GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Site | **Selly Oak campus** | **Department** | **EDACs** | | **Version / Ref No.** | **5** |
| **Activity Location** | **Alan Geale** | **Activity Description** | **The building does not have any UoB staff based in it permanently. It is used by Tenants and used for teaching.**  **Approx number of Tenants: 4 (2 groups)**  **Approx number of Students: 22**  **Approx number of Staff: 2 teaching staff by timetable only**  **Adhoc maintenance staff as required and cleaning staff** | | | |
| **Assessor** | **Simon Baldwin** | **Assessment Date** | **02/09/2020** | **Date of Assessment Review** | **02/11/2020** | |
| **Academic / Manager Name** | **Rachel Allmark / Andrzej Gasiorek** | **Academic / Manager Signature** |  | | | |

| Hazard Assessment | | | | Control Assessment | | | | | | | | | Actions | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?  Staff  Students  Contractors  Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | | | Are these adequate?  Yes/No | Changes to/ Additional Controls | Residual Risk Rating | | | Owner | Due  Date | Action Complete |
| S | L | R | S | L | R |
| Organisational | Psychological 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) to ensure staff and students are not ill-informed about returning to work/study safely. For Professional Services Team leaders will hold regular team meetings and continue to host 1-2-1 meetings with staff. For Academic staff, HoS/Department leads will hold meetings or provide staff briefings.  Students will be directed to the Main UoB intranet page via their department’s 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 a local induction 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 on the CAL V Drive V:\Facilities\Health & Safety\Risk Assessments\Academic Year 20-21\Return to Campus\Alan Geale  New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and induction and disseminated to employees through Line Managers and CAL Facilities 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)** which can be found here: V:\Facilities\Health & Safety\Risk Assessments\Academic Year 20-21\Return to Campus\Alan Geale   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 meetings, one to one meetings, online communications 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> | 3 | 3 | 9 | No | Send out induction pack to all teams.  Post risk assessments and inductions to central intranet pages | 3 | 2 | 6 | CAL Facilities and teams  Schools and CAL Facilities | 11/09/20  18/09/20 |  |
| Organisational | Psychological well being | Staff, 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.  <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 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 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> | 2 | 3 | 6 | Yes | Risk assessments including those for new or expectant mothers to be reviewed and revised to reflect new working arrangements as required. |  |  |  | Dept. Line Manager for the individual |  | As nec. |
| Organisational | Psychological well being | Tenants | Anxiety and stress caused by concerns around returning to work and studies on Campus | The Tenant is responsible for the psychological wellbeing of staff who work within the Alan Geale Building, staff share good practice advice via email.  The Tenant is responsible for ensuring that appropriate workplace controls are in place to reduce risk of exposure to COVID 19, and that these controls are documented and disseminated to its employees  Regular communication is in place (individual and group) via emails and occasional visits to premises by author of this assessmentto ensure staff are not ill-informed about returning to work safely.  This Risk assessment will be shared with tenants and staff by email. Students will be directed to the main UoB Intranet page.  Line managers of Maintenance and Cleaning staff 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 viaof 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> | 2 | 1 | 2 | Yes |  |  |  |  |  |  |  |
| Organisational | Psychological well being | Tenants  And University Cleaning/Maintenance staff | Anxiety and stress caused by concerns around returning to work on Campus | The Tenant is responsible for its employees with regard to concerns and for ensuring that employees have access to support mechanisms such as counselling, occupational health, HR, etc. | 2 | 1 | 2 | Yes |  |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Tenants, Staff, Students and Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Alan Geale 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 | 3 | 2 | 6 | CAL Facilities | 21/09/20 |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | Tenants, Staff, Students, Maintenance staff | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | For common areas and teaching space, physical distancing signage is installed.  Cleaning and Maintenance staff are being made aware by CAL Facilities by email of arrangements for social distancing, and work / shift patterns reflect this.  Cleaning in the UoB managed areas of the building is done before tenants arrive in mornings  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.  All corridors are :   * Marked in areas to ensure social distancing is adhered to (lines on floor).   Additional signage in corridors reminding building occupants about social distancing  Additional signage in stairwells reminding building occupants about social distancing.  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. using microphones during training sessions.  One-way flow systems implemented on route in to, and from the teaching spaces with visual aids, such as floor strips, signage are used for maintaining social distancing e.g. one way in, one way out.  Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms e.g. seminar rooms where timetabled lessons take place.  