GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Site | **Stratford Upon Avon Campus** | **Department** | **EDACs** | | **Version / Ref No.** | **9** |
| **Activity Location** | **Mason Croft (Shakespeare Institute)** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **The Mason Croft building is a mixture of academic offices and teaching spaces for CAL students.**  **Approx number of staff: 13**  **Approx number of Students: 34**  **The Johnson Library is a dedicated subject specific research library to be staffed by 2 librarians.**  **Commencement of front-facing physical library services at the Johnson Library to include:**   * **Access to study spaces for PGR’s PGT’s, Undergraduate Students and staff of the University of Birmingham. Visitors will not be accepted.** * **Mediated access to collections** * **Reserve and Collect service**   **Maximum Library patron utilisation 10. Maximum staffing 2.**  **Future commencement of other physical support related activity including digitisation, collection management and development, engagement, service development, facilities support and skills provision. These activities will be phased in as required to support service delivery.** | | | |
| **Assessor** | **Simon Baldwin – Mason Croft**  **Johnson Library – Susan Worrall** | **Assessment Date** | **01/09/2020** | **Date of Assessment Review** | **02/11/2020** | |
| **Academic / Manager Name** | **Mason Croft – Rachel Allmark / Andrzej Gasiorek**  **Johnson Library – Susan Worall.** | **Academic / Manager Signature** | **\\adf\corp\lib\users\worralsj\Sue personal\S Worrall signature.png** | | | |

| 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 well being | Staff, Students, Visitors | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via a blend of regular email and online communications,team meetings and one to one meetings*,)* to ensure staff and students are not ill-informed about returning to work/study safely.  Students will be directed to the Main UoB intranet page via their departments student handbooks where risk assessments and building inductions are uploaded for all buildings and where possible schools with departmental pages will post the risk assessments and inductions there as well.  Advice is shared with staff/students and they have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i.e. line managers, Internal Comms) and shared with staff via online briefings, team meetings, one to one meetings, and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Risk assessment shared and an electronic copy is available via the following link V:\Facilities\Health & Safety\Risk Assessments\Academic Year 20-21\Return to Campus\SB - Shakespeare - 04.09  New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through Line Managers and staff communications. These include:   * ***Social distancing: General guidance for staff and students*** * ***Social distancing: Buildings adaptations guidance*** * ***Social distancing***: ***Product solutions booklet*** * ***Social distancing: Building checklist*** * ***On-line induction materials for returning to campus***: combination of the guidance and videos.   <https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx>   * ***Return to Campus COVID-19: Building Risk Assessment* (This completed Risk Assessment)**   Line managers/HoD 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 meetings with staff.)of guidance available in relation to this:  <https://www.hse.gov.uk/stress/>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf>  Library Services staff working in the Johnson Library are part of the Main Library Customer Support team. Their induction and ongoing operational management is covered through Library Services practises and procedures and is in line with the Main Library Risk Assessment. Adaptations to workflows relating to patron interactions will be undertaken as necessary and will follow the same process that has been developed for co-creation between managers and those delivering the activity. Initial site induction will take place to ensure all staff are familiar with arrangements. | 3 | 3 | 9 | No | Send out induction pack for both buildings to all teams.  Post risk assessments and inductions to central intranet pages | 3  3 | 2  2 | 6  6 | SB of CAL Facilities  SB of CAL Facilities | 21/09/20  21/09/20 |  |
| Organisational | Psychological well being | Staff and Students | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions in various ways e.g. 1-2-1’s and/or departmental meetings with their staff and look at ways to reduce causes of stress. Where necessary, managers will offer particular support to individual staff and discuss ways of reducing stress.  Concerns on workload issues or support needs are escalated to line manager by individual staff at 1-2-1 meetings or at the request of the member of staff.  Staff who are in clinically vulnerable groups themselves and identified to be considered in ‘at risk’ groups are encouraged by line managers to discuss their support needs to ensure additional measures are put in place to protect them including working from home.  Staff 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 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. There are also discussion taking place with HR for those members of staff who require it.  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable>  Existing risk assessments including those for new or expectant mothers reviewed have been 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. Other risk assessments are also being reviewed to reflect Covid-19 controls.  Employees invited to return back to work on Campus who have concerns have discussed 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>  Employees are made aware of support mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>  This link is for students:  <https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx>  Library Services staff working in the Johnson Library are part of the Main Library Customer Support team. Their induction and ongoing operational management is covered through Library Services practises and procedures and is in line with the Main Library Risk Assessment. Adaptations to workflows relating to patron interactions will be undertaken as necessary and will follow the same process that has been developed for co-creation between managers and those delivering the activity. Initial site induction will take place to ensure all staff are familiar with arrangements. | 2 | 3 | 6 | 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: Shakespeare and Johnson Library Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff to 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/students with any form of illness do not come onto campus until the illness has been verified as not being Covid-19. This is communicated via the building induction.  Managers/supervisors keep track of when staff/students can return to work after the symptom free period.  The University’s [***On-line induction materials for returning to campus***](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx) combination of the guidance and videos have been provided and completed for all staff returning to work in University buildings*.