Line Manager

GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | | **SportExR** | | | | | **Department** | | | | | | | | | **Sport Exercise and Rehabilitation Science** | | **Version / Ref No.** | | | **Current 6.0** | | | |
| **Activity Location** | | **Return to Campus** | | | | | **Activity Description** | | | | | | | | | **Return to Campus COVID-19: Building Risk Assessment**  People working in the building may include academic staff, research fellows, PhD students, technicians, and professional services support staff. The number will vary from day to day up to a maximum of 250 people. The risk assessment covers the whole building including communal areas, but additional risk assessments have been done for all specific work spaces. | | | | | | | | |
| **Assessor** | | **James Watson/Stephen Allen/** **David McIntyre** | | | | | **Assessment Date** | | | | | | | | | **22/09/2020: version 6.0** | **Date of Assessment Review** | | | | 22/09/20 | | | |
| **Academic / Manager Name** | | **Tim Cable (HOS)**  **Document has been seen and approved by Head of School** | | | | | **Academic / Manager Signature** | | | | | | | | |  | | | | | | | | |
| Hazard Assessment | | | | | | Control Assessment | | | | | | | | | | | | | | | | Actions | | |
| Hazard Category | Hazards Identified | | Who might be harmed?  Staff  Students  Contractors  Others | | How might people be harmed? | Existing Control Measures | | | Initial Risk Rating | | | | | | Are these adequate?  Yes/No | Changes to/ Additional Controls | | | Residual Risk Rating | | | Owner | Due  Date | Action Complete | |
|  | S | | L | R | | | S | L | R |  |  | |
|  |  | |  |  | |  | |  | |  | | |  |  | |  | | |  |  |  |  |  |  |
| Organisational | Psychological well being | | Staff / Students | Anxiety and stress caused by concerns around returning to work and studies on Campus | | Regular communication is in place (individual and group) via Communication from College Board and HoS (*emails) to all members of the School and from the Health and Safety Committee as well as virtual School meetings of all staff, and via group or one to one meetings between line managers/PIs, plus announcements on the Health and Safety noticeboard* to ensure staff and students are not ill-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 (identify what communication is being used)* and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx): | | 3 | | 3 | | | 9 | NO | | 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 PI’s. These include:   * ***Social distancing: General guidance for staff and students*** * ***Social distancing: Buildings adaptations guidance*** * ***Social distancing: Building checklist*** * [***On-line induction materials for returning to campus***](https://canvas.bham.ac.uk/enroll/XA9YAJ): combination of the guidance and videos.   Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing.  Risk Assessments will be shared with staff as part of their induction and made available to staff via canvas.  WhatsApp group created for SportEx Staff working in the laboratory areas as an additional reporting mechanism for daily issues that may arise.  To have several options to discuss wellbeing concerns and needs including contacting line manager, operations and manager and college health and safety manager.  Staff who are clinically extremely vulnerable will not be allowed back to campus. Staff who are clinically vulnerable will be advised to work at home where possible. Individual risk assessments will be completed for staff and students who are at higher risk will be completed before they are allowed back to campus. | | | 3 | 2 | 6 | Line Managers, PIs and building manager  Ops manager & College H&S officer | 27/07/2020 |  |
| Organisational | Psychological well being | | Staff | Anxiety and stress caused by concerns around returning to work on Campus | | Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs  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. | | 3 | | 2 | | | 6 | Yes | | Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.  Ops Manager to contact returning individuals to assess stress and anxiety levels prior to building opening and for two weeks after.  Concerns on workload issues or support needs are escalated to line manager.  Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers, internal communications including emails 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> | | | 3 | 2 | 6 | Line Managers & Ops Manger | On-going |  |
| Biological | Virus trans-mission in the workplace | | .Staff | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | | ***Specific individual worker risk assessment*** undertaken for those who have a self-declared health condition which could increase their risk profile.  ***Social distancing: Building checklist*** has been completed to identify the control measures to consider reducing the risk of workplace infections.  S:\Safety\Return to Work COVID19 Checklist - 20 May 2020 - V.SportEX  Staff to work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance..  Managers ensure staff with any form of illness do not attend work and actions to be taken if this situation arises.  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*.*  Operations manager to keep track of when staff can return to work after the symptom free period.  Details of who will be in the building on any one day, and the main location in which they work, will be provided by staff to the building Manager at least one week in advance.  Security updated on a weekly basis  Un-essential trips within buildings and sites have been discouraged. | | 3 | | 3 | | | 9 | NO | | Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., carrying out services out of hours.  