<table>
<thead>
<tr>
<th>Site</th>
<th>RAICR Building 3000</th>
<th>Department</th>
<th>College of Medical and Dental Sciences</th>
<th>Version / Ref No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>9-Incorporating updates to generic template and specific items of review for this site. This revision records the changes and additional controls made following the announcement of the easing of restrictions from 29th March.</td>
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<table>
<thead>
<tr>
<th>Activity Location</th>
<th>Research laboratories and supporting spaces</th>
<th>Activity Description</th>
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<td></td>
<td><strong>Return to Campus COVID-19: Building Risk Assessment.</strong></td>
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The Robert Aitken Institute for Clinical Research (RAICR) is a building with mixed activity comprising research labs, teaching labs, offices including the Cancer Research Clinical Trials Unit (CRCTU), a lecture theatre and stores and goods inwards. Some offices and write up rooms for research staff in CRC/Denis Howell. Research staff from 5 of the colleges Institutes are resident in the site. (Cancer and Genomic Sciences, Applied Health Research, Immunology and Immunotherapy, inflammation and Ageing and Clinical Sciences) with activity in clearly defined locations and blocks, albeit sharing communal resources such as toilets and entry points, On the third floor is the musculoskeletal pathology labs for the Royal Orthopaedic hospital an NHS tenant who have been active throughout lockdown. The stores facility on the ground floor supports the cluster of 3 buildings (RAICR, CRC and DH buildings). The building is connected at two levels to both the CRC/Denis Howell (UoB) and the University Hospitals Birmingham Heritage site (“old QE”). There is a site laboratory manager whose primary function is supporting the research labs but she also provides wider site support as required. The easing of lockdown measures will allow approximately 190 office staff to consider a return to the building in the coming weeks. Currently, the work from home message for admin and trials staff mean there are approximately 80 research staff working part-time (including postgraduate students) plus approximately 40 NHS staff. The return to campus and face-to-face teaching of students will see greater use of the teaching spaces in the building.
### 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>
</table>
| Organisational        | Psychological well being | Staff and Students | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via telephone, email or Skype/Teams/Zoom including team and group meetings and management meetings. As well as Institute, College and University email briefings to ensure staff and students are not ill-informed about returning to work safely. Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i.e. line managers, Internal Comms) and shared with staff using the routes described above and the University’s Coronavirus FAQs click here. Risk assessment shared and an electronic copy is available on the Service/School website/share drive, as well as on the University dedicated webpage: [https://intranet.birmingham.ac.uk/staff/coronavirus/Phased-campus-reopening-building-risk-assessments.aspx](https://intranet.birmingham.ac.uk/staff/coronavirus/Phased-campus-reopening-building-risk-assessments.aspx) New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through Line Managers/Principal Investigators and Institute Management structures. 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. |

### Control Assessment

<table>
<thead>
<tr>
<th>Initial Risk Rating</th>
<th>Are these adequate?</th>
<th>Changes to/ Additional Controls</th>
<th>Residual Risk Rating</th>
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<tbody>
<tr>
<td>S L R</td>
<td>Yes/No</td>
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<td>S L R</td>
</tr>
<tr>
<td>3 2 6</td>
<td>Yes</td>
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### Actions

Review monthly or when significant change in circumstances. Re-issue when changes made.
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, team meeting, one to one meetings, health and safety committees/forums of guidance available in relation to this:
https://www.hse.gov.uk/stress/
https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx

Institutes have developed local management plans to ensure that occupational levels do not exceed those stipulate to support social distancing.

<table>
<thead>
<tr>
<th>Organisational</th>
<th>Psychologica l wellbeing</th>
<th>Staff and Students</th>
<th>Anxiety and stress caused by concerns around returning to or continuing to work on Campus</th>
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<tbody>
<tr>
<td>Managers hold regular informal discussions with their team, in group and one-to-one meetings and look at ways to reduce causes of stress.</td>
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<td>Concerns on workload issues or support needs are escalated to line manager; this can be raised at one-to-one meetings or at any time by email.</td>
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<td>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.</td>
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<tr>
<td>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.</td>
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<tr>
<td>Staff who are clinically vulnerable (any of the conditions detailed on the Government’s guidance page, available here) 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.</td>
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| 3 | 2 | 6 | Yes |
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/remote 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.