*  To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and on site induction.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people. Estates have confirmed that staff will be informed of any planned visits in advance. Contractors will also sign in when on site.  Un-essential trips within buildings and sites discouraged and reduced, and staff are informed of this within the building induction e.g. meetings are to be held virtually. Moving for teaching purposes for academic staff is permitted however local Covid guidelines must be followed. | 3 | 3 | 9 | No | Once Risk Assessment is approved send it and the building induction to our partners  Library workflows for specific tasks will be revised observing the latest guidance provided by PHE. | 3 | 2 | 6 | SB of CAL Facilities | 21/09/2020 |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | Staff, Students, Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Workplace routines changed to ensure room/building capacity calculated to maintain social distancing is not exceeded including:   * Change to peak staff entry and exit times for Professional Services staff e.g. people starting later or finishing earlier to avoid large groups leaving at once. * The Reception office (G20) has been given a capacity of 2. * All single occupancy offices have a capacity of 1. If they are shared it is still only 1 person in the office at a time. Each office has a capacity limit posted on the door. * The Computer cluster has a new capacity of 4 and will have signs on workstations saying ‘sit here’. * Wipes will also be provided to wipe down the equipment before and after use. * Room 108 has been given a capacity of 4, as a meeting space or social space. * 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. * Library patron capacity will be reduced to reflect current study capacity. This will be managed via the Library access control system.   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. Professional Services staff can provide a rota of when staff are going to be in the building. Academics can be tracked via access control system.  Library Services will utilise a booking tool for patrons wishing to study within the Johnson Library this will retain data to facilitate track and trace. Other tools such as the access management tool will also support this approach.  Procedure in place for dealing with instance of unexpected individual or 3rd party arrival. Contractor arrivals are informed in advance to the CAL Facilities teams who will let teams know to ensure it is OK.  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: Shakespeare and Johnson Library Building checklist***  (The latest Guidance on these measures can be found by clicking the following link [Social Distancing Guidelines](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)).  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 e.g. not playing music or broadcasts at a volume that makes normal conversation difficult, using microphones during training sessions. Lecture rooms have microphones in the Lectern.  For teaching activities that require vocalisation all work of this type will take place in the large teaching hall G05. As will all other teaching.  There will be no practical (voice work) teaching in semester 1. All voice work that is going to be taught is going to be done so by the RSC who are providing risk assessments for the sessions.  Face to face practical sessions can take place as long as 2m social distance is maintained.  Normal face to face discussions will also take place  For the Johnson Library student facing activity social distancing is in place with staff either working at distance from users or behind plastic screens at service points.  One-way flow systems are implemented in part of the building and visual aids, such as floor strips, signage are used for maintaining social distancing throughout the building/workplace.  The main entrance is an entrance only doorway and individuals are signposted to follow the one-way system around the building by signage and by the building induction.  The corridors are 2 way but with guidance in place (induction) to wait for others to pass before using the corridor.  Staff activities are segregated to promote the 2m social distancing rules including:   * 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 * Study areas in the Johnson Library have been socially distanced with chairs removed. Signage installed instructing * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc). * Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site. * Welfare areas for preparing hot food or drinks 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. 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 bottle-fed drinking water dispensers have been serviced and treated by the contractor and will remain on site but with strict guidelines on how to use them covered in the induction. Individuals will be expected to wipe down the unit before and after use using antibacterial wipes provided. Units will be signed with information about cleaning and also a contact to replenish the wipes. Signage will also ask users to avoid touching the spout with their bottles or hands. If a case of a suspected Covid-19 occurs within the building the fountain will undergo deep cleaning~~.~~ * Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). Smaller facilities have a one out one in policy. Additional signage has been placed 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.   Library Patrons will be required to utilise the facilities within the Library in a different way. This will be communicated via induction and reinforced via signage and other educational materials and staff interventions.  Seating and Circulation Capacity will be reduced in the Library to maintain social distancing. New workflows relating to stock returns, study desk usage and other Library Equipment are in place.  Clear method of socially distancing of staff and visitors in reception areas defined and implemented including:   * Queuing systems or processes * 2m Social distancing in waiting and reception areas * The reception office has a protective Perspex screen.   Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option e.g. RSC coming on site to teach, visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local manager of the service and where necessary concerns fed back to the third party manager.  The use of the paddock by local schools is governed via a formal agreement and no member of the school will be entering the UoB Building.  All corridors are :   * Marked in areas to ensure social distancing is adhered to (lines on floor). * Have a one way system around the building. * Due to the nature of the building some of the corridors are 2 way but advice is being shared via induction about using them in a 1 at a time fashion.   Additional signage in corridors reminding staff about social distancing.  As there is only 1 stairwell in Mason Croft it is a two way stairwell but guidance to use it one at a time is provided at induction along with signs on site.  