Capacity limits have been set and displayed for common facility areas e.g. toilets, welfare areas etc.  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 through building induction to leave the facilities in a respectable condition.  There are designated stairwell for going up and a designated stairwell for coming down, this system will be enforced by lecturing staff attending with students.   * 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 through building 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. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | Tenants  And University Cleaning/Maintenance staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | The Tenant is responsible for its own response plan in the event a confirmed or suspected case of COVID-19 and have been instructed to inform the University if any staff are diagnosed with Covid-19 within a maximum of 24 hours.  If multiple cases of coronavirus appear in the Alan Geale Building, an outbreak control team from either the local authority, or Public Health England will, if necessary, be assigned to help the manage the outbreak. The University contact will seek advice from the University in the first instance. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | Staff, 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 of a confirmed or suspected case of COVID-19 and communicated and includes:   * If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. If any students appear unwell or make comment or complain to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow the University and Government advice. Managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * The area will be cleaned in accordance with the specific Government [guidance](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. * Team briefed during team meetings and via induction 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 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Tenants  And University Cleaning/Maintenance, Staff, Students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | The Tenant is responsible for ensuring that companies who regularly attend or work in the building at their invitation provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.  Staff and Students visiting site have been informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines, detailed during return to work process or Student Induction | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Tenants  And University Cleaning/Maintenance staff, Students | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | Hand wash and personal hygiene posters are displayed around the workplace including in welfare facilities.  Soap and water and hand sanitiser are provided in the toilets and adequate supplies are maintained where they will be seen.  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.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded via staff circulars communications of the public health advice:  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  Objects and surfaces that are touched regularly are cleaned frequently such as door handles are being cleaned twice per day by Cleaning staff, and making sure there are adequate disposal arrangements.  Cleaning staff do not clean desks. Their activities in let rooms are limited to vacuum cleaning floors.  Non-business deliveries stopped, for example, personal deliveries to workers.  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | Tenants  And University Cleaning/Maintenance staff | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware via circulars issued to Cleaning staff 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:** the existing fire safety regime for managing these common parts, including a fire drill every six months, has been reviewed and remains in force with no changes. * **First Aid:** First aid processes remain in force as previously. There are posters identifying local first aiders and also support from Security as required, contactable on 4144444. * **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   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 | 2 | 4 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Tenants  And University Cleaning/Maintenance staff | 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 individuals to wash their hands regularly and not to touch their face.  Building access control is in use so only Tenants or those timetabled to be in the space will be permitted access. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Tenants  And University Cleaning/Maintenance staff | Exposure to respiratory droplets carrying COVID-19. | The activities of tenants are outside the University’s control, however measures relate to University’s own staff working in common parts.  Workers encouraged to avoid public transport where applicable and use alternatives e.g. cycling, walking to work etc. Where staff are unable to avoid public transport they do so in accordance with Government and University Guidance:  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  Staff advised to stagger start and finish times if using public transport and to avoid public transport if at all possible. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | Tenants  And University Cleaning/Maintenance staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces in toilets and corridors that are touched regularly will be frequently cleaned and disinfected by Cleaning staff.  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 operatives using them. As detailed in the building induction. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Tenants  And University Cleaning/Maintenance staff | Exposure to respiratory droplets carrying COVID-19. | Office occupancy rates are reduced to minimise exposure.  Building users are encouraged where possible to ensure windows are open for ventilation. | 3 | 2 | 6 | 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.