Posters will be displayed, throughout the building, that encourage staying home when sick, cough and sneeze etiquette  Specific risk assessments have been completed for each laboratory with detailed local instructions. These have been completed by PI’s in conjunction with those using the labs. The final signed off versions of these are distributed via email to those using the labs. Completed risk assessments will be accessible via the SportEX canvas RA page.  Specific risk assessment have also been completed for multiple and single occupancy offices. Signed off versions will be available on the Sportex induction page as well as distributed via email to office users.  All staff will be required to complete inductions at University, School, and local (e.g. laboratory) level before return to work is permitted. Records of induction will be held centrally.  All staff who wish to attend SportEX are required to adhere to building specific measures such as access routes, occupancy limits etc. All staff who access the building will be asked to take a building specific induction (sent via email and also available on canvas). It is essential Estates and HAS only send staff who have received this induction and have records of induction. | | | 3 | 2 | 6 | School H&S Committee | Prior to opening |  |
| Environmental  Environmental  Environmental  Environmental | Virus trans-mission in the workplace due to lack of social distancing  Virus trans-mission in the workplace due to lack of social distancing  Virus trans-mission in the workplace due to lack of social distancing  Virus trans-mission in the workplace due to lack of social distancing | | .Staff | 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   * Low number of staff allowed back in the building. * Change to peak staff entry and exit times. * Changes to core working hours. * Booking processes in use to reduce the number of people in a lab at the same time to avoid overcrowding. * Controlled return to work by minimising the cohort of staff. Limiting of maximum occupancy of individual labs and offices allowing appropriate distancing.   Access control for the building reviewed and a phased reoccupation.  One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining two metres distance throughout the building/workplace.  Staff activities are segregated to promote 2 metres distance including:   * Work stations moved or staff relocated * Atrium used for welfare and some furniture removed to minimise numbers for staggered breaks. * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.). * Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site. * Where available safe outside areas used for breaks.   Lift usage to be limited to authorised and essential use only. There will be no persons requiring carers/assistants to be present in the building so therefore a maximum of one person in the lift at any one time is permitted. Signage on the floor and walls next to lift will remind users of this and will help to control unauthorised access.  Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided including web conferencing, virtual meetings, telephone calls etc.  Hygiene guidance, given in the induction pack and on signage throughout the building, 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. | | 3 | | 3 | | | 9 | NO | | Only essential workers in laboratories, lecture theatres, and offices. Working core hours 7am-7pm.  No shift pattern yet but when staff increases, clear and strict times will be imposed.  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: 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)).  People who are arrive unexpectedly to work will be refused entry as only approved individuals will have swipe access to the building.  Staff activities are segregated to promote 1+ metres distance including:   * 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, * Offices and work spaces to be set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc. office workstations and desks to be arranged with a minimum separation between them of 1+meters – where necessary screens/barriers will be fitted. * 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 and laboratories. * Atrium converted to welfare areas for food or drinks have been assessed in accordance with government guidance and tables/seating from welfare areas moved to create 2m separation and avoid large groups congregating.. * The kitchen area in room G43 is available with hot water, sink and fridge. This room and adjoining staff area is single occupancy with no congregating allowed in either area. 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. The research kitchen on the first floor (171) will remain closed. * All drinking water fountains have been taken out of use. Kitchen in room G43 is the only local source of potable water. * Shower room (152) has been reopened for single occupancy using the larger disabled shower only. Users must clean shower touch points before and after use. Users to be made aware of potential risks. * Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). Toilets 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.   Additional signage in corridors reminding staff about social distancing  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. These measures are monitored by the local supervising staff member and where necessary concerns fed back to the third party manager e.g. LEV inspections and test – Estates Manager, Cleaner – Campus Services Domestic Manager.  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 is one Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.  