GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | | **Park House** | | | | **Department** | **POD** | | | | | | **Version / Ref No.** | | | **V0.1 16/9/20** | | | |
| **Activity Location** | | **Park House Annex** | | | | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **Office areas, cellular offices, all other common areas, tea points/staff common room, toilets, welfare facilities, Knowledge and Evidence / library area, training rooms, courtyard, seminar room. Approximate numbers of staff/students in the building following Covid-19 restrictions = XX (normally XX).**  **POD: Working on the basis of revised office and teaching room capacity advised by CoSS Estates, the maximum numbers of staff and students in PH at any given point during term time are expected to be as follows:**  **Staff (all categories) – 42 (when all offices are utilised at maximum capacity, which probably won’t be much of the time. Counting in staff from campus visiting PH for the occasional f2f meetings or drop-ins, this may increase to between 45-50 staff in the building at certain times. However we expecting most meetings involving number bigger than 6 or external participants to still be conducted virtually.**  **Students – 31 (Courtyard room, Garden room and PC lab student capacity combined) at any point in time.**  **In terms of staff, we are still working out the finer details of who will working at PH, either in their office or in a teaching capacity, and on which days. We should have this information confirmed in the next few weeks, ahead of the building opening on 24 September and the staggered return of HSMC staff to campus working. (included under additional controls)** | | | | | | | | | | | | |
| **Assessor** | | **Paul Stephen/Rita Whitehouse** | | | | **Assessment Date** | **16/09/2020** | | | | | **Date of Assessment Review** | **16/10/2020** | | | | | | |
| **Academic / Manager Name** | | **Kate Crane on behalf of Gillian McGratten** | | | | **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 |
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| 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 *team meetings, one to one meetings, and health and safety committee. All information form meetings will feed into the College Working Group* to ensure staff and students are well-informed about returning to work safely.  Advice is shared with staff and students to ensure they are 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 via Student Comms *team, meetings, one to one meetings, and health and safety committee and will feed into the Return to College Working Group* and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Risk assessment shared with staff - an electronic copy is available on the College website for each building, as part of the building induction pack and the local *shared drive*.  https://intranet.birmingham.ac.uk/staff/coronavirus/Phased-campus-reopening-building-risk-assessments.aspx#id\_  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 are aware of how changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing.  <https://www.hse.gov.uk/stress/index.htm>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf> | | | 4 | 2 | 8 | No | Continuous communication via the POD Management Group with support from Facilities  Staff rotas in place ahead of the building re-opening | | 4 | 1 | 4 | POD Management Group with support from Facilities. This will be fed into the Health, Safety and Wellbeing Committee | 30/09/20 |  |
| Organisational | Psychological well being | | Staff & Students | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions via one to one and team meetings, with their team to look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager and department managers and shared with the College Working Group if required.  Staff who are in 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 concerns to be raised with line managers regarding return to work.  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>  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 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> | | | 4 | 2 | 8 | No | Continuous communication via College Working Groups and reviewing working practices, also to be reviewed at H&S implementation group and feedback provided to HSWB committee Existing risk assessments including those for new or expectant mothers to be 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. PEEPs will be reviewed for both staff and students supported by the school welfare officers, Wellbeing and Health and Safety Co-ordinator. | | 4 | 1 | 4 | POD Management Group with support from Facilities. This will be fed into the Health, Safety and Wellbeing Committee | 30/09/20 |  |
| Biological | Virus transmission in the workplace | | Staff, Students, Visitors, Contractors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Park House Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff are now to work using the mixed model of site and home based working, as agreed with their line manager and in line with Government and University guidance.  Managers ensure staff with any form of illness do not attend work until the illness has been verified as not being Covid-19.  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 inductions.  Posters are displayed that encourage staying home when sick, cough and sneeze etiquette - corridors / reception / WCs.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., carrying out services out of hours. | | | 4 | 2 | 8 | No | Continuous review of individuals medical health, advice from health professionals and dialogue with line managers  Non-essential trips within buildings and sites will be discouraged by Management and reduced, e.g., use of telephones or Skype encouraged ensuring cleaning them between uses. | | 4 | 1 | 4 | POD Management Group with support from Facilities. This will be fed into the Health, Safety and Wellbeing Committee | 30/09/20 |  |
| Environmental  Environmental  Environmental  Environmental  Environmental | Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing | | Staff, Students, Visitor,  Contractors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  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 in line with the timetables developed by line managers to support the return of staff. * Changes to core working hours to meet requirements of staff/ staggered starts to reduce the use of public transport at peak times. * Amended shift routines to support staff who need to travel on public transport outside of peak times, * Job and location rotation reduced – people encouraged not to move around unnecessarily, schedule meetings via Teams, Zoom etc. Rota set for office space to ensure social distancing. I.e. 2 staff in an office that normally accommodates 4, with desks off set, not facing each other. * College Working Group has been established to test and work through all of the above. Minutes will be available any escalated items will be discussed at the Health Safety and Wellbeing committee. Frequently asked questions available via the College website and weekly comms. Information must be shared with visitors via their host.   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 utilising staff rotas, which will be saved to Teams.  