GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **Bournbrook Pavilion** | | | | **Department** | | | | **Hospitality operations/ Branded Coffee shop, Catering, Campus Services** | | | **Version / Ref No.** | | | **3** | | | |
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| **Activity Location** | | **Brooks Bar, Starbucks, Sports changing rooms, Living office** | | | | **Activity Description** | | | | **Return to Campus COVID-19: Building Risk Assessment - opening of Bournbrook Pavilion to staff, students and visitors. Opening to 12 employees and 46 customers (totalling 58 people in all)** | | | | | | | | | |
| **Assessor** | | **Kevin Herbert/ Nicola Cartwright** | | | | **Assessment Date** | | | | **27/07/20** | | **Date of Assessment Review** | **11/01/21 NC** | | | | | | |
| **Academic / Manager Name** | | **Wayne Willis – General Manager Brooks Bar and Restaurant** | | | | **Academic / Manager Signature** | | | |  | | | | | | | | | |
| Hazard Assessment | | | | | Control Assessment | | | | | | | | | | | | Actions | | |
| Hazard Category | Hazards Identified | | Who might be harmed?  Staff  Students  Contractors  Others | How might people be harmed? | Existing Control Measures | | Initial Risk Rating | | | | Are these adequate?  Yes/No | Changes to/ Additional Controls | | Residual Risk Rating | | | Owner | Due  Date | Action Complete |
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|  |  | |  |  |  | |  |  |  | |  |  | |  |  |  |  |  |  |
| Organisational | Psychological well being | | Staff, Students, Visitors | Anxiety and stress caused by concerns around returning to work, visiting and studies on Campus | Regular communication is in place (individual and group) via *team meeting, one to one meetings, email and messaging* to ensure staff and students are not ill-informed about returning to work safely.  Advice is shared with staff members and students 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 via *team meeting, one to one meetings, health and safety committees/forums, email and messaging* and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx):  Risk assessment shared with staff at back to campus induction, and an electronic copy is available on the Campus Services; N Drive (HAS General)  [\\Adf\corp\HAS\Catering\General\Handover Document\Covid 19\Risk Assessments\Hospitality RAs\Sports Pavilion RA NC.docx](file:///\\Adf\corp\HAS\Catering\General\Handover%20Document\Covid%2019\Risk%20Assessments\Hospitality%20RAs\Sports%20Pavilion%20RA%20NC.docx)  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 h&S Manager, These include:   * ***Social distancing: General guidance for staff, students and visitors*** * ***Social distancing: Buildings adaptations guidance*** * ***Social distancing***: ***Product solutions booklet*** * ***Social distancing: Bournbrook Pavilion 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: Brooks bar Building Risk Assessment***   [\\Adf\corp\HAS\Catering\General\Handover Document\Covid 19\Risk Assessments\Hospitality RAs\Sports Pavilion RA NC.docx](file:///\\Adf\corp\HAS\Catering\General\Handover%20Document\Covid%2019\Risk%20Assessments\Hospitality%20RAs\Sports%20Pavilion%20RA%20NC.docx)  Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing. and individuals have been made aware via *induction,* *team meeting, 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> | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Psychological well being | | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Area Managers will hold regular informal discussions with their team and look at ways to reduce causes of stress (Brooks Bar, Starbucks, Living and Sports)  Concerns on workload issues or support needs are escalated to line manager in daily catch up and 121s, by email or virtual catch ups frequently  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>  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 supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>  This link is for students:  <https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx> | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | | Staff, students, visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Bournbrook Pavilion Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff to work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance.  Managers/ supervisors ensure staff 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.  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 in University buildings*.*    One-way flow systems implemented and visual aids, floor strips and signage are used for maintaining 2 meter distance throughout the workplace for both staff and visitors   * A one way system around the building - Additional signage in corridors reminding staff/visitors about social distancing. Entering and exiting through the Pavilion main door. * Living Social office will be in use only on a Thursday between 10am to 2pm when Students need face to face consultations. * This will be by appointment booking only and should the next appointment arrive early, they will be asked to wait outside the office at a station setup to meet with current government social distancing measures and will also be required to wear a face mask until their appointment begins. * The Bar entry and exit will be by the staircase on the ground floor. Signage will be in place, keep to the left and one person on the staircase at a time. Social distancing guidance will be on the floor and displayed on entrances into building and stair wells. Queues will be managed by Marshals at peak times. * Signage is in the lift stating the occupancy as 1 person (1 in 1 out) * Starbucks will be takeaway service only. The Store main doors will be open for entering and exiting, with queues managed to the left of the store ( quoting to guidelines around board table to the till, hand off point and leave, Managed by a staff member/Marshall at peak times * Sports- Changing rooms will not initially be opened. * Sports- Single cubicle toilets will be available for staff/customers. Covid -19 signage on hygiene and single occupancy will be displayed. * Sports- No equipment will be loaned to hiring groups.   