774

GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **Strathcona Building** | | | | **Department** | | | | **TAMU** | | | **Version / Ref No.** | | | **7** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Location** | | **Student Lecture Theatres and Seminar Rooms, Study and Office Space** | | | | **Activity Description** | | | | **Up to 30 University and tenants staff, Up to 400 students at any one time.** | | | | | | | | | |
| **Assessor** | | **Matt Carroll** | | | | **Assessment Date** | | | | **5th Aug 2020** | | **Date of Assessment Review** | **23rd Sep 2020** | | | | | | |
| **Academic / Manager Name** | | **Gareth Rainford** | | | | **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 and Students | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) to ensure staff and students are not ill-informed about returning to work safely. For Professional Services Team leaders will hold regular team meetings and continue to host 1-2-1 meetings with staff. For Academic staff, HoS/Department leads will hold meetings or provide staff briefings.  Students will be directed to the Main UoB intranet page via their departments student handbooks where risk assessments and building inductions are uploaded for all buildings and where possible schools with departmental pages will post the risk assessments and inductions there as well.  Induction Pack created  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 a local induction and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Risk assessment shared with staff and an electronic copy is available on the CAL V Drive V:\Facilities\Health & Safety\Risk Assessments\Academic Year 20-21\Return to Campus\Frankland Phase 2 - Whole building.  New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and induction and disseminated to employees through Line Managers and CAL Facilities These include:   * ***Social distancing: General guidance for staff and students*** * ***Social distancing: Buildings adaptations guidance*** * ***Social distancing***: ***Product solutions booklet*** * ***Social distancing: Building checklist*** * ***On-line induction materials for returning to campus***: combination of the guidance and videos.   <https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx>   * ***Return to Campus COVID-19: Building Risk Assessment* (This completed Risk Assessment)** which can be found here: V:\Facilities\Health & Safety\Risk Assessments\Academic Year 20-21\Return to Campus\Frankland Phase 2 - Whole building.   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 meetings, one to one meetings, online communications 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, Students | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions in various ways e.g. 1-2-1’s and/or departmental meetings with their staff and look at ways to reduce causes of stress. Where necessary, managers will offer particular support to individual staff and discuss ways of reducing stress.  Concerns on workload issues or support needs are escalated to line manager by individual staff at 1-2-1 meetings or at the request of the member of staff.  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 support mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>  This link is for students:  <https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx> | 2 | 3 | 6 | Yes |  |  |  |  |  |  |  |  |  | | --- | |  | | | | | | | | | | | | | | | | | | | | |
| Biological | Virus transmission in the workplace | | Staff / Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Strathcona Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff informed at building induction not to attend work if they have any form of illness until the illness has been verified as not being Covid-19.  Staff to work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance.  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*.*  Managers keep track of when staff and students 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.  To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and inductions.  Un-essential visits discouraged and reduced, e.g. use of radios or telephones encouraged ensuring cleaning them between use. (Essential journeys include frequent patrolling of the building) | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | | Staff / Students | 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 for Professional Services staff e.g. people starting later or finishing earlier to avoid large groups leaving at once. * Changes to core working hours have been discussed with Professional Services teams. * 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.   Workplace and student space routines changed to ensure new room/building capacity and social distancing are adhered to, including :   * Adjusted booking processes in use to reduce the number of students in a lecture theatre/seminar room/study space to avoid overcrowding. Reduced capacities to be advertised outside each room   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: Strathcona Building checklist***  (The latest Guidance on these measures can be found by clicking the following link [Social Distancing Guidelines](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)).  Due to the potential increased risk of transmission from aerosol transmission steps have been taken to avoid people needing to unduly raise their voices to each other e.g. not playing music or broadcasts at a volume that makes normal conversation difficult, using microphones during training sessions.  Directional flow systems implemented on 2 way staircase and hallways, and visual aids, such as floor strips, signage are used for maintaining 1m plus distance throughout the building/workplace, advising users to keep left and that these small spaces are indeed 2 way.  