GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **Staff house Building (excluding accommodation office)** | | | | **Department** | | | | **Hospitality operations, Catering, Campus Services** | | | **Version / Ref No.** | | | **1** | | | |
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| **Activity Location** | | **As above** | | | | **Activity Description** | | | | **Return to Campus COVID-19: Building Risk Assessment - opening of building to Staff, Students and Visitors. Opening to 20 employees working over 4 floors, and 102 customers eating and drinking maximum** | | | | | | | | | |
| **Assessor** | | **Nicola Cartwright** | | | | **Assessment Date** | | | | **09/07/20** | | **Date of Assessment Review** | **16/09/20 NC** | | | | | | |
| **Academic / Manager Name** | | **Darren Harris – Staff house Manager** | | | | **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 |
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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 postgraduate 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, 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 in return to work inductions and an electronic copy is available on the Hospitality Catering;  Drive N:\Catering\Hospitality\_Operations\Health & SafteCritical Audits\Covid19\COVID19 Risk Assessments  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 These include:   * ***Social distancing: General guidance for staff, students and visitors*** * ***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)** Drive N:\Catering\Hospitality\_Operations\Health & SafteCritical Audits\Covid19\COVID19 Risk Assessments   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, and 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 | Managers hold regular informal discussions with their team (one to ones) and look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager in one to ones and regular catch ups.  Staff who are in clinically vulnerable groups themselves and identified to be considered in ‘at risk’ groups are encouraged by line managers to discuss their support needs to ensure additional measures are put in place to protect them including working from home.  Staff who are in the clinically extremely vulnerable group may be at high risk of serious illness if they catch coronavirus (COVID-19) must discuss their support needs with their line manager to ensure a specific individual risk assessment is carried out and additional measures are put in place to protect them including continuing to work from home.  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable>  Existing risk assessments 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 invited to return back to work on Campus who have concerns have discussed these with their line manager or supervisor using the University’s Covid-19 Return to Campus Discussion Form and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx>  Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>  This link is for students:  <https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx> | | 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: Staff house 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 with any form of illness do not attend work until the illness has been verified as not being Covid-19  The University’s [***On-line induction materials for returning to campus***](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx) combination of the guidance and videos have been provided and completed for all staff returning to work in University buildings*.*    To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates)will have received an building specific induction including information and on site induction with Darren Harris building Manager.   * A one way system around the building - Additional signage in corridors reminding staff about social distancing ( left staircase for up and right for down, enter ground floor by toilets, ground floor fire door or Café aroma fire door) * Staff rear staircase keep to a 1m+ safe distance, up on the left and down on the right, wearing face coverings. One in one out in Lift, sign posted.   Managers keep track of when staff can return to work after the symptom free period.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., carrying out services out of hours All must sign in and out with Estates  Un-essential trips within buildings and sites discouraged and reduced eg *use of radios or telephones encouraged ensuring cleaning them between use, instead of going between different floors.*  Each Catering area will complete an individual area Risk Assessment for the area (eg Bar, Café Aroma, Noble Room, 3rd Floor) N:\Catering\Hospitality\_Operations\Health & SafteCritical Audits\Covid19\COVID19 Risk Assessments | | 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. | Workplace routines changed to ensure room/building capacity calculated to maintain social distancing is not exceeded including:   * Change to peak staff entry and exit times. Staff to start and finish with 15 minute intervals, in each area of catering * Changes to core working hours. Staff to start and finish with 15 minute intervals. * Amended shift routines, staff handovers and team briefings. *Reduce team briefs to termly and undertake small teams not the whole of Hospitality.* * Arrival and departure times at work have been staggered to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.   To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams is kept for 21 days.  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: Staff house Building checklist***  (The latest Guidance on these measures can be found by clicking the following link [Social Distancing Guidelines](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)). Taking specifically into account work flow and floor strips  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, floor stickers and signage are used for maintaining distance throughout the workplace for both staff and visitors   * A one way system around the building - Additional signage in corridors reminding staff about social distancing ( left staircase for up and right for down, enter ground floor by toilets, Exit fire door or Café aroma fire door) * Staff rear staircase keep to a 1m+ safe distance, up on the left and down on the right, wearing face coverings. One in one out in Lift with heavy goods.   