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

Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers, internal communications and University webpages:

https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx
https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx
https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx

This link is for students:
https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx

Biological Virus transmission in the workplace Staff and Students Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.

**Specific individual worker risk assessment** undertaken for those who have a self-declared health condition which could increase their risk profile.

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

Staff work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance.

Managers/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.

<table>
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<tr>
<th>Activity Risk</th>
<th>3</th>
<th>2</th>
<th>6</th>
<th>Yes</th>
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</table>

As restrictions are eased and more patient material is released for research use the pressure on laboratory space is expected to require greater consideration of 1m+ working under specific activity risk.
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 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 on site 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. This will be coordinated by the Laboratory Manager to ensure lab capacities are not breached or where possible, labs left free for the engineers.

Un-essential trips within buildings and sites discouraged and reduced. Staff encouraged to communicate via email/personal mobile phone/WhatsApp and not in person.

**ENTRY TO THE RAICR**

All entrances/exits remain in use. Do not congregate in entrances or exits, keep left and keep moving. After induction access to doors around the RAICR is programmed on to individuals’ id cards.

**STAIRWELLS - All Stairwells are one way.**

**UP STAIRWELLS:**
- Stairs by entrance to RAICR from hospital drive
- Main stairs by PEF/LT1

**DOWN STAIRWELLS**
- Stairs by Stores
- Stairs leading onto gravel car park
- Stairs by CRCTU reception/ between Pharm 2 and 3

**Lifts**

All lifts are multi directional. Please stand back from the lift to allow any occupants to exit.

The maximum occupancy of both lifts is 1 person and is displayed at the lift entrance. Priority use of lifts is for disabled persons or the movement of heavy / large / hazardous materials that cannot be transported by the stairs.

**UoB lab based areas** Reduced number of staff and students in all labs working in shifts and co-worker fixed bubbles. Occupancy levels have been set to maintain 2m social distancing. There is clear signage in place for all lab areas. Staff/students are only on-site for lab based work completing office related tasks off-site.

**ROH Musculoskeletal Pathology** Cannot maintain business critical activity with lower staff capacity. They are working to UHB Trust guidelines (PHE approved)
with appropriate PPE and working practices, as per their own risk assessment. In corridors outside of their laboratories, they must follow UoB policy by maintaining 2m social distance and follow the one way systems around the RAICR. The TM and LM are in consultation to check compliance.

**UoB office-based staff** who are able to will continue to work from home with a return to campus considered by line managers as restrictions are eased. Those requiring access to clinic data / patient records for non-lab based research are able to access on-site spaces using a rota system to prevent multiple staff accessing the same space at the same time.

**CRCTU**

Clinical trials require certain operations governed by GDPR or requiring access to confidential paper records or NHS data. In compliance with 2m distancing, staff will work part-time on site via a rota system. CRCTU is in a self-contained suite of offices and a local management plan will define shift patterns and rotas and procedures for attendance records to support track and trace. The return to campus of CRCTU staff will be risk assessed and managed as the restrictions are eased.

**Teaching spaces** currently assessed at 2m will be assessed for 1m+ occupancy with additional use of screens where possible and with students following specific entry/exit routes. Hand sanitiser is provided at entrance to building and sanitising wipes within teaching space for high contact areas. QR codes are available for NHS track and trace in these areas. Reduced capacity in teaching rooms with clear signage. Face-to-face teaching will resume with students returning to campus w/c 19th April.

Operating hours of specific risk assessed activities may be extended between 6am and 10pm. Outside of these hours access is via the swipe access door off Mindelsohn way.

Posters are displayed in line with the University signage scheme reminding all of the requirement to social distance, wash hands frequently and to manage sneezing and coughing in line with PHE/government guidance.

Managers ensure staff with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19. Episodes of illness must be reported to Deb Croom-Carter (D.S.G.CROOM-CARTER@bham.ac.uk) as well as their Institute Manager and Technical Manager.

In the eventuality of an infection risk not contained to a contained “bubble”. A reciprocal arrangement to notify the tenants in the ROH and for them to notify UoB is in place. This is unlikely to happen as ROH, CRCTU and UoB staff do not share working areas.
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. restrict access to affected workspace, carrying out services out of hours.

