GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **The Exchange** | **Department** | **Campus Services**  | **Version / Ref No.** | **18** |
| **Activity Location** | **The Exchange, University of Birmingham****3 Centenary Square, Birmingham, B1 2DR** | **Activity Description** | **COVID-19: Building Risk Assessment for The Exchange****The building is for use by UoB staff, students and the general public. There is a café, gallery and several conference rooms for teaching and meetings. Approximately 8 Exchange staff will be on site along with members of University staff from other departments. Cleaning and Facilities Management contractors will also be on site throughout the day. The building is due to open on 4th September 2021.**  |
| **Assessor** | **Fiona Innes**  | **Assessment Date** | **26/08/2021** | **Date of Assessment Review** | **26/09/21** |
| **Academic / Manager Name** | **Matt Knight**  | **Academic / Manager Signature** | **FIONA INNES AND MATT KNIGHT**  |

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| Hazard Assessment | Control Assessment | Actions |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | Are these adequate?Yes/No | Changes to/ Additional Controls | Residual Risk Rating | Owner | Due Date | Action Complete |
| S | L | R | S | L | R |
| Organisational | Psychological well being | StaffStudentContractors | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via *team meetings in person and online, one to one meetings plus a monthly health and safety meeting* to ensure staff and students are not ill-informed about returning to work/study safely.Advice is shared with staff members and students and they have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i.e. line managers, Internal Comms) and shared with staff via *team meetings in person and online, one to one meetings, a monthly health and safety meeting* and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx). Risk assessment shared and an electronic copy is available on *The Exchange Teams group.*New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in and disseminated to employees through Line Managers. These include:* ***Local induction materials***
* ***COVID-19: Building Risk Assessment* (This completed Risk Assessment)**

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 *meetings in person and online, one to one meetings plus a monthly health and safety meeting. Staff have been informed that g*uidance available in relation to this via UoB Comms:<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><https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/stress-management-guidance.aspx> | 2 | 2 | 4 | Yes  | NHS Test and Trace app available at both entrances.Signage in place across the building encouraging personal hygiene and handwashing. The cleaning team are a visual presence in the public areas when on site  | 2 | 2 | 4 | FI  | 26/08/21 | Complete  |
| Organisational | Psychological well being | StaffStudentsContractors | Anxiety and stress caused by concerns around working on Campus | Managers hold regular informal discussions *with staff working on site* and look at ways to reduce causes of stress.Concerns on workload issues or support needs are escalated to line manager *in person or via email. Line managers can then meet with staff to listen to concerns.*Information on the full range of Coronavirus – Covid-19 support available for staff including those who were previously advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) ***not*** to work on campus and staff who are in the [clinically extremely vulnerable group](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#what-will-change-from-1-august) (i.e. those previously advised to shield) is available [here](https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx).Existing risk assessments including those for new or expectant mothers reviewed and revised to reflect new working arrangements. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage. Employees who have concerns about either working on Campus or working from home/remotely have discussed these with their line manager or supervisor and concerns have been formally recorded and where necessary they have been signposted to the [EAP](https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/employee-assistance-programme-eap.aspx) for support and / or a referral to occupational health has been made using a standard Management Referral available via the HR Portal.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 | 2 | 4 | Yes  | Existing risk assessments to be reviewed/updatedMany staff will be newly recruited to their role at The Exchange so regular catch ups with line managers will take place during their induction period. Staff will be assessed regarding vulnerability in the workplace and risk control/reduction measures put in place where appropriate. PEEPS to be identified and updated by Deputy Venue Manager.  | 2 | 2 | 4 | Fi  | 26/08/21 | On going as the building opens to the public, staff and students on 4th September 2021  |
| Biological | Virus transmission in the workplace | StaffStudentsContractorsGeneral public  | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Staff continue to work using the mixed model of site and home based (hybrid working) as agreed with line manager, in line with Government and University guidance. The majority of staff at The Exchange will be required on site to work. Staff are encouraged to carry out regular testing, hand washing and to keep good personal hygiene.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 self-isolation period. Regular access to the Lateral Flow Device tests and kits are available to staff and students who are coming onto campus. Staff and students are strongly encouraged to test twice a week and to record their results on the Government’s reporting website site: <https://www.gov.uk/report-covid19-result> and to report any positive test results to the University using the [COVID-19 reporting form](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). The University’s [***On-linematerials for returning to campus***](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx) combination of the guidance and videos have been provided and completed for all staff working in University buildings*.* 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., facilities management *contractors will be on site on three designated days per week and will be encouraged to work in different areas across site*Un-essential trips within buildings and sites discouraged and reduced, e.g. *staff will be encouraged to communicate via radio to reduce unnecessary face to face interaction.* | 2 | 3 | 6 | yes | Staff will be encouraged to wear masks on site and to keep good personal hygiene by regular hand washing.The building has good ventilation across site. There is adequate seating in the public areas to avoid unnecessary contact and crowdingRegular touch point cleaning will take place across site. Staff are aware of the procedure should they develop Covid 19 symptoms The use of radios on site will reduce face to face interaction between staff and these will be cleaned at the end of each day. One staff member will use the same radio for the duration of their shift.  | 2 | 2 | 4 | Fi | 26/08/21 | On going as the building opens to the public, staff and students on 4th September 2021 |
| Environmental | Virus transmission in the workplace due to contact with other people  | StaffStudentsContractors general public  | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Workplaces and routines changed to reduce the number of people staff come into contact with including: * Change to peak staff entry and exit times. *As staff will be working staggered shifts during the day so not all will start at the same time.*
* Amended shift routines, staff handovers and team briefings. *Staff are encouraged to keep handovers and meetings short and concise.*
* 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.
* Work stations are set a good distance apart and there are other spaces to work across site if individuals require additional space.
* side-to-side working (rather than face-to-face) used in office areas.
* Welfare areas for serving hot food or drinks have been assessed in accordance with government guidance to reduce the number of people being able to congregate. Smaller kitchens continue to be used at reduced capacities. All users are encouraged to wash or sanitise their hands prior to using equipment (kettle, drinking water fountains, microwaves etc.) and to wash or sanitise their hands after use.
* Where available safe outside areas used for break.
* Welfare facilities (toilets etc.) have signage to remind people to wash their hands after use.

