face masks in a confined space if task requires two people. E.g. moving/handling a large delivery. Or mitigate risk by ordering smaller packages.

Hygiene guidance given on posters and stated in local management plan 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.

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 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 induction process and poster displays 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 on a face covering.
- Avoid wearing on your neck or forehead.
- Avoid touching 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 have touched it.
- Avoid taking it off and putting it back on a lot in quick succession (for example when leaving and entering the building).

When removing the face covering:
- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing.
- Only handle the straps and ties
- Do not give it to someone else
- If single use, dispose of it carefully in a residual waste bin and do not recycle
- If reusable, wash it in line manufacturer’s instruction at the highest temperature appropriate to the fabric.
- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed.

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<tr>
<th>Biological case of COVID-19</th>
<th>Suspected case of COVID-19</th>
<th>Staff/Students/contractors</th>
<th>Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.</th>
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<tbody>
<tr>
<td>Response plan in place in the event a confirmed or suspected case of COVID-19 and communicated and includes:</td>
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- 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](https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance) |
- The area will be cleaned in accordance with the specific Government guidance and includes: |
- Cleaning an area with validated disinfectants after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people |
- Where possible the area will be closed and secure for 72 hours, before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours |
- Disposable gloves, masks and aprons will be worn for cleaning. These will be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished |
- Once symptomatic, all surfaces that the person has come into contact with will be cleaned with validated disinfectants (including touchpoints) |
| 3 2 6 Yes | College Director of Operations | With immediate effect |
• Provision and monitoring of adequate supplies of cleaning materials are in place and will be provided by College MDS Stores. Cleaning materials will be available for local use by 11th September 2020 and replenished at regular intervals.
• Team briefed through induction on actions to be taken in the event of someone being suspected of having COVID-19.
• Staff/students must tell their line manager/lead for PGR/student administrator/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
• Absence will be managed in accordance with the University guidance provided.
• Employees to follow the Government advice: https://www.gov.uk/coronavirus
• Line managers will maintain regular contact with staff members during this time in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance
• If an individual tests positive for COVID-19 this will be managed in accordance with the University’s Test and Trace, Protect Process.
  o 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
  o have tested positive for coronavirus
  o are a member of the same household as someone who has symptoms or has tested positive for coronavirus
  o 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 manager hold discussions with their staff to identify those considered in ‘at risk’ groups – which include those who are 70 and over. Have long term condition, are pregnant or have a weakened
### Biological

| Staff/Students/Contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. Services are working with the University’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures. | 3 | 3 | 9 | Yes | Building & Facilities Team | Ongoing |

The Building Manager will notify staff and students that contractors will be working in the building and have been inducted for all social distancing measures.

It will be expected that Estates have seen and approved contractor health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.

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](https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance)

### Environmental

| 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 | 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](https://www.gov.uk/government/publications/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 will be placed in the foyer. Local arrangements to be put in place for sufficient hand sanitisers, hand wash soap, disposable hand towels in office areas. Antiviral sprays to be provided and disposable cleaning cloths to be provided to ensure work surfaces and equipment is kept clean and sanitised. Sharing of equipment is restricted where possible and cleaned / disinfected before and after use by staff and students using antiviral | 3 | 3 | 9 | Yes | Building & Facilities Team | 17/07/2020 |
Environmental

Virus transmission in the workplace

- Spray/wipes to be placed in photocopier rooms, social spaces/office areas for sanitising equipment.

- 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.

- Internal doors that are not signed as fire doors (unless held open with a mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles.

- There is clear desk policy in place to reduce the amount of personal items on desks and staff encouraged to remove personal items to home e.g., photos and use locked drawers for bags and personal items.

- Staff and students are encouraged in the Institute Local Management 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.

- Staff and students have been instructed and are regularly reminded through signage and by named social distance monitors 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/

- 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 such as 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.

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

- 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:
## Organisational Exposure to Existing Hazards

<table>
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<tr>
<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</th>
<th>3</th>
<th>9</th>
<th>Yes</th>
<th>3</th>
<th>2</th>
<th>6</th>
<th>Building PI's/Research Leads</th>
<th>Review in March 2021 &amp; keep under review</th>
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<td>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.</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
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<td>Fire wardens to be reviewed when re-occupation occurs and staff/students numbers increase.</td>
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<td></td>
<td>Emergency Procedures reviewed and revised including:</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td></td>
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<td></td>
<td>Fire evacuation practices to be carried out when current national lockdown restrictions are lifted.</td>
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<tr>
<td></td>
<td>- 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.</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
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<td></td>
<td>Updates to Building H&amp;S safety board to be carried out when national; lockdown restrictions are lifted.</td>
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<td></td>
<td>- Fire procedures: number and details of nominated fire warden(s) in place, fire muster point confirmed.</td>
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<td></td>
<td></td>
<td>No</td>
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<td></td>
<td>- 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.</td>
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<td></td>
<td></td>
<td>No</td>
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<td></td>
<td>- 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.</td>
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<td></td>
<td></td>
<td>No</td>
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<td></td>
<td>- 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.</td>
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<td></td>
<td></td>
<td>No</td>
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</table>