**Environmental**

- Virus transmission in the workplace due to lack of social distancing
- Staff and Students
- Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.

Only work authorised and approved by the Government and University is permitted in University buildings. This includes access to laboratory space and equipment for researchers and practical teaching of medicine and healthcare students. In the RAICR that includes ongoing use of laboratories and work will be conducted in line with the relevant government guidance.


Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded including:

- Change to peak staff entry and exit times.
- Changes to core working hours.
- Amended shift routines, staff handovers and team briefings.
- Staff have been separated into teams to reduce contact between employees.
- Booking processes in use to reduce the number of people using lab shared areas and equipment at the same time to avoid overcrowding (maximum room capacity signs displayed on entry points within the building, including labs).

Laboratory work that cannot be completed at 2m social distancing must have an approved risk assessment and justification in place prior to the work commencing. The use of screens between tissue culture cabinets has been considered as a mitigation and expert opinion sought. It is considered that the benefit from the screens does not outweigh the risk to airflow and containment. Therefore, the use of screens between tissue culture cabinets cannot be implemented as a mitigation for working at less than 2m.

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; if access is allowed, the RAICR Lab Manager records the contact details of such a person and will send details to the I&F Office Manager for purposes of track and trace. During the period of national restriction visitors are not allowed, except for essential matters such as repair of critical equipment.

Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry which are included in the [Social distancing: RAICR Buildings checklist](#).
One-way flow systems implemented where practicable and visual aids, such as floor strips, signage are used for promoting the keeping of two metres distance throughout the building.

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 activities are segregated to promote 2 metres distance including:

- Laboratory workstations have been moved or staff relocated. To ensure that staff are not facing or next to each other
- 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 on doors leading to each floor and laboratory.
- Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.) with signage to knock before entering.
- Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site.
- Where available safe outside areas used for break.
- Tables/seating in welfare areas moved to create 2m zones and avoid large groups congregating. Small kitchen to use a one out one in policy. All users are encouraged to wash their hands prior to using equipment (water boiler, kettle) and to wash their hands after use. Additional signage for the correct method for handwashing displayed.
- Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). 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:

- Floor markings denote the places to stand to ensure adequate social distancing.
- Posters in place to remind people of the need for social distancing.

Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option and only if the visit is essential including staff/student use of facilities not available in their own buildings or a service engineer attending a maintenance call, visitor arrangements have been revised to ensure social distancing and hygiene at all
times. These measures are monitored by the local lab manager and specific identified staff members and where necessary concerns fed back to the third party manager.

All corridors are:

- Marked in areas to ensure social distancing is adhered to (lines on floor 2m apart).
- Corridors that are 2 m wide have a two way system of use, people using the corridor must stay to their left.

Additional signage in corridors reminding staff about social distancing

Information provided and signed 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. Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.

People encouraged to use stairs rather than the lift unless they have difficulty negotiating the stairs. Or if the role requires people to move heavy / large / hazardous materials that cannot be transported by the stairs.

There is a designated stairwell for going up and designated stairwells for coming down, this system will be enforced.

Additional signage in stairwells reminding staff about social distancing.

Wash hands / use hand sanitiser on exit from stairwell.

Social gathering amongst employees have been 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. (Critical Training courses may still be performed but only following the Covid-19 guidance.)

Welfare areas have been assessed in accordance with government guidance and tables/seating from welfare areas moved to create 2m social distancing separation and avoid large groups congregating. Smaller kitchens use a one out one in policy. Larger kitchens have floor marking to ensure social distancing. 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.

Food sales areas within the Med School will open up in line with government guidance, non-takeaway sales expected to open in May. Vending machines are available within the building with IPA wipes provided for sanitisation of touch points.
Managers perform frequent evaluation against social distances controls. Staff are 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.

Only work authorised and approved by the Government and University is permitted in University buildings. Where the social distancing guidelines cannot be followed in full in relation to a particular activity, consideration has been given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff have been included in a task specific risk assessment and are being taken. Mitigating actions include:

- Further increasing the frequency of hand washing and provision of hand sanitiser and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).
- Re-engineering the technical activity.
- No working in close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time (the majority of the working day) is permitted unless the work is essential such as in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services where there is an activity specific risk assessment and PPE is provided for individuals undertaking this work.

Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, in side 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.

Individuals have been reminded through the induction process 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

PPE is provided for individuals working in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services and for first aiders. The taking of PPE home is not permitted.

Adequate training has been made 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:

PHE quick guides for correct donning and doffing of PPE for non-AGPs, as well as for AGPs, 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).

| Biological | Suspected case of COVID-19 | Staff and Students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event a confirmed or suspected case of COVID-19 and communicated and includes:
• If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance with the University guidance. Managers will follow the NHS Test and Trace workplace guidance: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance
• The area will be cleaned in accordance with the specific Government guidance.
• Provision and monitoring of adequate supplies of cleaning materials are in place.
• Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided.
• Employees to follow the Government advice: https://www.gov.uk/coronavirus
• Line managers will maintain regular contact with staff members during this time and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the  |
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<td></td>
<td>3 2 6 Yes</td>
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- 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.
- Staff will be told to isolate because they:
  - have coronavirus symptoms and are awaiting a test result
  - have tested positive for coronavirus
  - are a member of the same household as someone who has symptoms or has tested positive for coronavirus
- Line managers hold discussions with their staff to identify those considered in ‘at risk’ groups - which include those who are 70 or over, have a long-term condition, are pregnant or have a weakened immune system, or are living/caring for someone in these groups and will ensure additional measures are put in place to protect them including working from home.
- Staff have been encouraged to follow the latest government guidance on COVID-19 contract tracing app.

| Biological | Someone entering the workplace with COVID-19 | Staff, Students and 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. | Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.  

Anyone residing in a surge testing area is requested to remain at home. Where attendance on site is essential it can only be after a negative PCR test carried out under the surge testing process put in place by their local council. Anyone in a surge testing area is recommended to attend the asymptomatic testing site twice a week although this is still a personal decision.

If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s and University’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) | 3 2 6 | Yes |

| Environmental | Virus transmission | Staff and Students | Contact with an object that has been | Individuals have been instructed and are regularly reminded by posters to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance: | 3 2 6 | Yes |
in the workplace contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors.

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

Posters are displayed around the workplace including in welfare facilities.

Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building and in other areas where they will be seen.

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.

There are revised procedures for the management and use of the RAICR stores. Delivery drivers will buzz to be admitted and cleaning procedures for goods and merchandise are in place. Greater handwashing and handwashing facilities have been introduced and hand sanitiser provided where this is not practical. Non-business deliveries will not be accepted, for example, personal deliveries to workers.

Individuals are reminded to catch coughs and sneezes in tissues – Follow: “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed around the workplace.


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 at induction, and reminded by poster displayed on the importance of keeping surfaces and work equipment clean.

Entry/exits points in place for personnel working in wet labs where applicable. Limited number of doors have touch-based security devices to ensure regulatory compliance. Cleaning wipes will be provided.

Sharing of equipment is reduced where possible and cleaned / disinfected before and after use.

Objects and surfaces that are touched regularly are cleaned frequently, such as door handles and keyboards, and making sure there are adequate disposal arrangements.

Internal doors that are not signed as fire doors (unless held open with a mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles.
Use of hot desks and spaces avoided where possible and where not possible e.g. training facilities workstations are cleaned between different occupants including shared equipment.

There is clear desk policy in place to reduce the amount of personal items on desks to enable desks to be used by more than one occupant on occasions.

Work benches will be maintained in tidy and clean

There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.

Everyone is encouraged to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared machinery handles etc before after and during work.

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

An adapted procedure for the handling and storage of laboratory coats whilst in use has been established across the College in line with the requirements of the laundry service.

Other laboratory equipment such as goggles cleaned/disinfected on-site.

It has never been College practice to take lab coats or any other PPE home for laundering/cleaning.

COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS).

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

| 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 | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures. PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks etc during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted. | 3 2 6 Yes |
Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures

Use of PPE where indicated by risk assessments has been reviewed to ensure that disposable PPE (gloves, face masks) is provided on an individual basis as is current practice.

