GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | | **School of Education** | | | | **Department** | **College of Social Sciences - School of Education** | | | | | | **Version / Ref No.** | | | **V.03 19.01.21** | | | |
| **Activity Location** | | **School of Education** | | | | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **The current Building status is open for ‘Occasional’ Use which will be kept under review. The building and will be occupied by:**   * **Staff conducting essential teaching and research activities, accessing IT equipment, using cellular and open plan offices, accessing common areas, lifts, stairwells and welfare facilities.** * **No student access** | | | | | | | | | | | | |
| **Assessor** | | **Paul Stephen** | | | | **Assessment Date** | **19/1/2021** | | | | | **Date of Assessment Review** | **12/02/2021** | | | | | | |
| **Academic / Manager Name** | | **Lorraine Gaytten** | | | | **Academic / Manager Signature** | **Lorraine Gaytten 19/01/2021** | | | | | | | | | | | | |
| 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 | 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 will be collated and fed into the College Working Group* to ensure staff and students are well-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 meetings, one to one meetings, and health and safety committee and will feed into the College Working Group* and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Risk assessment will beshared with staff and an electronic copy is available on the Intranet via the link below [**https://intranet.birmingham.ac.uk/staff/coronavirus/phased-campus-reopening-building-risk-assessments.aspx**](https://intranet.birmingham.ac.uk/staff/coronavirus/phased-campus-reopening-building-risk-assessments.aspx)  Induction packs are also available on the CoSS Intranet via the link below  [**https://intranet.birmingham.ac.uk/social-sciences/coronavirus/index.aspx**](https://intranet.birmingham.ac.uk/social-sciences/coronavirus/index.aspx)  New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through Line Managers 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)** [**https://intranet.birmingham.ac.uk/staff/coronavirus/phased-campus-reopening-building-risk-assessments.aspx**](https://intranet.birmingham.ac.uk/staff/coronavirus/phased-campus-reopening-building-risk-assessments.aspx)   Line managers are aware of how significant 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 *inductions,* *team meetings, one to one meetings, health and safety committees/forums* of the guidance available in relation to this:  <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 Return to College Working Group and reviewing working practices | | 4 | 1 | 4 | Health and Safety Implementation Group to discuss and ensure this is well communicated at all levels. The re-induction pack will cover this. This will be fed into HSWB Committee | 31/1/21 |  |
| Organisational | Psychological well being | | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions *through team meetings and 1-2-1 sessions* with their team and look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager *through 1-2-1 sessions and team meetings.*  Staff/students who *should not* under any circumstance work on campus have been identified and managers/supervisors have discussed alternative arrangements with them to ensure that they do not return to work on campus. Staff who *should not* under any circumstance work on campus include:   * Any member of staff who has been through a return to work on campus assessment and has been advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) not to travel to work on campus. * Staff in the clinically extremely vulnerable category (those shielding) for whom current guidance is that they should not to travel to work, even where their work cannot be undertaken remotely.   <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>  **Best endeavours**  We recognise the challenges of this new national lockdown on staff; it is difficult for everyone, some more than others and for a variety of reasons – whether due to childcare concerns, mental health considerations or general anxiety about the current situation regarding COVID-19. The University is committed to being as supportive and flexible as it possibly can be in order to support staff through this difficult period, but at the same time, must ensure that such flexibility is balanced with the need to maintain the ongoing operations of the University including delivering and supporting our teaching and research, and supporting our students, whether that is achieved through on-campus or home working.  It is open to the line manager and individuals to explore any other options which may be relevant, dependent on the nature and requirements of the role. You can find out more about some of these options via the [updated FAQs](https://intranet.birmingham.ac.uk/staff/coronavirus/national-restrictions/faqs-for-staff.aspx).  Existing risk assessments including those for new or expectant mothers reviewed and revised to reflect new working arrangements. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage.  Employees who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor 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> | | | 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. | | 4 | 2 | 8 | H&S return to College Working Group will monitor – (Operations Managers/Deputy Operations Managers, Health and Safety leads for each building, Professional Service Staff and Academic staff). | 31/1/21 |  |
| Biological | Virus transmission in the workplace | | Staff, Students, Contractors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: School of Education checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff to **work from home wherever possible** in line with Government and University guidance.  Managers/supervisors ensure staff and students with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19.  Managers/supervisors keep track of when staff and students can return to work/ Campus after the symptom free period and notify the Facilities Department via the CoSS Facilities Mailbox.  Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus.  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 working in University buildings*.*  To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and on-site 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 and building managers and occupants informed of when the visits will take place and which services are being maintained e.g. Carrying out works out of hours were possible.  **Non**-essential trips within buildings and sites discouraged. e.g. *facilities to visit buildings on ‘Standby’* ***on pre-arranged days*** *to complete water flushing and building checks for maintenance/compliance.* | | | 4 | 2 | 8 | No | **Continuous review of individuals medical health, advice from health professionals and dialogue with line manager**  Non-essential trips within buildings and sites will be discouraged and reduced, e.g., use of telephones or Skype encouraged ensuring cleaning them between use. | | 4 | 2 | 8 | H&S return to College Working Group will monitor | 31/1/21 |  |