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, could cover 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 2m 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. | Staff receiving deliveries will leave parcels untouched for 48hrs before handling and will remove packaging and dispose of safely. A strict handwashing regime is in place following handling parcels and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.  
- 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 2 6 Yes | Buildings and facility team | 17/07/20 20 |
<p>| 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. | On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place. There is signage advising staff to wash their hands regularly and not to touch their face. One way systems are in force in the building. The Public Health building consists of three floors with one central staircase from front entrance through reception to all floors. Circulation route in place to direct staff and students via the central staircase to all floors. Exit routes from floors is via either side stairwell of the building joining the ground floor corridor areas to the main Reception area. Building access control is used at all times in the Public Health Building. Signage in entrance to building that only person should enter porch vestibule at any one time. | 3 2 6 Yes | Buildings and facility team | 17/07/20 20 |</p>
<table>
<thead>
<tr>
<th>Organisational</th>
<th>Travelling to work</th>
<th>Staff/students/contractors</th>
<th>Exposure to respiratory droplets carrying COVID-19.</th>
<th>Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided.</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td></td>
<td>Facilities such as bike-racks are provided at the Public Health Building though a minimal number are available.</td>
<td>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: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a> <a href="https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx">https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx</a> 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: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <a href="https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx">https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx</a></td>
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<td>Additional car parks to be used at old Munrow Sports Centre and old Tennis Court site due to restricted car park at the building from contractor site. Staff who run, cycle require additional facilities to be put in place e.g. additional bike racks and shower facilities on campus or use of alternative building facilities. Staff encouraged to remain home working if use of public transport is a concern for them.</td>
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<td></td>
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<td></td>
<td>3 2 6 Estates facility team Ongoing</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3 2 6 Estates facility team Ongoing</td>
</tr>
<tr>
<td>Environmental</td>
<td>Ventilation</td>
<td>Staff / students / contractors</td>
<td>Exposure to respiratory droplets carrying COVID-19.</td>
<td>Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.</td>
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<td>Ventilation systems are maintained in line with planned and preventative maintenance schedules, including filter changes.</td>
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<td>An assessment of the ventilation in the building, and where necessary individual areas/rooms, has been undertaken which included checks such as:</td>
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<td>• Is the space naturally or mechanically ventilated</td>
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<td>• 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)</td>
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<td>• 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.</td>
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<td>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.</td>
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<td></td>
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<td></td>
<td>Mechanical ventilation 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.</td>
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<td>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.</td>
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<tr>
<td></td>
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<td>• Opening windows and doors partially can still provide acceptable ventilation while keeping the workplace comfortable. Opening higher-level windows will probably create fewer draughts.</td>
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<tr>
<td></td>
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<td></td>
<td>• If the area is cold relax dress codes so people can wear extra layers and warmer clothing.</td>
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<tr>
<td></td>
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<td></td>
<td>• Use natural ventilation alongside heating systems to maintain a reasonable temperature in the workplace.</td>
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<td></td>
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<td></td>
<td>Ventilation Instruction signs displayed throughout the building instructing individuals to “Please ensure you open all windows on arrival and close on departure.”</td>
</tr>
</tbody>
</table>
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', REHVA 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:
https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ
https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19#shops-running-a-pick-up-or-delivery-service

All Staff and students are encouraged to open windows to provide maximum air flow. All offices in the Public Health Building have opening windows to the outside,

Staff and students are encouraged to take regular breaks outside. Stated in the Institute local Action plan:
K: Institute of Applied Health Research/ Return to Campus Working.

Teaching rooms on the ground floor G03/04/05 will have recirculated air disabled if and when face to face teaching occurs.
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 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 |

<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><strong>Frequency</strong></td>
<td>Rare</td>
<td>Unlikely</td>
<td>Possible</td>
<td>Likely</td>
<td>Almost certain</td>
</tr>
<tr>
<td><strong>Broad descriptor</strong></td>
<td>This will probably never happen/occur</td>
<td>Do not expect it to happen/occur but it is possible it may do so</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>
</tr>
<tr>
<td><strong>Time-framed descriptor</strong></td>
<td>Not expected to occur for years</td>
<td>Expected to occur at least annually</td>
<td>Expected to occur at least monthly</td>
<td>Expected to occur at least weekly</td>
<td>Expected to occur at least daily</td>
</tr>
<tr>
<td><strong>Probability</strong></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 score</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rare</td>
<td>Unlikely</td>
<td>Possible</td>
<td>Likely</td>
<td>Almost certain</td>
<td></td>
</tr>
<tr>
<td>5 Catastrophic</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>4 Major</td>
<td>4</td>
<td>8</td>
<td>12</td>
<td>16</td>
<td>20</td>
</tr>
<tr>
<td>3 Moderate</td>
<td>3</td>
<td>6</td>
<td>9</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>2 Minor</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>1 Negligible</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</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.