Some non-disposable PPE; e.g. Lab coats is provided on an individual basis according to current practice. Other non-disposable PPE; Cryogenic gloves, Chemical/cryogen/UV face shields, ear defenders (ultrasone) and similar will be treated as shared equipment with clear written guidance for usage and disinfection.

Emergency Procedures reviewed and revised including:

- **Communication**: people have been made aware at induction that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe.
- **Fire procedures**: number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes.
- **First Aid**: First aid needs assessment reviewed to take into account the impact of any Local or National Government requirements and any new Guidelines issued by the University 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 (see Cleaning below). People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.

Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed to ensure measures are introduced to mitigate risk (for example, another area within the building or campus could have a critical role such as first aider that could cover as a temporary solution).

People have been made aware that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe.

Security implications of changes made to operations and practices in response to COVID-19 Local or National Government requirements have been considered.

Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to lockdown.

Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 especially during any Local or National Government lockdowns in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19.
| Environmental | Inbound & Outbound Goods including Post | Staff and Students | Exposure to contact with an object that has been contaminated with COVID-19. | Procedures for deliveries are in place. RAICR stores is a sister facility to the IBR stores and managed by the same team. The IBR stores has been function throughout restricted operation and has developed good practices to protect its staff. Driven by the requirement to maintain social distancing at all times, these include: | 3 2 6 Yes |
| --- | --- | --- | --- | --- |
|  |  |  |  | • Pick-up, drop-off and collection points set up by the Core services team.  
• Procedures, signage and markings reviewed and revised where necessary.  
• Unnecessary contact at has been minimised e.g. non-contact deliveries  
• Where possible and safe, single workers load or unload deliveries. If not possible the same pairs of people are used for loads where more than one is needed with additional mitigating measures including the wearing of face coverings.  
• Delivery drivers unload item to the RAICR stores on the ground floor. Non temperature sensitive/non critical deliveries may be left for 72 hours before handling.  
• Temperature sensitive or critical deliveries will be sanitised before handling.  
• 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 end user has been avoided.  
• Strict hand washing procedure in place after handling all deliveries. |
| Environmental | Virus transmission outside of the workplace | Staff and Students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the entry to the building there is signage to warn all prior to entering this building social distancing is in place (keep 2m apart).  
There is signage advising staff to wash their hands regularly and not to touch their face.  
Specific doors designated for entrance only and others designated for exit only. One way systems are in place where practicable in the building.  
Building access control is used during busy spells in the building and for any Local or National Lockdown periods.  
Controlled access and egress is monitored through the access control system to ensure it is followed. |
| Organisational | Travelling to work | Staff and Students | Exposure to respiratory droplets carrying COVID-19. | 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://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx |
<p>|  |  |  |  | 3 2 6 Yes |</p>
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ACTIVITY</th>
<th>STAFF AND STUDENTS</th>
<th>EXPOSURE TO RESPIRATORY DROPLETS CARRYING AND CONTACT WITH AN OBJECT THAT HAS BEEN CONTAMINATED WITH COVID-19.</th>
<th>ACTIVITY NOT UNDERTAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisational</td>
<td>Driving at work</td>
<td>Staff and Students</td>
<td>Activity not undertaken</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mechanical</th>
<th>Machinery &amp; Equipment</th>
<th>Staff and Students</th>
<th>Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected.</th>
<th>3 2 6 Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Disinfecting chemicals and wipes provided in the area to clean machines and equipment prior to the commencement of work and upon completion. Shared machines and equipment will be disinfected before and after use by the user. Written guidance provided.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environmental</th>
<th>Ventilation</th>
<th>Staff and Students</th>
<th>Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible. All ventilation has been serviced as required. All filters have been changed as required. Ventilation systems will be maintained in line with planned and preventative maintenance schedules. An assessment of the ventilation in the building, and where necessary individual areas/rooms, has been undertaken which included checks such as:</th>
<th>3 2 6 Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 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).</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<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>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<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>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<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>
<td></td>
</tr>
</tbody>
</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.
• Close internal doors to prevent drafts.
• Where practical, 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.”

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
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** | 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. | 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 Multiple permanent injuries or irreversible health effects |
| 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 | |

<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>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>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 monthly</td>
<td>Expected to occur at least weekly</td>
<td>Expected to occur at least daily</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)

| 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.