A College Working Group has been established to test and work through all of the above. Operations Managers will provide an up to date weekly record of staff’ working hours and student time tables to support Test and Trace. This will be shared and reviewed by the College Working Group.  Procedure in place for dealing with instance of unexpected employee attendance / 3rd party arrival (e.g. refused entry recommended). Entry will be reviewed by local manager in conjunction with Security and in consultation with the employee’s line manager / Senior Officer e.g. Head of Operations and with support from Facilities.  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: Park House 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.  One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining social distancing throughout the building/workplace.  Staff activities are segregated to promote social distancing including:   * Each room will contain maximum occupancy figures to enable social distancing, displayed on the entrance door area. * 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, * To ensure social distancing standards have been followed, capacity limits have been set and visually displayed in shared rooms e.g. open plan offices, meeting rooms, seminar rooms and lecture theatres * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc. to ensure social distances is maintained and visually displayed in each area. Details will be incorporated into the re-induction pack. “Knock and enter” signage will be utilised where appropriate * Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site. * Tables/seating from welfare areas moved to create social distancing and avoid large groups congregating. In the area containing the kettle and microwave sanitiser wipes will be available to support cleaning the microwave and kettle before and after each user. All users are encouraged to wash their hands prior to using equipment and to wash their hands after use. Additional signage for the correct method for handwashing displayed. All drinking water fountains will be available for use once they have been serviced and treated by the contractor. Sanitiser wipes and signage to enable individuals to sanitise the water fountain before and after use. 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 drinking fountain/water coolers 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 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. * Visits from people outside of the building are managed via remote connection/working where this is an option. Hosts must make the relevant staff aware and log attendance. Where this is not an option including visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local Department Manager and where necessary concerns fed back to the third party manager - Facilities Assistant/Head of Facilities – Estates Manager, Cleaner – Campus Services Domestic Manager.   All corridors are:   * Marked in areas to ensure social distancing is adhered to (lines on floor) * Have a one-way system around the building. * 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 signs displayed informing people to use the stairwells rather than lifts unless they have difficulty using the stairs. The maximum occupancy of the lift has been reduced to 1 person at a time. Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.  Lifts are still to be used to move heavier / larger / goods as a planned operation ensuring the lift cannot be stopped on each floor or staff placed on each floor to prevent access to lift until equipment moved.  There are designated stairwell for going up and a designated stairwell for coming down, this system will be observed by staff members using the building and the Facilities team.  Additional signage in stairwells reminding staff about social distancing.  Wash hand / 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 including events in public outdoor spaces that are organised by the University that are unable to be provided by alternative IT solutions are only permitted with reasonable steps to mitigate the risk of transmission and in line with COVID-19 Secure guidance including the completion of a specific risk assessment.  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>  Managers perform frequent evaluation against social distance controls via building inspections. Staff are reminded on a daily basis of the importance of social distancing both in the workplace and outside via signage, the intranet and building inspections by the Facilities Team. College Working Group to constantly monitor and review – any concerns raised to be shared at the Health Safety and Wellbeing meeting.  Where 2m social distancing guidelines cannot be followed in full in relation to a particular activity e.g. 2 people moving a table, 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 screens or barriers to separate people from each other. * 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).   Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside University buildings where 2m social distancing isn’t possible and cannot be maintained. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering within the building.   * Face coverings and/or a clear visor are provided for staff working in areas with 1m+ social distancing e.g., teaching spaces, communal areas, labs. Re-usable visors are cleaned and sanitised regularly using normal cleaning products. * Improving ventilation could be achieved by re-organising the indoor space to optimise the ventilation available. This ventilation may be natural ventilation from open windows. Estates are ensuring maximum fresh air.   Individuals have been reminded through All Staff *bulletins and briefings* 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   Hygiene guidance given as part of the building induction and visually displayed in each area, such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands. | | | 4 | 2 | 8 | Yes, HSMC is currently working on putting all these arrangements in place for PH main building in time for the building opening on 21/9/20. | Continuous review of working practices required with the ability to scale back and forth at speed and work in an agile manner essential | | 4 | 1 | 4 | POD Management Group with support from Facilities. This will be fed into the Health, Safety and Wellbeing Committee | 30/09/20 |  |
| Biological  Biological | Suspected case of COVID-19  Suspected case of COVID-19 | | Staff, Students, Visitor, Contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.  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 other individuals 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) and includes:   + Cleaning an area with validated disinfectants after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people   + Disposable gloves, masks and aprons will be worn for cleaning. These will be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished   + Once symptomatic, all surfaces that the person has come into contact with will be cleaned with validated disinfectants (including touchpoints), and cleaned as set out in the cleaning SLA for Park House. * Provision and monitoring of adequate supplies of cleaning materials are in place. Monitored Daily by Facilities Team * Team briefed on actions to be taken in the event of someone being suspected of having COVID-19 – see local re-induction pack * 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> | | | 4 | 2 | 8 | No | Revisit cleaning regime and review working practices | | 4 | 1 | 4 | POD Management Group with support from Facilities. This will be fed into the Health, Safety and Wellbeing Committee | 30/09/20 |  |