To promote 2 metressocial distance the following has been carried out:   * Work stations/tables moved. Provision of additional screens where needed to segregate people. Desks/tables are arranged so individuals are sitting opposite each other facing in opposite directions. Users are asked via posters displayed not to move ANY furniture. * Areas are marked out with floor tape to ensure adequate social distancing is in place. Visual management aids in place to remind people of the need for social distancing, * Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms e.g. open plan areas including seminar rooms, teaching spaces and lecture theatres * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.) and teaching rooms. Capacities are displayed on posters on the door of each room. * Where available safe outside areas used for break. * Social distancing is marked on the floor and walls prior to entry to the WCs (toilets). Smaller facilities have a one out one in policy. Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded (via posters) to leave the facilities in a respectable condition.   All circulation spaces:   * Have additional signage reminding students about social distancing   Information provided and signs displayed informing people to use the stairs rather than lifts unless they have difficulty using the stairs. The maximum occupancy of the lift has been retained as just 1 wheelchair user. Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.  Additional signage installed on the staircase reminding users about social distancing, keeping left, and marking to 2 lanes with travel in both directions. Sanitiser stations available at the top and bottom of the staircase. Wash hands / use hand sanitiser on exit from stairwell.  Managers and team members perform frequent evaluation against social distances controls. Staff and students are reminded on a daily basis of the importance of social distancing both in the building and outside of it. It is accepted that staff can only remind and not enforce.  Where 2m social distancing guidelines cannot be followed in full in relation to a particular activity, within the hallways, teaching/seminar rooms (all teaching spaces on campus will be 1m plus, with face coverings compulsory [posters in rooms and on room doors to advertise]) consideration has been given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff have been included in a task specific risk assessment and are being taken. Mitigating actions include:   * Further increasing the frequency of hand washing and provision of hand sanitiser and surface cleaning. * Keeping the activity time involved as short as possible. * Using screens or barriers to separate people from each other. * Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others). * Improving ventilation where possible. Teaching spaces all have windows that are able to be open, and all non-fire doors should also be kept open to both aid ventilation and reduce the need for users to touch doors and handles. * 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 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.   Hygiene guidance given in posters such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.   * 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 (posters displayed). However where people choose to wear them managers support them. Office capacities can be reduced in accordance with University advice, in order to allow people to work without face protection.  Individuals have been reminded through posters in teaching spaces, on teaching space doors and around the building,of how and when to use face coverings safely. | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Biological  Biological | Suspected case of COVID-19  Suspected case of COVID-19 | | Staff / Students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.  Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event 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. 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:   + Cleaning an area with validated disinfectants after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people   + Where possible the area will be closed and secure for 72 hours, before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours   + Disposable gloves, masks and aprons will be worn for cleaning. These will be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished   + Once symptomatic, all surfaces that the person has come into contact with will be cleaned with validated disinfectants (including touchpoints) * Provision and monitoring of adequate supplies of cleaning materials are in place. * Team briefed at building induction 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 and students to follow the Government advice: <https://www.gov.uk/coronavirus> * Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * If an individual tests positive for COVID-19 this will be managed in accordance with the University’s Outbreak Management Process. * If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance. * Individuals will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + are a member of the same household as someone who has symptoms or has tested positive for coronavirus   + have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> | | 4 | 3 | 12 | | Yes | NHS Test & Trace system to be implemented | | 4 | 2 | 8 | GDR | 3 Oct |  |
| Biological | Someone entering the workplace with COVID-19 | | Contractors / Staff | 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.  Services are working with the University’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.  Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.  If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s 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> | | 4 | 2 | 8 | | No | Details of Test & Trace system to be documented | | 4 | 2 | 8 | MC | 3 Oct |  |