Area Managers/supervisors will keep track of when staff can return to work after the symptom free period ( see area specific Risk Assessments)  [\\Adf\corp\HAS\Catering\General\Handover Document\Covid 19\Risk Assessments\Hospitality RAs\Sports Pavilion RA NC.docx](file:///\\Adf\corp\HAS\Catering\General\Handover%20Document\Covid%2019\Risk%20Assessments\Hospitality%20RAs\Sports%20Pavilion%20RA%20NC.docx)  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 services out of hours (must sign in and out at Estates)  Un-essential trips within buildings and sites discouraged and reduced, e.g. access to some areas restricted, use of telephones encouraged ensuring cleaning them between uses eg to pass massages between bar and Starbucks. | | 3 | 3 | 9 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | | Staff, Students  Visitors | 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 help maintain at least 2m social distancing:   * Staggered shifts, start and finish times across the week, will be introduced to reduce the number of staff on site. Managers will be responsible for assigning shift patterns on a rota basis to form work team bubbles * Amended shift routines, staff handovers and team briefings. Area Managers to ensure that team briefings are carried out in a suitable area (e.g. outside or noble room) able to accommodate social distancing. Where possible information should be placed on a staff notice board or sent electronically * Staff have been separated into teams to reduce contact between employees. These teams will be assigned by Area Manager on a rota basis ensuring that the same teams work together ( See area specific RA, Brooks, Starbucks, Living and Sport)   To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary paper record of shift patterns and teams and attendance in the building is kept for 21 days, in Safe in office. . NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.  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: Bournbrooks Pavilion Building checklist***  [*\\Adf\corp\HAS\Catering\General\Handover Document\Covid 19\Risk Assessments\Hospitality RAs\Sports Pavilion RA NC.docx*](file:///\\Adf\corp\HAS\Catering\General\Handover%20Document\Covid%2019\Risk%20Assessments\Hospitality%20RAs\Sports%20Pavilion%20RA%20NC.docx)  (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)). Taking specifically into account work flow and floor strips in all areas.  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.  Staff activities are segregated to promote social distancing rules including:   * Provision of screens at till points to segregate people from the bar staff. * Areas of work marked out with floor tape to ensure adequate social distancing is in place. Visual management aids in place at doorways, tills and back of house areas to remind people of the need for social distancing. This will be implemented by Area Managers. Signage is in place to remind staff that one person allowed in each work bay at a time ( see Area specific RA) * Marking on the floor to mark out the queue. The markings will be at 2M intervals to assist with queuing and reduce numbers in the building. At busy times the queue will need to be managed by a floor marshal to ensure compliance to social distancing * Headcount capacity will be displayed as you enter the building, to ensure social distances standards can be achieved. This signage will be display at the main entrance to the building and also the main entrance to the bar, Starbucks, Living and Sports Faculty’s. * Capacity limits have been set for common facility areas. The limit in brooks bar will be 36 including customers standing at the bar to order which will be in a queue with social distance guidance followed, using Marshall at peak periods. * Welfare areas for customer’s one in one out in the toilets this will be monitored by signs and Marshalls at busy periods. There will be no free water available for customers * Restaurant areas have been assessed in accordance with government guidance and tables/seating from restaurant areas moved to create 2m separation and avoid large groups congregating. If tables and seating can’t be removed then they must be cordoned off to prevent customers using them * Brook’s kitchen will be a maximum of two people at any one time to ensure social distancing. Signage will be placed on the kitchen entrance to specify the occupancy level for that area. This will be worked out by Brooks Bar Manager All users are encouraged to wash their hands prior to using all equipment and to wash their hands after use. Additional signage for the correct method for handwashing displayed at hand wash sinks * Staff breaks will be in the meeting room next door to the bar area to allow for social distancing. This area will be designated as staff only * Social distancing is marked on the floor prior to entry to the WCs . The office/lockers for staff will 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.   