| Biological | Someone entering the workplace with COVID-19 | | Staff, Students,  Visitor,  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., reviewed by University Estates Department prior to working in the building.  Services are working with the University’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.  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 or the University’s guidance and need to isolate for 14 days / follow the latest government 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> | | | 4 | 2 | 8 | No | Continuous review of visitors and contractors ensuring robust access control procedures. Local staff to be made aware of visitors prior to arrival by person organising the visit. | | 4 | 1 | 4 | POD Management Group with support from Facilities. This will be fed into the Health, Safety and Wellbeing Committee | 30/09/20 |  |
| Environmental  Environmental  Environmental  Environmental | Virus transmission in the workplace  Virus transmission in the workplace  Virus transmission in the workplace  Virus transmission in the workplace | | Staff, Students,  Visitor,  Contractors | 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.  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 training, signage and the re-induction to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Posters are displayed around the workplace including in welfare facilities, corridors, entrances and high traffic prominent positions.  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 corridors, kitchenettes, lift lobbies and main entrance / exit routes  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, and kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed in the main foyer areas and around the workplace/building.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded via the re-induction pack 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>  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 sanitiser wipes have been made available to all occupants (individual offices, meeting rooms, teaching / training rooms), and everyone has been briefed on the importance of keeping surfaces and work equipment clean via signage, training and the re-induction pack.  Objects and surfaces that are touched regularly are cleaned frequently using antibacterial wipes, such as door handles and keyboards, and making sure there are adequate disposal arrangements. Items within an individual office/work space will be cleaned by the individual. Frequent touch points ie door handles, lift buttons etc will be cleaned throughout the day by Cleaning Services.  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.  Where not possible e.g. training facilities, workstations are cleaned in between different occupants including shared equipment. Personal responsibility for cleaning any shared equipment to be included in the re-induction and re-enforced by Facilities and Head of Operations during building inspections.  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. More regular handwashing 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.  As part of the building induction and through visually displayed signs 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.  As part of the building induction and line manager meetings staff are encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.  Monitoring and supervision arrangements from the Facilities Team, and representative from the College Working Group have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc.  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 in the designated cleaning cupboards within the building 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. | | | 4 | 2 | 8 | No | Continuous review | | 4 | 1 | 4 | POD Management Group with support from Facilities. This will be fed into the Health, Safety and Wellbeing Committee | 30/09/20 |  |
| Organisational  Organisational | Exposure to Existing Hazards  Exposure to Existing Hazards | | Staff, Students,  Visitor,  Contractors | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures  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 the re-induction document 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 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 the individual and the local H&S co-ordinator 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).  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. | | | 3 | 2 | 6 | No | Risk Assessment will be reviewed in Week 1 to take in to account Covid-19 and updated as required. Then on an ongoing basis as part of the H&S implementation group using the management actions checklist  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. | | 3 | 1 | 3 | POD Management Group with support from Facilities. This will be fed into the Health, Safety and Wellbeing Committee | 30/09/20 |  |
| 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:   * Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer has been avoided. * Where possible all deliveries are stripped of all packaging (which is disposed of). * Strict hand washing procedure in place after handling all deliveries. * Where possible deliveries to remain isolated and untouched for a minimum of 48 hours. | | | 4 | 1 | 4 | Yes – continuous review |  | | 4 | 1 | 4 | POD Management Group with support from Facilities. This will be fed into the Health, Safety and Wellbeing Committee | 30/09/20 |  |
| Environmental | Virus transmission outside of the workplace | | Staff, Students,  Visitor,  Contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place  There is signage advising staff to wash their hands regularly and not to touch their face.  Controlled access and egress is monitored by local staff and Facilities to ensure it is followed. | | | 4 | 2 | 8 | Continuous review |  | | 4 | 1 | 4 | POD Management Group with support from Facilities. This will be fed into the Health, Safety and Wellbeing Committee | 30/09/20 |  |
| Organisational | Travelling to work | | Staff, Students,  Visitor,  Contractors | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided.  Facilities such as bike-racks are provided to help people walk, run or cycle to work where possible.  Workers encouraged to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc. Where staff are not able 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. | | | 4 | 2 | 8 | Yes – continuous review |  | | 4 | 1 | 4 | POD Management Group with support from Facilities. This will be fed into the Health, Safety and Wellbeing Committee | 30/09/20 |  |
| Environmental | Ventilation | | Staff, Students,  Visitor,  Contractors | 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. | | | 4 | 2 | 8 | Yes – recirculation of air has been switched off, only fresh air intake available. | Continuous review in conjunction with Estates to ensure air is clean and ventilation well maintained | | 4 | 1 | 4 | Regular update from Estates to be sought and fed into Health, Safety & Wellbeing Committee meeting | 30/09/20 |  |
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**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.