GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **Pop-up Teaching Room** | **Department** | **Academic Services** | | **Version / Ref No.** | **2** |
| **Activity Location** | **Green Heart Marquee** | **Activity Description** | **Up to 3 staff and 100 students** | | | |
| **Assessor** | **Gareth Rainford** | **14/12** | **14/1/2021** | **Date of Assessment Review** | **14/3/2021** | |
| **Academic / Manager Name** | **Gareth Rainford** | **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 |
| Organisational | Psychological wellbeing | Staff Students and Visitors | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communications through a variety of platforms. For staff this includes 121 discussions with their line manager. For students this includes the use of social media.  Advertising of mitigations made by room posters and extra details posted on the rooms information website: [www.lratbookings.bham.ac.uk](http://www.lratbookings.bham.ac.uk)  The marquee has no staff based there. | 2 | 2 | 4 | Yes |  |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Staff Students and Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking | Social distancing: A Green Heart Marquee checklist has been completed to identify the control measures to consider reducing the risk of workplace infections.  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 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 combination of the guidance and videos have been provided and completed for all staff returning to working in University buildings.  To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and an induction.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people and building managers and occupants informed of when the visits will take place and which services are being maintained e.g., add examples of any revisions made e.g. of carrying out services out of hours. | 3 | 1 | 3 | Yes | . |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | Staff Students and Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Only essential work authorised and approved by the Government and University is permitted in University buildings.  Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded.  To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams and attendance in the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.  Procedure in place for dealing with instance of unexpected individual .  • 2m Social distancing in waiting and reception areas  Social gathering amongst employees are not permitted have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings. - delete example if not applicable to the building and/or add further examples if needed  Large gatherings including University events organised in public outdoor spaces have been cancelled or postponed or alternative IT solutions provided – provide information about the It solutions. (Critical Training courses may still be performed but only following the Government and University Covid-19 guidance.)  Managers perform frequent evaluation against social distances controls. – provide information about the evaluations Staff are reminded – provide information on how they have been reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.  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.  Individuals (including staff, students, visitors and contractors), unless exempt, are legally required to wear face coverings, in enclosed public spaces where 2m social distancing isn’t possible or where people come into contact with others they would not normally meet. 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 in specific areas within the building. Delete if the legal requirement to wear face coverings does not specifically apply to the building  Face coverings are not PPE and are not required to be worn in the workplace where 2m social distancing can be maintained. However where people choose to wear them managers support them.  Individuals, unless exempt, are required to wear face coverings, in all University learning environments, where the use of the face covering does not impact teaching and learning. Information provided in the University and local communications and signs displayed informing people of the mandatory requirement to wear a face covering within the building. Delete if there are no learning environments within the building or the wearing of face coverings will impact teaching and learning. If the impact is for specific learning environments only please identify the specific spaces that are exempt.  Individuals have been reminded through add information about how this is done and when 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  • 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  Marquee pods cleaned daily by cleaning services  Guidance given on hand-washing and distancing at the start of all lecture and posters displayed in teaching/lecturing spaces  Posters also advocate frequent hand sanitisation and following the “Catch it Bin It Kill It” displayed in all lecture theatres and seminar rooms  Lecturers will clean all touchpoints on equipment that they intend to use: including mice, keyboards, whiteboards before and after use with disposable wipes provided. A tub of wipes will be provided in each room.  Multi-user items such as whiteboard pens and erasers are not provided. LRAT will supply lecturers with replacements on an appointment basis at LRAT’s Great Hall basement offices.  Students will be asked to clean the writing surface and chair or seat that they intend to use.  Users of touchscreens are requested to use their own personal stylus rather than their fingers. Personal styluses are available to teaching staff that do not have one from LRAT Stores in the basement of the Great Hall.  Loose furniture must not be moved or added into any other Teaching Spaces.  Hand sanitiser is provided in the marquee and are placed at the entrance and in teaching areas where they will be seen.  All teaching staff issued with Room Guidelines for Teaching Staff with instructions for equipment use and cleaning.  Objects and surfaces that are touched regularly including study surfaces are cleaned, using the antibacterial/alcohol wipes provided, by the students on entering the teaching session. | 3 | 1 | 3 |  |  |  |  |  |  |  |  |
| Biological | Suspected Case of CIOVID-19 | Staff Students and Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Response plan in place in the event of 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. If any students appear unwell or make comment or complain to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow the University and Government advice. Managers will follow the NHS Test and Trace workplace guidance: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance  • The area will be cleaned in accordance with the specific Government guidance  • Provision and monitoring of adequate supplies of cleaning materials are in place.  • Team briefed add information about how this is done and when on actions to be taken in the event of someone being suspected of having COVID-19.  • Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided.  • Employees to follow the Government advice: https://www.gov.uk/coronavirus  • Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance  • If an individual tests positive for COVID-19 this will be managed in accordance with the University’s Test, Trace and Protect Process.  • 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:  o 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.  https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection   * NHS Track’n’Trace QR code exhibited outside each room | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | Staff and Students | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware through the induction guide that in an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. * **Fire procedures:** The building is unstaffed and has no fire wardens. * **In case of fire the lecturer in charge of the teaching session will raise the alarm by means of manual fire bells located at each entrance..** They will direct users to the nearest exit and direct students to the assembly point outside the Teaching & Learning Building.. * **First Aid:** There are no first-aiders in the marquee so first aid should be sought from University Security. On x43000. This is advertised on posters in the marquee. * **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.   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.  Security Services will unlock these spaces each morning, and must ensure that all five sets of doors are unlocked.  The structural integrity of the marquee will be checked through simple visual checks by Security Services when opening the spaces – eg is the roof still on? Is anything flapping? Have any wall panels fallen off? Estates will carry out detailed weekly checks.  The marquee will not be used in the case of lying snow or winds over 50 mph.  Heating is provided and checked at each firing by Estates. It can be safely left unattended, but fuel levels must be checked before each use. Estates will also be responsible for checking the Emergency Lighting above the entrance and exit doors.  In case of bad weather – especially heavy rain or snow, and wind – any manager within TAMU or Estates may decide to close the marque temporarily. | 3 | 1 | 3 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff Students and Visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the marquee there is signage to warn all prior to entering this marquee social distancing is in place.  There is signage advising individuals to sanitise their hands regularly and not to touch their face.  All external doors are one-way only as either entrances or exits and one way systems are in force in the marquee. | 3 | 1 | 3 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff Students and Visitors | Exposure to airborne droplets carrying the virus | Heating is achieved using warm air, but the reuse of recirculated air has been minimised through the outlet being on the other side to the boiler.  There are no opening windows but the marquee is less air-tight than a conventional building. External doors should be propped open. | 3 | 1 | 3 | Yes |  |  |  |  |  |  |  |

**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)**

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| --- | --- | --- | --- | --- | --- |
|  | **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.