Clear method of socially distancing of staff and visitors to the bar, defined and implemented including:   * Queuing systems for bar clearly marked on the floor and a Marshall assigned at peak times * 2m spacing whilst at the bar to be served * Anyone sitting in the bar will have their name and contact details recorded, so that we have track and trace details (recorded by Marshall on the door or bar staff when quiet) recorded on paper and kept in the Safe for 21 days. * A one way system around in the bar – With additional signage on the entry and exit doors to remind staff and visitors 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 and only if the visit is essential including urgent repairs.Visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by Wayne Willis, and where necessary concerns fed back to the third party manager.  Additional signage in stairwells reminding staff and visitors about social distancing.  Wash hand / use hand sanitiser on entry and exit with signage in place encouraging visitors to use this  Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings. Information for staff can be passed on verbally with social distancing in place or electronically or posted on notice boards.  Large gatherings have been cancelled or postponed  Managers perform frequent evaluation against social distances controls on their daily walk round.  Staff are reminded on a daily basis in daily catch up, of the importance of social distancing both in the workplace and outside of it. Termly audits will be carried out by the Hygiene Manager to ensure compliance with government regulations (COVID19) these will be planned and ad hoc.  Staff are reminded verbally on a daily basis of the importance of social distancing both in the workplace and outside of it. Campus services health & safety manager will perform Termly evaluations against social distancing control measures, Contact Dan Burford.  Hygiene guidance given 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.   * Improving ventilation by re-organising the indoor space to optimise the ventilation available. * Re-organising pedestrian flows   • 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 (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  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.  It is compulsory to wear a face covering when buying food and drink to take away, If you are sitting down and consume food or drink that you have bought, then you can remove your face covering in order to eat and drink on-site.  Individuals have been reminded through briefs 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   <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). 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).  A One way entry and exit system for visitors has been adopted. With additional signage on the entering and exiting the building.  Limit numbers allowed on site, monitor and record numbers by Marshalls at the door, Limit to 58 people including staff for the whole building  Information provided and signs displayed informing people to use the stairwells rather than lifts unless they have difficulty using the stairs. The maximum occupancy of the lift has been reduced to one unless a user of the lift has a carer in which case it is 2*.* 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 / hazardous goods as a planned operation  Screens in front of till areas where customers order food and drinks. Table service to deliver limited food menu. Cashless payments only at the bar  All events cancelled, training, courses and other gatherings until at least the end of September.  Large gatherings including University events organised in public outdoor spaces have been cancelled or postponed or alternative IT solutions provided (Critical Training courses may still be performed but only following the Government and University Covid-19 guidance.)  Adequate comms are maintained to reinforce site restrictions on website and social media platforms. Brooksfacebook | | 3 | 3 | 9 | | Yes |  | |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | | Staff, Students, Others | 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   + 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 by the area Managers. * Team briefed on actions to be taken in the event of someone being suspected of having COVID-19, in induction, daily catch ups and 121s * 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. * Sports- No equipment will be issued to hiring groups. * Sports- Staff will be visiting changing rooms to carry out PPMS (Water hygiene) on a weekly basis and will be the same bubble of staff in catering area. Manager to ensure the same staff bubbles are maintained | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | | Staff, Visitors | 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 ( see Wayne Willis)  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.  One member of the each catering team will be assigned to accept deliveries from the loading area of the building where they will be checked and then transported to the required area where they will be taken by cage in the goods elevator. Only one member of staff will be allowed in the lift at a time and signage to be in place on the door stating occupancy. Lift will be sanitised every 2 hrs using the COVID 19 Enhanced cleaning schedule  Goods will be removed from packaging before being placed into frozen or chilled storage. Goods must not be left on work surfaces while they are being un packed.  