| 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, 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. | Only essential work authorised and approved by the Government and University is permitted in University buildings.  Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded including:   * Change to peak staff entry and exit times – to be agreed with line manager and HoOps * 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, staff handovers and team briefings. * 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. * The confirmation email to the employee outlines their responsibilities as fire ushers, the reduced level of First aid and fire warden coverage, the lone working policy, the need to complete social distancing training, and the availability of lateral flow tests if working regularly on Campus   To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams and attendance in the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.  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 instances of unexpected employee (identified through not being included on the College approved list and not wearing the authorised lanyard) / 3rd party arrival (e.g. refused entry recommended).  Access Control  The Swipe Access system has been updated to ensure that only Staff on the approved list can enter the building i.e. Facilities, Cleaners, Estates, and staff entering the building for essential teaching and research.  Staff and Student Access is being controlled by site specific booking systems authorised by Heads of Operations and supported by the Facilities Department. Unauthorised access is controlled via Swipe Access systems and is supported by Security Services.  There is no student access as the Core Doors have been isolated and can only be accessed with a valid swipe card. Any unexpected Students will be referred to the central study spaces – signage is in place. If there are any issues Security will be called to assist.  A Critical Worker Travel letter will be issued by the Head of Operations on behalf of the Director of Operations for essential staff access. The HoOp will review whether the staff member meets the definition of ‘critical worker’ as defined by DfE and will issue the letter once the request has been agreed. All Staff attending Campus should be in possession of a Critical Worker letter which complies with Government guidance and University Policy. The confirmation email to the employee outlines their responsibilities as fire ushers, the lone working policy, the need to complete social distancing training, and the availability of lateral flow tests if working regularly on Campus  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: School of Education 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, * Work stations moved or staff relocated. Provision of additional screens where needed to segregate people. Desks are arranged with employees facing in opposite directions. Display Screen Equipment (DSE) assessments reviewed and revised.   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. * Welfare areas for serving hot food or drinks have been assessed in accordance with government guidance and catering team who run the facilities on site in compliance with UoB Policy. Tables/seating from welfare areas moved to create 2m social distancing separation and avoid large groups congregating. Smaller kitchens on each floor use a one out one in policy. Smaller kitchens use a one out one in policy. Larger kitchens have floor marking to ensure social distancing. All users are encouraged to wash their hands prior to using equipment (kettle) and to wash their hand after use. Additional signage for the correct method for handwashing displayed. All drinking water fountains have been service and wipes are provided for the user to clean them before and after use. * 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.   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 difficulty using the stairs. The maximum occupancy of the lift has been reduced to 2 people at a time and social distance marked on the floor. 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 is a 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 is not permitted whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings.  Large gatherings including University events organised in public outdoor spaces have been cancelled or postponed or alternative IT solutions provided for students and staff by Zoom, Teams etc. (Critical Training courses may still be performed but only following the Government and University Covid-19 guidance.)  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 of it via signage, the intranet and building inspections by the Facilities Team. College Working Group to constantly monitor and review – any escalated items will be raised at the Health Safety and Wellbeing meeting.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.  Only essential work authorised and approved by the Government and University is permitted in University buildings. Where the 2m social distancing guidelines cannot be followed in full in relation to a particular essential 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). * No working in close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time (the majority of the working day) is permitted unless the work is essential such as in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services where there is an activity specific risk assessment and PPE is provided for individuals undertaking this work.   Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside all University buildings at all times except for in single occupancy rooms. 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, unless exempt, are required to wear face coverings, in all University learning environments, where the use of the face covering does not impact teaching and learning. Information provided in the University and local communications and signs displayed informing people of the mandatory requirement to wear a face covering within the building.  Individuals have been reminded through *college communications, team meetings and signage* of how to use face coverings safely including the following:  When wearing a face covering you should:   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on * avoid wearing on your neck or forehead * avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus * change the face covering if it becomes damp or if you’ve touched it * avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering buildings)   When removing a face covering:   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing * only handle the straps, ties or clips * do not give it to someone else to use * if single-use, dispose of it carefully in a residual waste bin and do not recycle * if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed   Adequate training has been provided on what PPE is required i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing. Government advice is followed:  <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  PHE quick guides for correct donning and doffing of PPE for [non-AGPs.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures) has been utilised for examples in best practice for putting on and taking off (donning and doffing). | | | 4 | 2 | 8 | No | Continuous review of working practices required with the ability to scale back and forth at speed and work in an agile manner essential | | 4 | 2 | 8 | H&S return to College Working Group will monitor | 31/1/21 |  |