Social gatherings amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings.  Large gatherings (not including centrally timetabled seminars) have been cancelled or postponed or alternative IT solutions provided for example Open Days have moved to online (Critical Training courses may still be performed but only following the Covid-19 guidance.)  Large gatherings including events in public outdoor spaces that are organised by the University have been postponed until Christmas.  Managers perform frequent evaluation against social distances controls for their teams and report problems via the near miss reporting procedure. Detailed in the induction. An awareness campaign relating to patron behaviour will form the key part of the library induction/ re-induction to outline the new expectations.  Staff are reminded via posters displayed in the buildingon a daily basis of the importance of social distancing both in the workplace and outside of it.  Near-miss reporting is encouraged via induction to identify where controls cannot be followed or people are not doing what they should.  Where the 2m social distancing guidelines cannot be followed in full in relation to a particular activity, for example vocal work.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:   * The vocal work is not taking place until semester 2. * The RSC who will be conducting the vocal workshops will provide a full risk assessment and comply with the UoB procedures in the building, * 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). * Re-engineering the technical activity. * Improving ventilation by re-organising the indoor space to optimise the ventilation available. * Re-organising pedestrian flows * PPE consisting of face masks and/or a clear visor that covers the face, and provides a barrier between the wearer and others, provided for staff 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). Re-usable visors for single users only are cleaned and sanitised regularly using normal cleaning products. * For the Johnson Library student facing activity social distancing is in place with staff working behind plastic screens at service points. * 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 can not 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.   Individuals have been reminded via induction 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 a face covering on, and before and after removing it * when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands * change your face covering if it becomes damp or if you’ve touched it * continue to wash your hands regularly * change and wash your face covering daily * if the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste * practise social distancing wherever possible   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.  Face coverings for Library patrons will be required for those able to wear them in line with the latest UK Government guidance. Library staff who are unable to wear a face covering will be issued with a plastic face visor to use when interacting in patron facing roles. Hours of patron access to the Library will be reduced to facilitate a down time for cleaning / tidying / shelving activities to take place. In the initial stages of opening hours will be 1000-1600 Monday to Friday.  A Reserve and Collect service will be in place with a booking system. Items will be quarantined for 72 hours. Resources including the card index catalogue will be staff access only and facilitated searches will be provided. Limited browsing of the collections will be available in a staged service roll out, items will be quarantined for 72 hours. | 3 | 3 | 9 | No | Other technical solutions are being investigated to enhance capabilities in accordance with the wider University approach.  Collect and review risk assessments from the RSC. Add a link to them here where we receive them | 3  3 | 2  2 | 6  6 | SW LibrarServ  ARW of the Shakespeare Institute and SB of CAL Facilities | 06/2021  Teaching week 4 |  |
| Biological | Suspected case of COVID-19 | Staff, Students Visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event of a confirmed or suspected case of COVID-19 and communicated via induction 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](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). * Provision and monitoring of adequate supplies of cleaning materials are in place. Staff will contact [Artsreception@contacts.bham.ac.uk](mailto:Artsreception@contacts.bham.ac.uk) to request additional supplies as they are running out. * Team briefed in local induction pack and via managers briefing 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 Outbreak Management Process. * If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance. * Individuals will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + are a member of the same household as someone who has symptoms or has tested positive for coronavirus   + have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> | 3 | 3 | 9 | No | Provide a larger supply to Mason Croft due to delivery times. | 3 | 2 | 6 | CAL Facilities | 21/09/20 |  |
| Biological | Someone entering the workplace with COVID-19 | Staff, Students and Visitors | 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 i.e. Patrol Guard, Thorlux, RSC and Cleaning Company 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.  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>  Library Services will utilise a booking tool for patrons wishing to study within the Johnson Library this will retain data to facilitate track and trace. Other tools such as the access management tool will also support this approach. | 3 | 3 | 9 | Yes | Other technical solutions are being investigated to enhance capabilities in accordance with the wider University approach. | 3 | 2 | 6 | SW Libr Serv | 06/21 |  |
| Environmental | Virus transmission in the workplace | Staff, Students, Visitors | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | Individuals have been instructed and are regularly reminded via the induction and via posters in the buildingto 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 i.e. outside the double doors to the staff offices on each floor.  Multiple sanitisation stations have been installed, alongside multiple cleaning stations in the Johnson Library for use by patrons.  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.  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 e.g. at welfare areas, toilets and kitchens.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded via inductionof the public health advice:  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  A review of the cleaning regime for the building has been carried out 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. on the importance of keeping surfaces and work equipment clean. The cleaning SLA that is received is sent to all team leads and displayed at the main entrance of the building.  