All goods must remain on the cage until the outer packaging has been removed. For example if a case of chips comes in then the outer box will be removed while on the cage and then the individual bags of chips stored in the freezer. Catering staff must wash their hands after unpacking and unloading goods- In induction and daily briefs  Anybody visiting site will be informed by posters, 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>   * Sports- Changing facilities are not being opened initially. | | 3 | 3 | 9 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | | Staff, 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 (in meetings / poster) to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance via posters :  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Posters are displayed around the workplace including in welfare facilities (back of house, offices and cellar)  Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained.  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.  In back of house areas.  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>  A review of the cleaning regime for the area to ensure controls are in place to keep surfaces clean and free of contamination has been undertaken, 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. Cleaning to do morning clean and catering staff to clean touch points in areas frequently following the COVID 19 enhanced cleaning schedule. The COVID 19 enhanced cleaning schedule must be adhered to and will be checked to ensure completion by the line manager. Random checking of all Food Safety and Health and Safety paperwork (including COVID 19 paperwork such as track and trace information and cleaning schedules) will be carried out by the Hygiene Manager, at regular times  There is limited or restricted use of high-touch items and equipment, for example, printers, coffee machines and kitchen equipment with cleaning after every use by the staff member using them with a disposable cloth and disinfectant.  Objects and surfaces that are touched regularly are cleaned by staff, following the Covid 19 enhanced cleaning schedule, such as door handles, tills 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.  There is clear desk policy in place to reduce the amount of personal items on the office desks/ work areas and work benches, bar tops to be practiced when the space is in use or not in use.  There are cleaning procedures for goods entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods 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.  Everyone is encouraged to keep personal items clean including washing spectacles, clean phones, keyboards and shared equipment etc before after and during work.  Staff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.  Monitoring and supervision arrangements (carried out by the line manager in the first instance , hygiene manager and catering operations team) 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). In Area H&S Folders  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc.   * Sports- Changing facilities not initially being used until Govt Guidance allows. * Sports- Staff cleaning the 2 available toilets will have undergone training on Cleaning and the safe use of PPE ( as per PHE Guidance and Guidance from reviewed Cleaning procedures and COSHH assessments | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | | Staff, 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.  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, through verbal communication and the COVID 19 induction process, an accident or chemical spill or fire, people do not have to stay 2mif 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 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. * **Hygiene:** Washing facilities with soap/gel available (People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.   Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed 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) Dan Burford (Health and Safety Manager) will be in charge of Dynamic Risk Assessments– Starbucks or Brooks will always have a First aider and Fire warden on duty.  Security implications of changes made to operations and practices in response to COVID-19, 19 Local or National Government requirements, 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 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 | | Yes |  | |  |  |  |  |  |  |
| 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:   * Pick-up and drop-off collection points, procedures, signage and markings revised, delivery at the back door to state staff only * Unnecessary contact at delivery bay has been minimised e.g. non-contact deliveries where the nature of the product allows for use of electronic pre-booking. * Methods to reduce frequency of deliveries in place - ordering larger quantities less often. * 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. * Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents. * Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer has been avoided. * Where possible all deliveries are stripped of all packaging (which is disposed of). * Strict hand washing procedure in place after handling all food, drink and sundry deliveries. * Sports- No deliveries made to changing rooms | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | | Staff, Visitors | 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 and visitors to wash their hands regularly and not to touch their face ( in WC)  Marshalls will be used during busy spells in the Bar i.e. one out one in of toilets  Sports- No equipment lent to hiring groups ( balls, bibs, whistles) | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Travelling to work | | Staff | 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>  Staff advised to stagger start and finish times if using public transport and to avoid public transport if at all possible  Discussions have been held with staff as to whether their travel arrangements have changed and whether this will have an impact on their working arrangements. Staff must change mask that they travelled to work in at work when preparing food. | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Driving at Work | | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Non-essential travel is not permitted during the National Lockdown period and is minimised at all other times – remote options considered first.  