| Biological  Biological | Suspected case of COVID-19  Suspected case of COVID-19 | | Staff, Students, 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 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. 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), and cleaned as set out in the cleaning SLA for School of Education. * Provision and monitoring of adequate supplies of cleaning materials are in place. Monitored daily by the facilities team in operational buildings. * 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 [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * 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 | 2 | 8 | H&S return to College Working Group will monitor | 31/1/21 |  |
| Biological | Someone entering the workplace with COVID-19 | | Staff, Students, 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.  Safety 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 | No | Continuous review of visitors and contractors ensuring robust access control procedures | | 4 | 2 | 8 | Facilities Team to feed into H&S College Working Group | 31/1/21 |  |
| 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, 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, has been undertaken, cleaning products and sanitiser wipes have been made available to all occupants (individual offices, meeting rooms, lecture theatres etc.), and everyone has been briefed on the importance of keeping surfaces and work equipment clean via signage, training and the re-induction pack.  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards. *Whiteboards have been removed from teaching/meeting rooms.*  Sharing of equipment is restricted where possible additional equipment/has been ordered if required and cleaned / disinfected before and after use.  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.  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.  Use of hot desks and spaces avoided and, where not possible e.g. study spaces, workstations are cleaned by *individual users* between different occupants including shared equipment.  There is clear desk policy in place to reduce the amount of personal items on desks and work benches to be practiced when the space is in use or not in use.  There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.  Areas where people directly pass things to each other, for example office supplies, have been identified and ways to remove direct contact, such as using drop-off points or transfer zones have been introduced.  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 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 | |  |  |  | H&S return to College Working Group will monitor | 31/1/21 |  |
| Organisational  Organisational | Exposure to Existing Hazards  Exposure to Existing Hazards | | Staff, Students, 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 | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to consider the impacts of social distancing and other COVID counter 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:** During Tier 5 lockdown, staff are advised to act as Fire Ushers within their work areas due to reduced Fire Warden Coverage. A member of the Facilities Team will act as Fire Coordinator in conjunction with Security Services. PEEP requirements are defined in writing when individuals are authorised to enter the building i.e. the individual needs to notify their Line Manager and Facilities of any Personal Evacuation requirements. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. * **First Aid:** First aid needs assessment reviewed to take into account the impact of any Local or National Government requirements and any new Guidelines issued by the [University](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. Building Users are advised there is reduced First Aid provision during this time and the emergency services will be contacted via Security if required. * **Hygiene:** Washing facilities with soap/gel available 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 Local or National Government requirements, have been considered. Individual building access controls amended to swipe access only 24 hours a day.  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 especially during any Local or National Government lockdowns in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | | | 3 | 2 | 6 |  | Will be reviewed in Week 1 and then on an ongoing basis as part of the H&S implementation group using the management actions checklist | | 3 | 2 | 6 | H&S return to College Working Group will monitor | 31/1/21 |  |
| 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 and safe, single workers load or unload vehicles or if not possible the same pairs of people, with additional mitigating measures including the wearing of face coverings, are used for loads where more than one is needed. * 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 | H&S return to College Working Group will monitor | 31/1/21 |  |
| Environmental | Virus transmission outside of the workplace | | Staff, Students, 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 are monitored by Reception and Facilities to ensure it is followed. One-way systems in place across the building.  Building access control is used during busy spells in the building and for any Local or National Lockdown periods. | | | 4 | 2 | 8 | Continuous review |  | | 4 | 2 | 8 | H&S return to College Working Group will monitor | 31/1/21 |  |
| Organisational | Travelling to work | | Staff, Students, Contractors | Exposure to respiratory droplets carrying COVID-19. | 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> | | | 4 | 2 | 8 | Yes - Utilise face coverings, follow government guidance |  | | 4 | 2 | 8 | H&S return to College Working Group will monitor | 31/1/21 |  |
| Environmental | Ventilation | | Staff, Students, 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. Ventilation systems will be maintained in line with planned and preventative maintenance schedules.  General considerations reflected on during reopening of the buildings in relation to the Ventilation and fresh air to occupied spaces. Core strategy based on ‘CIBSE Covid-19 Ventilation Guidance’, REHVA guidance, other industry and HSE guidance. <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>  The guidance is constantly under review by the University’s Estates as SARS-CoV2 transmission routes become more clearly defined, and any updated recommendations assessed and implemented where relevant to University systems. CIBSE Covid-19 Ventilation Guidance  <https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ>  Ventilation systems are monitored in most cases by building management systems that will raise a fault alarm to Estates automatically.  Building users are encouraged where possible to ensure windows are open. | | | 4 | 2 | 8 |  | Continuous review in conjunction with Estates to ensure air is clean and ventilation well maintained | | 4 | 2 | 8 | Regular update from Estates to be sought and fed into HSWB meeting | 31/1/21 |  |
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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.