Single stairwell or stairwells over 2m are separated down the centre to try and achieve social distancing. Building users using these stairwells have been informed via the SportEx induction pack/return to work handouts to announce themselves prior to use and to keep to the left.  Additional signage in stairwells reminding staff about social distancing.  Wash hand / use hand sanitiser on exit from stairwell. Staff are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.  Large gatherings have been cancelled or postponed or alternative IT solutions provided. (Critical Training courses may still be performed but only following the Covid-19 guidance.)  Teaching activity including Physiotherapy practical teaching has been scheduled to start. Mitigating actions to reduce the risk of transmission between staff have been included in the task specific risk assessments and are being taken. Mitigating actions include:   * Further increasing the frequency of hand washing and 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). * Re-engineering the technical activity. * Improving ventilation by re-organising the indoor space to optimise the ventilation available. * Re-organising pedestrian flows * PPE consisting of face masks and/or a clear visor that covers the face, and provides a barrier between the wearer and others, provided for staff working in close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time (the majority of the working day). Re-usable visors are cleaned and sanitised regularly using normal cleaning products. * Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside University buildings where 2m social distancing isn’t possible and can not be maintained. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering within the building.   Individuals (including staff, students, visitors and contractors), unless exempt, are legally required to wear face coverings, in enclosed public spaces where 2m social distancing isn’t possible or where people come into contact with others they would not normally meet. 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 in specific areas within the building.  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.  Individuals have been reminded through inductions, reminders and signage 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   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). 19 have been utilised for example in best practice for putting on and taking off (donning and doffing). Staff will be reminded that it is standard practice not to wear lab coats outside the lab unless specifically necessary. | | | 3 | 2 | 6 | HoS | Prior to opening |  |
| Biological  Biological  Biological | Suspected case of COVID-19  Suspected case of COVID-19  Suspected case of COVID-19 | | ..Staff | 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.  Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | | Communication protocol in place asking staff to follow national guidelines. Reporting system in place should a member of staff feel unwell.  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. 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 sanitiser after someone with suspected 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 (including touchpoints) * Provision and monitoring of adequate supplies of cleaning materials are in place. * Team briefed 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 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 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. * Staff 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. * Line managers hold discussions with their staff to identify those considered in ‘at risk’ groups - which include those who are 70 or over, have a long-term condition, are pregnant or have a weakened immune system, or are living/caring for someone in these groups and will ensure additional measures are put in place to protect them including working from home. | | 3 | | 2 | | | 6 | Yes | |  | | |  |  |  | DoOp | Prior to opening |  |
| Biological | Someone entering the workplace with COVID-19 | | .Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | |  | | 3 | | 3 | | | 9 | No | | 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.  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. | | | 3 | 2 | 6 | Building, Facilities Team & Service engineers | Yes | Prior to opening |
| Environmental  Environmental | Virus trans-mission in the workplace  Virus trans-mission in the workplace | | .Staff | 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, as part of the induction process and through signage, 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.  Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance and exit to the building and in other areas where they will be seen.  All laboratories are equipped with hand wash basins and soap dispensers at or near the entrance and additional hand sanitisers have been placed in the building.  Offices have been equipped with antiviral wipes for cleaning and disinfecting of workstations.  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards.  Objects and surfaces that are touched regularly are cleaned frequently by cleaning services, such as door handles and keyboards, and adequate disposal arrangements are in place.    A detailed list of equipment that is required to be cleaned is developed in each specific risk assessment, including the type of equipment it is, how it is to be cleaned or disinfected, and product availability including that there is a COSSH assessment in place for its use in this way  All doors on swipe access  All deliveries are made to LES College stores and will be collected by those that ordered them Goods brought back to SportEx should be cleaned or quarantined before use. Non-business deliveries/personal deliveries have been stopped to LES College stores and therefore will not be collected.  