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards. To control possible spread of Covid-19 hygiene wipes have been placed at each MFD to allow it to be wiped down before and after use by the individual using it. Wipes have also been purchased for the rooms with digilock doors to allow staff to wipe down the digilocks after use.  Items will be handled by Library staff wearing gloves and utilising sanitisation gel with items placed into quarantine for 72 hours before being made available for loan.  Sharing of equipment is restricted where possible and cleaned / disinfected before and after use by the individual using it.  Objects and surfaces that are touched regularly are cleaned frequently by the individual using them before and after each use using wipes e.g. MFDs and keyboards in offices. Touch points e.g. door handles are cleaned regularly by cleaning services and their products.  Cleaning stations have been installed in the Library for student use with relevant cleaning materials provided, in order to clean work areas pre and post usage.  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 work benches to be practiced when the space is in use or not in use.  There are cleaning procedures for goods and merchandise entering the 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.  Areas where people directly pass things to each other, for example office supplies, have been identified and ways to remove direct contact, such as using drop-off points or transfer zones have been introduced.  Everyone is encouraged via induction 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.  Monitoring and supervision arrangements such as team meetings or briefings and a near miss reporting procedure has been circulated via the building induction to ensure that staff can report any near misses or processes that do not work appropriately, have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc. An awareness campaign relating to patron behaviour will form the key part of library induction/ re-induction to outline the new expectations.  COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). (See location specific chemical risk assessments for cleaning products used within the area).  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc.  Library Patrons will be required to utilise the facilities within the Library in a different way. This will be communicated via induction and reinforced via signage and other educational materials and staff interventions.  In line with PHE guidance items need to be kept in quarantine for a period of 72 hours. Patrons wishing to study in the Library will be required to wear face coverings throughout their time within the Library. Only designated seats and workstations can be used. These will be numbered and patrons will be asked to note the desk number they have sat at. Patrons will be instructed to use cleaning products to clean their study desk pre and post study and dispose of used materials in the bins provided. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | Staff, Students, Visitors | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures.  PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks etc. during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted.  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware via inductionthat 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 any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date. * **Hygiene:** Washing facilities with soap/gel available. People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands   Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed by CAL Facilities to ensure measures are introduced to mitigate risk (for example, another area within the building or Shakespeare Institute could have a critical role such as first aider that could cover as a temporary solution).  Security implications of changes made to operations and practices in response to COVID-19, 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 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. | 2 | 3 | 6 | No | Provide first aiders at Shakespeare Institute with First Aider PPE | 2 | 2 | 4 | SB of CAL Facilities | 21/09/20 |  |
| Environmental | Inbound & Outbound Goods including Post | Staff | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the unit so that social distancing can be maintained at all times has been considered and include:   * Pick-up and drop-off collection points, procedures, signage and markings revised. Staff will collect post, 1 at a time, from the usual table. * Unnecessary contact at delivery bay has been minimised e.g. non-contact deliveries where the nature of the product allows for use of electronic pre-booking. Deliveries will be left outside the reception office for collection by UoB staff. * Methods to reduce frequency of deliveries in place - ordering larger quantities less often. * 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. | 32 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff, Students, Visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place.  There is signage advising all individuals to wash their hands regularly and not to touch their face.  Building access control is used constantly in the building to prevent un-necessary visitors accessing parts of the building they do not need to. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| 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://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx> | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Organisational | Driving at work | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Non-essential travel is minimised – remote options considered first.  Where staff are required to travel to the main Campus (Edgbaston) they do so in their own car and do not car share.  If they need to use public transport to travel they do so in accordance with Government and University Guidance:  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx> | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | Staff and Students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly e.g. photocopiers will be frequently cleaned and disinfected by the individual using them, i.e. they will be wiped down with a cleaning wipe before and after use. This will be communicated in the building induction.  Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion. If machines and equipment are shared, sterilising will be carried out between operations by the staff using them, this has been communicated via the building induction.  Library colleagues using the digitisation unit will clean the scanner using the wipes provided by the University ahead of utilising the machine, and once the activity is complete wipe the unit again with a fresh wipe. This has been built into the revised workflow for this activity with the same approach being followed for other activity commencing within the library. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff, Students and Visitors | Exposure to respiratory droplets carrying COVID-19. | 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.  Building users are encouraged where possible to ensure windows are open. | 3 | 3 | 9 | 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)**

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