 To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams and attendance in the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.Work has been arranged so that staff are able to maintain the government guidelines for workplaces. The latest Guidelines on these measures can be found by clicking the following link [Workplace Guidelines.](https://www.gov.uk/guidance/working-safely-during-covid-19) 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 and microphones to be used for conferences and events. Visits from people outside of the building continue to be managed via remote connection/working where this is an option. Where this is not an option visitor and contractor arrangements have been revised to ensure: * Clear guidance on how to reduce the risk of spreading COVID-19 to people is given to them, for example, on the website and with on-site signage.
* Host responsibilities related to COVID-19 have been established and any necessary training for people who act as hosts for visitors has been provided via rom induction.
* Information provided to visitors does not compromise their safety.

These measures are monitored by The Exchange staff on duty and where necessary concerns fed back to line managers and venue managers. Non-work related social gatherings amongst employees have been discouraged whilst at work and alternative arrangements made where possible e.g. meeting virtually or outsideLarge gatherings including events in public spaces that are organised by the University are only permitted with steps to mitigate the risk of transmission and in line with COVID-19 Secure guidance including the completion of a specific risk assessment. [Working safely during coronavirus (COVID-19): guidance from Step 4 - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/working-safely-during-covid-19)Managers perform frequent evaluation against social contact controls during daily site walk arounds. Staff are reminded *during daily staff briefing* of the importance of reducing social contacts both in the workplace and outside of it. Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.No working in close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time (the majority of the working day) is permitted and PPE is provided for individuals undertaking this work. Staff on site are encouraged to use PPE provided. Adequate training has been provided on what PPE is required i.e. gloves, masks and the correct donning/doffing of PPE. Government advice is followed:<https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe><https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>PHE quick guides for correct donning and doffing of PPE for [non-AGPs.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures) has been utilised for examples in best practice for putting on and taking off (donning and doffing).Face coverings are not PPE and are not normally required to be worn in the workplace but the University strongly encourages staff, students, contractors and visitors to continue to wear face coverings inside buildings and where people choose to wear them they are supported. Individuals have been reminded through *staff email and site induction* 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 and before and after removing it
* avoid wearing on your neck or forehead
* avoid touching the face covering or your face, as it could contaminate it with germs from your hands
* change the face covering if it becomes damp or if you’ve touched it
* continue to wash your hands regularly
* change or wash your face coverings daily
* if the material is washable, wash it in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in their usual waste

Extra non recycling bins to dispose of single use face coverings and PPE are provided, refer to the [guidance on how to dispose of personal or business waste, including face coverings and PPE](https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste). | 2 | 3 | 6 | yes | Records of shift patterns are kept should staff receive a positive test result. Signage in place to remind building users about hand hygiene Signage in place in staff areas regarding capacity and cleaning equipment after use. Sanitising products are available on site and the Cleaning Team will carry out regular touch pint cleaning Staff are encouraged to take breaks outdoors, weather permitting PEEPS will be identified, assessed and reasonable adjustments in place Test and trace app available for use located at both entrances. Music will not be played in the public spaces so visitors do not have to lean into conversations or raise their voices. Email sent to on site staff 20/08/21 to inform them of roles and responsibilities | 2 | 2 | 4 | FI  | 20/08/21 | On going as staff are recruited to work at The Exchange ahead of the opening in September. |
| Biological  | Suspected or known case of COVID-19  | StaffStudents ContractorsGeneral public  | 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’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx).
* 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)
* Provision and monitoring of adequate supplies of cleaning materials are in place.
* Team briefed *by the manager on duty* on actions to be taken in the event of someone being suspected of having COVID-19.
* Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided.