| Environmental  Environmental  Environmental | Virus transmission in the workplace  Virus transmission in the workplace  Virus transmission in the workplace | | Staff/ Students | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors.  Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | Individuals have been instructed and are regularly reminded (by posters) to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Posters are displayed around the building in a variety of room and space types  Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building, at the top of the stairwell, by the gents toilets, and next to the printer in the communal space.  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 (in various rooms and corridors) around the building.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded of the public health advice at building induction:  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed on the importance of keeping surfaces and work equipment clean. Cleaning is the responsibility of Cleaning Services and the AV team who do periodically clean lectern equipment.  Teaching Rooms:   * Teaching rooms cleaned daily * Guidance given on hand-washing and distancing * Lecturers asked to clean all touchpoints: including phones, mice, keyboards, whiteboards, AV control system and visualizers before and after use. A tub of wipes will be provided in each room. * Multi-user items such as whiteboard pens and erasers will be removed from all rooms. LRAT will supply lecturers with replacements on an appointment basis at LRAT’s Great Hall basement offices. * Users of touchscreens are requested to use their own personal stylus rather than their fingers.   There is limited or restricted use of high-touch items and equipment, for example, printers where there are ample supplies of wipes available at each printer station.  Objects and surfaces that are touched regularly are cleaned frequently by Cleaning Services, such as door handles, 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.  Workstations are cleaned by users between different occupants including shared equipment. Wipes are in all occupied spaces to assist with cleaning equipment.  There is clear desk policy in place to reduce the amount of personal items on desks and work benches to be practiced when the space is in use or not in use.  There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.  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~~.~~  Monitoring and supervision arrangements (TAMU staff will be patrolling the building once an hour to check on all measures that have been put in place)have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc.  COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). (See location specific chemical risk assessments for cleaning products used within the area).  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Organisational  Organisational | Exposure to Existing Hazards  Exposure to Existing Hazards | | Staff / Students | 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. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted.  Currently the building has no first aiders nor fire wardens.  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware at building induction 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 and GEEP requirements defined including who will assist in an emergency. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. * **First Aid:** First aid needs assessment reviewed to take into account any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date. * **Hygiene:** Washing facilities with soap/gel available. 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 by an LRAT or TAMU manager to ensure measures are introduced to mitigate risk (for example, another area within the building or campus could have a critical role such as first aider that could cover as a temporary solution).  Security implications of changes made to operations and practices in response to COVID-19, 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 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 | Virus transmission outside of the workplace | | Staff / Students / Others | 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 (in corridors, teaching spaces and stairwells) advising staff and students to wash their hands regularly and not to touch their face.  Users are advised with regular posters throughout the building re distancing, hand washing etc.  There is one double door for access and one single door for egress, though there are no one way systems possible in the building. All doors and directional building flow to them are clearly signed. | | 4 | 1 | 4 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Travelling to work | | Staff / Students | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided. Students are not allowed to park  Facilities such as bike-racks are provided to help people walk, run or cycle to work where possible.  Workers encouraged to avoid public transport where applicable and use alternatives e.g. cycling, walking to work etc. Where staff are unable to avoid public transport they do so in accordance with Government and University Guidance:  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  Staff advised to stagger start and finish times if using public transport and to avoid public transport if at all possible.  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. | | 4 | 1 | 4 | | 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 for staff who service the building (LRAT & TAMU) is minimised – remote options considered first.   * Only one person per van is permitted. * 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 the user 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. | | 4 | 1 | 4 | | Yes |  | |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Staff from LRAT and TAMU will clean equipment surfaces before and after touching, opening up or lifting the equipment.  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 by the users.  Endusers using IT and AV equipment are asked to clean the equipment after use.. This is covered by the RAs on generic teaching space and generic clusters. | | 4 | 1 | 4 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Ventilation | | Staff / Students / Others | 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.  Building users are encouraged where possible to ensure windows are  open.  Defects In the ventilation system will result in rge affected room being closed until the fault is rectified. | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

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

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

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

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

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

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

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

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