Staff roles that are required to car share have been considered and whether this could continue. Alternative solutions to two-person delivery have been put in place including delayed delivery of large items or using an alternative method, for example, mechanical / material handling equipment.  Where these are not possible the number of people travelling together in any one vehicle is minimised, using fixed travel partners, vehicles are well ventilated to increase the flow of air via open windows and occupants sit side by side or behind other people and sitting face-to-face is avoided. Seating arrangements to maximise distance between people in the vehicle has been considered and all of the occupants, unless exempt, wear face coverings inside the vehicles at all times.  Job and location rotation has been reduced.  Journeys have been scheduled and delivery/collection times to reduce contact with others.  Shared vehicles are frequently cleaned by identify who does this including between shifts or on handover. This includes cleaning of objects and surfaces that are touched regularly, such as door handles and vehicle keys, and adequate disposal arrangements are in place.  Sufficient quantities of hand sanitiser /wipes are retained within vehicles to enable workers to clean hands after each delivery / drop-off.  Staff are encouraged to wash hands before boarding vehicles. | | 2 | 4 | 6 | | Yes |  | |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | | Staff | 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 ( Cleaning and Catering staff)  Sterilising chemicals and cloths are provided in the area to clean equipment prior to the commencement of work and upon completion. ( kept in cleaning cupboard)  Staff must wash and sanitise equipment and then wash hands in line with government guidance.   * Sports- Equipment used for Periodic Planned Maintenance is cleaned down by the staff members. Same Staff members carry out PPM on a weekly basis. No sharing of equipment | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Ventilation | | Staff, Visitors | 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. | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

The scoring system is provided as a tool to help structure thinking about assessments and to provide a framework for identifying which are the most serious risks and why.

|  | **Consequence / Severity score (severity levels) and examples of descriptors** | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| **Domains** | **Negligible** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Impact on the safety of staff, students or public (physical / psychological harm)** | Minimal injury not requiring first aid or requiring no/minimal intervention or treatment.  No time off work | Minor injury or illness, first aid treatment needed or requiring minor intervention.  Requiring time off work for <3 days | Moderate injury requiring professional intervention  Requiring time off work for 4-14 days  RIDDOR / MHRA / agency reportable incident | Major injury leading to long-term incapacity/ disability (loss of limb)  Requiring time off work for >14 days | Incident leading to death  Multiple permanent injuries or irreversible health effects |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
| **Frequency** | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **Broad descriptor** | This will probably never happen/occur | Do not expect it to happen/occur but it is possible it may do so | Might happen or occur occasionally | Will probably happen/occur but it is not a persisting issue | Will undoubtedly happen/occur, possibly frequently |
| **Time-framed descriptor** | Not expected to occur  for years | Expected to occur  at least annually | Expected to occur at  least monthly | Expected to occur at least weekly | Expected to occur at least daily |
| **Probability**  Will it happen or not? | <0.1 per cent | 0.1–1 per cent | 1.1–10 per cent | 11–50 per cent | >50 per cent |

The overall ***level of risk*** is then calculated by multiplying the two scores together.

**Risk Level = Consequence / Severity x Likelihood (C x L)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Likelihood** | | | | |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
|  | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **5 Catastrophic** | 5 | 10 | 15 | 20 | 25 |
| **4 Major** | 4 | 8 | 12 | 16 | 20 |
| **3 Moderate** | 3 | 6 | 9 | 12 | 15 |
| **2 Minor** | 2 | 4 | 6 | 8 | 10 |
| **1 Negligible** | 1 | 2 | 3 | 4 | 5 |

The Initial Risk Rating is the level of risk before control measures have been applied or with current control measures in place.

The Residual Risk is the level of risk after further control measures are put in place.