Staff activities are segregated to promote social distance rules including:   * 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. * Provision of additional screens where needed to segregate people from staff on tills. * Areas of work marked out with floor tape in back of house areas, ie kitchens and Cafes. Front of house areas will have printed floor signs, 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, * Headcount capacity will be displayed at each main entrance for each floor ensure social distances standards can be achieved (30 people per floor, with 12 in the Takeaway bar service) this will be monitored at peak period with door marshals. * Capacity limits have been set for common facility areas (welfare areas etc.) this will be sign posted a, one in one out. (with a sign post) * Changing rooms, offices and kitchen areas have been assessed in accordance with government guidance and tables/seating from welfare areas moved to create social distancing separation and avoid large groups congregating. The kitchens have floor marking to ensure social distancing. All users are encouraged to wash their hands prior to using all equipment and to wash their hand after use. Additional signage for the correct method for handwashing displayed at hand wash sinks. All drinking water fountains have been taken out of use * Social distancing is marked on the corridor floor prior to entry to the WCs (ground floor will have one in one out in toilets, with a capacity of 4 on ground floor and 1 in all other toilets and signage displayed 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 throughout the building, defined and implemented including:   * Queuing systems on each floor defined on Floor plan and risk assessment for each catering facility * Social distancing in queues (Bar, Aroma, Noble Room) * Anyone sitting in the building will have their name and contact details recorded, kept for 21 days in the 3rd floor safe, so that we have track and trace details ( recorded my Marshall on the floor doors) * A one way system around the building - Additional signage in corridors reminding staff about social distancing ( left staircase for up and right for down, enter ground floor by toilets and Exit fire door or Café aroma fire door, revolving door to remain closed) * Staff rear staircase keep to a 1m+ safe distance, up on the left and down on the right, wearing face masks. One in one out in Lift.   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 over 2 m wide have a two way system of use, people using the corridor must stay to their left.   Additional signage in stairwells reminding staff about social distancing.  Information provided and signed 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 oneand 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 / hazardous 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.  Wash hand / use hand sanitiser on exit from stairwell.  Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings and one to ones  Alternative IT solutions such as Skype, Zoom & Teams *have* been provided for large gatherings that are not able to be cancelled or postponed.  Large gatherings including events in public outdoor spaces that are organised by the University that are unable to be provided by alternative IT solutions are only permitted with reasonable steps to mitigate the risk of transmission and in line with COVID-19 Secure guidance including the completion of a specific risk assessment. (Critical Training courses may still be performed but only following the Covid-19 guidance.)  Managers perform frequent evaluation against social distances controls. 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 fortnightly evaluations against social distancing control measures.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should, reminded in daily briefings and staff inductions  Where the 2m social distancing guidelines cannot be followed in full in the lifts it will be sign posted to instruct, one in and one out and it will be cleaned more frequently.  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.  Where the social distancing guidelines cannot be followed in full in relation to a particular activity, (the back stairs, behind counters at till points) 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:   * Improving ventilation by re-organising the indoor space to optimise the ventilation available. * Re-organising pedestrian flows * PPE consisting of face coverings 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. PPE is provided for individuals * 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 have been reminded through daily briefs and inductionof 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   Adequate training has been made on what PPE is required (i.e. gloves, masks) 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). 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).  Face coverings are provided for individuals and distributed by bar Manager PPE is provided for individuals (face coverings, gloves and aprons) will be provided if staff want to wear them. Customers will be expected to wear a face covering and must keep this on until you leave. If customers are seated in the area to eat or drink, then you can remove your face covering in this area only. You must put a face covering back on once you leave your seating area.  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.  It is not compulsory for staff to wear face coverings although we strongly recommend that employees do when not behind the counter screens.  People wearing face coverings are still strongly advised to:   * Wash their hands or use hand sanitiser before putting one on or taking it off * Avoid taking it off and putting it back on again a lot in quick succession * Store it in a plastic bag in between washes or wearing * Avoid touching their eyes, nose, or mouth while wearing one.   Adequate training has been made on what PPE is required (i.e. gloves, face coverings) 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). 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).  All events cancelled, training, courses and other gatherings until at least the end of July. Small gatherings of up to 30 people can take place with social distancing measures followed. | | 3 | 3 | 9 | | Yes |  | |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | | Staff and Visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event a confirmed or suspected case of COVID-19 in staff or a visitor and communicated and includes:   * If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. If any students appear unwell or make comment or complain to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow the University and Government advice. Managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * The area will be cleaned in accordance with the specific Government [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) and includes:   Disposable gloves, masks and aprons will be worn for cleaning. These will be  Once symptomatic, all surfaces that the person has come into contact with will be cleaned with validated disinfectant (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- would be zoom/skype * Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided. * Employees to follow the Government advice: <https://www.gov.uk/coronavirus> * Line managers will maintain regular contact with staff members during this time in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * If an individual tests positive for COVID-19 this will be managed in accordance with the University’s Outbreak Management Process. * If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance. * Individuals will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + are a member of the same household as someone who has symptoms or has tested positive for coronavirus   + have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | | Staff and 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.  