Employees to follow the Government advice: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>* 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.
* 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
	+ meet the criteria included in the [Government Stay at Home Guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)
 | 2 | 2 | 4 | yes | Test and trace is available on site for all to use Staff are aware of the reporting procedure should they develop systems when at work and will contact their line manager immediately if this is out of work hours.  | 2 | 2 | 4 | FI | 20/08/21 | On going as staff are recruited and inducted onto site |
| Biological | Someone entering the workplace with COVID-19 | StaffStudentsContractors General public  | 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 University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx) and NHS Test and Trace workplace guidance any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | 2 | 2 | 4 | yes | Contractors submit RAMS to Building manager for assessment. They are given a briefing when they arrive on site. They will be addressed if their behaviour compromises the safety of other building users. If they develop symptoms of Covid 19 they will be asked to leave site immediately and UoB procedures are followed.  | 2 | 2 | 4 | FI | 20/08/21 | On going as The Exchange prepares to open to the general public in September  |
| Environmental | Virus transmission in the workplace | StaffStudentsContractorsGeneral public  | 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 daily briefings and on site signage* to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building and in shared spaces where they will be seen.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.To help reduce the spread of coronavirus (COVID-19) individuals are reminded *by staff email and induction of* the public health advice:<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination has been undertaken, cleaning products have been made available to all occupants and everyone has been briefed *by staff email and daily briefings on site* on the importance of keeping surfaces and work equipment clean. Clear use and cleaning guidance for toilets, showers, lockers and changing rooms are in place to ensure they’re kept clean and clear of personal items. This includes enhanced cleaning of all facilities regularly during the day and at the end of the day using normal cleaning products. Disposable cloths or paper roll is provided to clean all hard surfaces especially frequently hand touched surfaces, in showers and changing rooms and hand sanitiser is available on entry and exit to the room. Facilities are kept well ventilated. For example, by ensuring any mechanical ventilation work effectively and opening windows and vents where possible. Cleaning for busy areas in the building has been enhanced.More waste facilities, and more frequent rubbish collection has been provided. Sharing of equipment is restricted where possible and cleaned before and after use. Cleaning process for all equipment, tools and vehicles, for example, pallet trucks and forklift trucks including expensive equipment that cannot be washed down has been determined and where necessary protection around machines and equipment has been designed.Objects and surfaces that are touched regularly such as door handles and keyboards, are cleaned frequently using cleaning materials providedwhilst making sure there are adequate disposal arrangements.Staff are encouraged to clean workstations after use There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and is encouraged for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Everyone is encouraged by staff email 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. Storage for workers provided for clothes and bags e.g. lockers *in the staff rest room.*All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. | 2 | 3 | 6 | yes | Regular touch point cleaning is carried out across the daySanitising products and PPE are available for staff to use before and after touching equipmentSoap available in the toilet facilities Hygiene reminder email has been sent to staff working on site 20/08/21Staff are discouraged from making personal contact like hand shaking and hugging in the workplaceThe building is well ventilated Bins are available across site for waste disposal and are emptied regularly  | 2 | 2 | 4 | FI | 20/08/21 | On going as staff are recruited to work at The Exchange. Staff are briefed as part of their induction.  |
| Organisational  | Exposure to Existing Hazards | StaffStudentsContractors General public  | 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 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. 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:* **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 by *the manager o duty* to ensure measures are introduced to mitigate risk (for example, another area within the building or campus could have a critical role such as first aider that could cover as a temporary solution).Security implications of changes made to operations and practices in response to COVID-19 Local or National Government requirements, have been considered. 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. | 2 | 2 | 4 | yes | Deputy venue manager carries out a regular stock take of PPE and hygiene equipment on siteFire wardens will be instructed to join the building users at the muster point and challenge any behaviour that compromises the safety of another individual First aiders have received covid 19 awareness training and are able to carry out first aid in line with Covid safe practices. Staff are aware of the current guidelines through regular UoB briefings and will carry out their duties in accordance with these Government guidelines.Staff are encouraged to report any staff not following these guidelines.  | 2 | 2 | 4 | FI | 20/08/21 | On going as staff start working towards the opening of the building on 4th September. |
| Environmental | Inbound & Outbound Goods including Post | StaffStudents ContractorsGeneral public  | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the building has been considered and include: * 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. Items can be unloaded into the service area and staff can collect afterwards. This is a well-ventilated area.
* Methods to reduce frequency of deliveries in place - ordering larger quantities less often.
* 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.
* Hand washing procedure in place after handling all deliveries.
 | 2 | 3 | 6 | yes | Staff are encouraged to use their own pens to sign for deliveries Staff have been advised to wash their hands before and after receiving a delivery. Use of electronic paperwork is encouraged.  | 2 | 2 | 4 | FI | 20/08/21  | Ongoing as our delivery procedures are improved with time as our procedures are very new. Staff are encouraged to feedback improvements and procedures will be updated. |
| Organisational | Travelling to work | StaffContractors  | Exposure to respiratory droplets carrying COVID-19. | Individuals travelling to University premises or on behalf of the University are encouraged to follow the [Government’s safer travel for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak) to help them stay safe, and protect others by controlling the spread. Where people are travelling together in any one vehicle, they are encouraged to:* not sit face-to-face
* open windows and switch on ventilation systems that draw in fresh air. Open windows only partially if it’s cold.
* frequently clean their vehicle including objects and surfaces that are touched regularly, such as door handles and vehicle keys.
 | 2 | 2 | 4 | yes | Staff are encouraged to be responsible for their own, and others, safety journey to work. Information sent via email.  | 2 | 2 | 4 | FI | 20/08/21 | On going as staff are recruited to work at The Exchange. This will be included in their briefing |
| Organisational | Driving at work | Staff  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 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, 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 via open windows](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/ventilation-in-vehicles.htm) (windows are only partially opened if it’s cold) and with ventilation systems switched on so that fresh air is drawn in 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. Shared vehicles are frequently cleaned by *the teams responsible for their vehicles – for example, Catering deliveries are responsible for their safety when travelling to site -* 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. | 1 | 1 | 2 | yes | There are limited parking spaces on site so staff are encouraged to use public transport. Deliveries from Campus to The Exchange will be managed by the team making the delivery and are encouraged, at the tie of arranging the delivery, to travel safely.  | 1 | 1 | 2 | FI | 20/08/21 | Complete  |
| Environmental | Ventilation | StaffStudentsContractorsGeneral public  | Exposure to respiratory droplets carrying COVID-19. | Ventilation systems are maintained in line with planned and preventative maintenance schedules, including filter changes.An assessment of the ventilation in the building, and where necessary individual areas/rooms, has been undertaken which included checks such as:* Is the space naturally or mechanically ventilated

Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible. While this will continue to be minimised some area will need to have some recirculation, to improve thermal comfort. Natural ventilation can be improved by fully or partially opening windows, air vents and doors, not signed as fire doors. This should be balanced against the need to maintain comfortable temperatures for all users of the space. The University will be centrally monitoring carbon dioxide (CO2) as a proxy for air quality and ventilation in large teaching spaces. Information can be provided on these spaces. Additional control can be provided via the use of portable CO2 sensors where there are any concerns raised about the adequacy of ventilation in a given space.Rooms can be purged (aired) when not in use by leaving the windows and doors fully open. However, it is important to plan and close windows to minimise the risk of rodent and pigeon issues.Mechanical ventilation has typically been set at maximum fresh air settings and operate at extended periods.Staff have been informed, via this risk assessment of the following steps which they can take to make sure their workplace is adequately ventilated whilst maintaining a comfortable temperature:* opening windows and doors partially can still provide acceptable ventilation while keeping the workplace comfortable. Opening higher-level windows will probably create fewer draughts.
* if the area is cold relax dress codes so people can wear extra layers and warmer clothing
* use natural ventilation alongside heating systems to maintain a reasonable temperature in the workplace.

Most mechanical ventilation systems are monitored by building management systems that will raise a fault alarm; but please ensure that any potential fault with mechanical or natural ventilation is raised with the Building Management and or the Estates Helpdesk. 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](https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown), [HSE guidance](https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance), [Government](https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance) and other relevant industry guidance. 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. Links used above:HSE - Ventilation and air conditioning during the coronavirus (COVID-19) pandemic 21st July 2021<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm> CIBSE - COVID-19: Ventilation version 5 - Updated 16th July 2021<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown> DfE - Higher education COVID-19 operational guidance - Updated 19 July 2021<https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance> HSE - Keeping workplaces safe as coronavirus (COVID-19) restrictions are removed - Updated 19 July 2021 <https://www.hse.gov.uk/coronavirus/roadmap-further-guidance.htm>  | 2 | 2 | 4 | yes | Ventilation system has been installed checked recently in line with the building restoration works. Staff are encouraged to open windows in shared work spaces. Air handling systems can be controlled by staff on site | 2 | 2 | 4 | FI | 03/09/21 | Complete  |

**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 occurfor years | Expected to occurat least annually | Expected to occur atleast 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.