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.  Staff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.  More storage for workers provided for clothes and bags e.g. lockers and staff encouraged to use them.  Lab equipment such as goggles washed on-site rather than by individual staff members at home.  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. | | 3 | | 3 | | | 9 | NO | | 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.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded 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>  Exclusive entry/exits points in place for personnel working in high-risk areas, such as mechanical test sites and wet labs designated.  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 has been briefed on the importance of keeping surfaces and work equipment clean  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). | | | 3 | 2 | 6 | HoS/Ops Manager | Prior to re-opening |  |
| Organisational  Organisational | Exposure to Existing Hazards  Exposure to Existing Hazards | | .Staff | 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 | | We anticipate that on occasions staff will be remote working, due to low occupancy when opening, so therefore all relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures.  PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks etc during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted.  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware 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 the initial phase it is recognised that there may not be sufficient University trained fire wardens – staff are being asked to act as temporary evacuation assistants and will appointed by the Building Manger and H&S Coordinator and supportive training provided. * There are currently no users requiring a PEEP in the building – if this changes at all a PEEP will be prepared by the College H&S Manager and approved by the users line manager/Supervisor * There are no required changes to the evacuation plan or muster point due to the changes in the building. All emergency exits will remain available to use when the building is occupied. * **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. * Nominated temporary evacuation assistants and first aiders given guidance and provisions for building. * **Hygiene:** Washing facilities with soap/gel available (see Cleaning below). People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.   Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to lockdown. | | 3 | | 3 | | | 9 | No | | 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). This will be undertaken by the college health and safety manager and communicated via email.  People have been made aware 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.  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.Anyone who has any concerns should discuss them in the first instance with the operation manager and/or can be logged in confidence with the college health and safety manager. | | | 3 | 2 | 6 | Dom Hickey | Prior to opening |  |
| Environmental | Inbound & Outbound Goods including Post | | .Staff | Exposure to contact with an object that has been contaminated with COVID-19. | | * All deliveries to be made to LES stores in the Biosciences building * Strict hand washing procedure in place after handling all deliveries. * Nominated Sportex staff member only to make all collections from LES stores.   Where possible deliveries to remain isolated and untouched for a minimum of 48 hours. | | 3 | | 2 | | | 6 | Yes | |  | | |  |  |  | Building & Facilities Team | Prior to opening |  |
| Environmental | Virus trans-mission outside of the workplace | | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | | On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place (keep 2m apart).  There is signage advising staff to wash their hands regularly and not to touch their face.  There is one door for access and egress. One way systems are in force in the building with  controlled access. | | 3 | | 2 | | | 6 | Yes | |  | | | 3 | 2 | 6 | Building & Facilities team |  |  |
| Organisational | Travelling to work | | .Staff | Exposure to respiratory droplets carrying COVID-19. | | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided.  Workers told 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/coronavirus>  https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx | | 3 | | 2 | | | 6 | Yes | |  | | |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | |  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | |  | | 3 | | 3 | | | 9 | No | | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected.  Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion. If machines and equipment are shared, sterilising will be carried out between operations. In multiple occupancy offices, desks and computer equipment will be assigned to individuals and this must be used exclusively by the user. | | | 3 | 2 | 6 | Owner of space | Prior to reopening |  |
| Environmental | Ventilation | | ~~Staff~~ | Exposure to respiratory droplets carrying COVID-19. | | Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible. | | 3 | | 3 | | | 9 | Yes | | All ventilation has been serviced as required. All filters have been changed as required. All ventilation is set at 100% fresh air with no recirculation. | | | 3 | 2 | 6 | B&F Team | 23/07/20 |  |

**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.