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 and University’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> | | 3 | 3 | 9 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | | Staff and 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 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 by the main doors on each floor around the workplace including in welfare facilities.  Soap and water and hand sanitiser are provided at all main entrances and exits on each floor and food counters in the building and adequate supplies are maintained (entrance and exits for each floor/ building and by food counters on each floor)  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 each day when they start work of the public health advice:  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination, cleaning products and disposable cloths have been made available to all staff working in the building in cleaning cupboard’s and staff have been briefed on the importance of keeping surfaces and work equipment clean. Cleaning to do morning clean and Hospitality staff to clean touch points in areas frequently and complete a check sheet located on each floor. Complete Cleaning schedule, and sign off every two hours.  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. ( all equipment stored in cleaning cupboards in each catering area)  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.  Sharing of equipment is restricted where possible (additional equipment may need to be purchased), and cleaned / disinfected before and after use.  Objects and surfaces that are touched regularly are cleaned with disinfectant and a disposable cloth frequently 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.  Revolving doors to remain closed.  Use of hot desks and spaces avoided and, where not possible e.g. training facilities, Workstations are cleaned by staff between different occupants including shared equipment ( Person using them before and after use)  There is clear desk policy in place to reduce the amount of personal items on desks/ work areas and work benches 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 at all entrances, exits and main doors. Non-business deliveries stopped, for example, personal deliveries to workers.  Everyone is briefed at the start of each day (by supervisor/manager) to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared equipment etc before after and during work.  Monitoring and supervision arrangements have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc Supervisor/ Manager checks  COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored in each floors cleaning cupboards, 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. | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | | Staff and visitors | 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 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.  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware in inductions and zoom meeting that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe. * **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed. Assisted by trained staff. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. * **First Aid:** First aid needs assessment reviewed to take into account any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date. * **Hygiene:** Washing facilities with soap/gel available. People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.   Safety critical roles will remain in place to aid safe operation ( we have fire wardens on each floor of the building and always have someone on duty)  Security implications of changes made to operations and practices in response to COVID-19, have been considered,  Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to national or local lockdown.  Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | | Staff and visitors | 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, one delivery at a time to the building. * 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 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 deliveries. | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | | Staff and 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 (WCS, At each entrance)   * A One way entry and exit system for visitors has been adopted. (Left staircase for up and right for down, enter ground floor by toilets, Exit by fire door or Café aroma fire door. Revolving door to remain closed)   Marshalls will be used on each floor of the building i.e. giving guidance and recording track and trace details | | 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 have 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://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  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. | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Driving to work | | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Non-essential travel is minimised – remote options considered first.  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 and sitting face-to-face is avoided.  Job and location rotation has been reduced.  Shared vehicles are cleaned 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 ( this is only when chefs take ovens off site for dinners, we have no bookings)  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. | | 3 | 2 | 6 | | Yes  No | To be reviewed in October when event business can resume | | 2 | 2 | 4 |  |  |  |
| 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 by staff before and after use.  Sterilising chemicals and cloths are provided in the area to clean equipment prior to the commencement of work and upon completion. If equipment are shared, sterilising will be carried out between operations by staff who are on duty | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Ventilation | | Staff and 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 by Estates  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.