GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | **St Francis Hall (SFH)** | **Department** | **Student Services** | | **Version / Ref No.** | **Version II** |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity Location** | **St Francis Hall (SFH)** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **Approximate number of people involved in Services, individual prayer, meetings and 1.1 with chaplains, as well as and chaplains (x 6) and staff (x1): 66**  **Room capacities:**   * **Worship Room: 25 people** * **Cadbury Room: 15 people** * **Oasis Lounge: 12 people**   **Activities taking place:**   * **Services (as per capacity above, however, bookings to be staggered, so it is unlikely that 2 bookings will take place at the same time)** * **Group meetings (as per capacity above, however, bookings to be staggered, so it is unlikely that 2 bookings will take place at the same time)** * **individual prayer**   **Others:**   * **Administrator x 1 attending site daily** * **Chaplains (including Full-Time and Part-Time) x maximum of 6 attending site at any given time.** | | | |
| **Assessor** | **Multi-Faith Chaplaincy Team (Alex Ferranti/Fr Kensy Joseph SJ, Rev’d Dr Sharon Jones)** | **Assessment Date** | **20/08/2020** | **Date of Assessment Review** | **09/09/2020** | |
| **Academic / Manager Name** | **Nahid Saiyed** | **Academic / Manager Signature** | **Nahid Saiyed** | | | |

| 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 | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via the *Chaplaincy* *team emails, team meetings on Mondays, including Chaplaincy Management Board meetings (CMB), and one to one meetings between staff and line manager, to* ensure staff adequately informed about returning to work safely.  Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i.e. line managers, Internal Comms) and shared with staff via *team meeting, one to one meetings, health and safety committees/forums* and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Risk assessment shared with staff and an electronic copy is available on the Chaplaincy’s *share drive (location: O:\CHAP\Administration\Health and Safety\COVID 19 Risk Assessment). A physical copy will be available at the Reception Desk. Chaplains will be emailed a copy of the Risk Assessment, as well as being updated on any changes to the document.*  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 *CMB*. 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 manager 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 *CMB*,  *team emails, team and one to one meetings* 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> | 2 | 3 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational | Psychological well being | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Covid related information will be shared at weekly chaplaincy meeting, monthly Chaplaincy Management Board (CMB) and termly Recognised Chaplains meeting, weekly 1.1 meeting with chaplaincy administrator and line manager to identify causes of stress and solutions for supporting psychological wellbeing.  Concerns on workload issues or support needs are escalated to line manager.  Chaplains are not employed by the University, as such, they have their own external support mechanisms. Chaplains who are in clinically vulnerable groups themselves and identified to be considered in ‘at risk’ groups by their Sending Bodies are encouraged by Sending Body managers to discuss their support needs to ensure additional measures are put in place to protect them including working from home. (NB.: Chaplains are not employed by the University, instead, they are employed by their respective Sending Body’s, who are the nationally recognised faith organisation of their denomination.)  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.  Staff 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.  Chaplains invited to return to work on Campus, who are subject to additional risk assessment requirements of their sending bodies, will discuss any concerns they have with their own line management and inform the University through the usual channels.  <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>  O:\CHAP\Administration\COVID 19 information (Social distancing building checklist for SFH)  Staff are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line manager, 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>  The risk on the psychologic and wellbeing of staff for SFH is low, as there are control measures in place to ensure wellbeing of staff, i.e. support from managers, as well as flexible working opportunity to accommodate their needs.  Chaplains are not employed by the University, as such, they have their own external support mechanisms.  Chaplains are well equipped to provide wellbeing support, and often provide peer-to-peer support, as well as being a mechanism of support for other staff. Chaplains could also receive support and conditions for working from their Faith Organisations, as they are not employed by the University | 1 | 2 | 2 | Yes |  |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Staff, students contractors, visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: St Francis Hall Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections. The SFH building checklist can be found on the following link:  O:\CHAP\Administration\COVID 19 information  Chaplains and staff to continue to work remotely where and when possible 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) combined with the guidance and videos have been provided for all staff returning to work in University buildings*.*  Posters are displayed in the foyer, by the Administrator’s desk, in the Worship Room, Cadbury Room, Oasis Lounge and society’s poster boards, that encourage staying home when sick, cough and sneeze etiquette.  Student Services Liaison/ administrator’s line manager to keep track of when chaplains and staff can return to work after the symptom free period.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., carrying out services out of hours.  Un-essential trips within buildings and sites discouraged and reduced, e.g. access to some areas restricted, use of radios or telephones encouraged ensuring cleaning them between uses. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | Staff, students contractors, visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  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   * The number of bookable spaces have been reduced * Access to SFH on swipe system or reception switch. * SFH will be closed over weekend. If there are events taking place / booked for the weekend a member of staff will be present to ensure measures are adhered to * Start of events and Services to be staggered to minimise the number of people present to ensure all measures are controlled * The Oasis Lounge Kitchen End facilities will be closed * Furniture to be removed from the reception area to increase social distancing in this area * Numbers entering SFH will be monitored to ensure maximum capacity is not exceeded (this will be monitored by Chaplains and staff). * To reduce the need for face-to-face contact, chaplains will continue their ministerial work online where appropriate. * A rota for Chaplains and staff is in place to ensure the chaplaincy, has a member of staff present when open * One way system to bookable areas (Worship Room, Cadbury Boom and Oasis Lounge) * Worship Room capacity to be reduced from 200 to 25. * Cadbury Room capacity to be reduced from 100 to 15. * Oasis Lounge and Kitchen End capacity to be reduced from 105 to 12. * Oasis Kitchen – to be closed and used only by staff, capacity 1. * Printer room, capacity 1 * Meeting Room, capacity 1 * Meditation room, to be used by chaplains only, capacity 2 * Society’s cupboard, capacity 1 * Offices, capacity 2 in each.   Access control for the St Francis Hall reviewed and access will now be on swipe access and/or reception switch only. The opening times of the Chaplaincy has changed and are now as follows:   * Mondays, Wednesdays and Fridays   10am – 7pm (open between 10:30 – 18:30)   * Tuesdays and Thursdays:   9am – 3.30pm open between 09:00 – 15:00)  These timing will be displayed in the building. Please note these times are the administrator hours only.  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. Anyone attending site should do so via front door, using ID card, as a method to record who attended site and when.  Work has been arranged so that staff are able to maintain the government guidelines for social distancing in places of worship based on government guidance which are included in the ***Social distancing: 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. Congregational singing at worship services is not permitted according to government guidelines. However, the most recent guidelines allow for a small group, singing – distanced from the congregation. The chaplains will consider any change in government guidelines alongside University policy, and will adapt arrangements accordingly.  One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining a social distance throughout the building/workplace.  2 Metres distancing will be promoted by:   * Provision of additional screens where needed to segregate people inside of the chaplains’ offices and reception desk. * Areas of work marked out with floor tape to ensure adequate social distancing is in place. Visual management aids in place to remind people of the need for social distancing, * Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms e.g. open plan offices, meeting rooms, seminar rooms. * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.). * Staff encouraged during induction to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site. * Where available safe outside areas used for break. * The chaplaincy kitchen will use a one out one in policy (chaplains and staff only) and this is displayed by a poster. 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 drinking water fountains have been taken out of use. The hot water urn to make tea in the Oasis Lounge area has been taken out of use. * Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition.   Clear method of socially distancing of staff and visitors in reception areas defined and implemented including:   * Queuing systems or processes * 2m Social distancing in waiting and reception areas * Perspex screen in place for reception desk.   Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option visitor arrangements have been revised to ensure social distancing and hygiene at all times.  All corridors are :   * Marked in areas to ensure social distancing is adhered to (lines on floor). * Have a one way system around the building.   Additional signage in corridors reminding staff about social distancing  Additional signage in stairwells reminding staff about social distancing.  Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings.  Large gatherings, such as CC and UCEG have been cancelled or postponed or alternative IT solutions provided.  CMB members to perform frequent evaluation against social distances controls. Chaplains and staff are reminded via communications channels (team meetings, general emails) of the importance of social distancing both in the workplace and outside of it.  Large gatherings that are unable to be provided for 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 and in line with room capacity  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should. Any concerns regarding near-miss to be raised with Chaplains and staff. Information is collected and shared with relevant Health and Safety coordinators in the department.  Where the 2m social distancing guidelines cannot be followed in full in relation to a particular activity, such as a society’s meeting, 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 surface cleaning. * Keeping the activity time involved as short as possible. * Using screens or barriers to separate people from each other. * 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). * Improving ventilation. * 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). * 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.   Individuals have been reminded through chaplaincy newsletter, emails and on site 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 during induction and posters 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.  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. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | Staff, students, contractors, 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 communications include:   * If a member of the Chaplaincy Team becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. Managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * The area will be cleaned in accordance with the specific Government [guidance](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   + Where possible the area will be closed and secure for 72 hours, before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours   + 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) * Provision and monitoring of adequate supplies of cleaning materials are in place. * Team briefed via email and team meetings 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> | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Staff, students, contractors, visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 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 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 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Staff, students, contractors, 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 during induction and posters to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Posters are displayed around the workplace including in welfare facilities, various room that are used by visitors and the foyer area.  Sanitiser stations with hand sanitiser will be provided in the workplace, various room that are used by visitors and foyer area and adequate supplies are maintained and are placed at the entrance to the building and in other areas where they will be seen., such as the Worship Room, Cadbury Room, Oasis Lounge.  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, various room that are used by visitors and foyer area.  Items used for prayer, such as prayer matts, prayer books, have been removed from SFH. All users will be reminded via chaplaincy newsletter, emails to societies using the building and on site (face-to-face) that they will need to bring their own items to be used for prayer.  A quarantine cupboard has been put in place for goods entering the site, such as tea towels provided by external supplier. Equipment will be quarantined for 3 days prior to use.  Newspaper deliveries to be stored for 72 hours prior to being read.  **Disposable materials will be used in the kitchen.**  To help reduce the spread of coronavirus (COVID-19) individuals are reminded during induction and by posters 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 disposable cloths have been made available to all occupants and everyone will be briefed via team meetings on the importance of keeping surfaces and work equipment clean, which will be carried out with cleaning services team  Usage of printing services will be limited to the printer in the lower ground floor. There will be a limit of 1 person at a time inside of the printing room. If the printer is used, the user will have to follow hygiene guidance and procedures as described in the printer room, and clean before and after usage.  Sharing of equipment will be restricted where possible, such as remote control for using the projector and cleaned / disinfected before and after use.  Objects and surfaces that are touched regularly will be cleaned frequently, such as offices door handles and keyboards (cleaned by the office user), and making sure there are adequate disposal arrangements (bins on shared spaces), which will be made with the cleaning services team.  Internal doors that **are not** signed as fire doors (unless held open with a mechanical device) will be 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.  Everyone is encouraged (during induction and posters) 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.  Chaplains and staff will be encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.  Monitoring and supervision arrangements *on daily walk rounds 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 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).  Chaplains and staff will be encouraged to avoid direct personal contact with others i.e. shaking hands etc. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing | Staff, students, contractors, 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.  We will continue to monitor from opening period onward the PPE levels to ensure that the Chaplaincy is not affected by shortage. 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. The taking of PPE home is not permitted.  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware during 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   Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed,to ensure measures are introduced to mitigate risk (for example, another area within the building or campus could have a critical role such as first aider that could cover as a temporary solution). If a safety critical role is not available, chaplains attending site will be briefed/informed that any issues, will need to be escalated to Security Services, or the building will be closed.  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 | N/A |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | Staff, contractors | 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. * The drop off of and pick up of good will take place on the entrance (outside) of SFH. * Methods to reduce frequency of deliveries in place - ordering larger quantities less often. * Collection and delivery of tea towels to be done every 2 – 3 weeks, instead of weekly, to minimise contact. * 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). Where this is not possible, it will be quarantined. * 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 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff, students | 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 the building users to wash their hands regularly and not to touch their face.  There is one door for access and one door for egress and one way systems are inforce in the building.  Building access control will be used throughout the day.  Controlled access is monitored to ensure it is followed. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff, students, visitors | 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 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. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | Staff, students, visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected by the staff/chaplains and or building users that are using it. This information will be circulated via booking confirmation, if it is regarding a bookings, team meetings and 1-1 meetings. Sterilising chemicals and cloths are provided in the area to clean equipment prior to the commencement of work and upon completion. If equipment is shared, sterilising will be carried out between operations by the user. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff, students, contractors, visitors | Exposure to respiratory droplets carrying COVID-19. | 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. this will be the case for most of usable rooms in SFH, such as Worship Room, Cadbury Room and Oasis Lounge (windows will be open in the morning and closed when the last person leaves the building). Security will be notified of this process and requested to review windows during their check of the building on the night shift. | 4 | 2 | 8 | 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.