**GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM**

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| **Site** | **Edgbaston Campus - University Centre** | **Department** | **Campus Services**  | **Version / Ref No.** | **2****(22.09.20)** |
| **Activity Location** | **University Centre building (four floors)** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment****University Centre is a multi-tenanted building incorporating Campus Services offices, various Catering outlets and kitchens, Conferencing & Events offices, various retail outlets (rented), Avon Room (teaching space - LRAT), HR offices and IST offices. Building will be open to staff and students.** |
| **Assessor** | **Dan Burford** | **Assessment Date** | **31/07/2020** | **Date of Assessment Review** | **30/09/2020** |
| **Academic / Manager Name** | **Monica Guise** | **Academic / Manager Signature** |  |

| **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 | Staff | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via team meeting, one to one meetings, emails and telephone callsto ensure staff and students are not ill-informed about returning to work safely.A Building User Group (BUG) has been set up to include representatives from different areas of the building to monitor the effectiveness and review this RA and achieve a joint approach. This will be chaired by the Building Manager (interim – Dan Burford)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, emails and telephone callsand the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx). Risk assessment shared with all areas within University Centre (cascaded to staff) and an electronic copy is available on the Campus Services shared drive (N:\Health and Safety). 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 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)**

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 inductions, team meeting, one to one meetings and emailsof 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 via meeting and emails with their team and look at ways to reduce causes of stress. Concerns on workload issues or support needs are escalated to line manager via dedicated one to one meetings or more informally via email or telephoneStaff 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/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 (Avon Room):<https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx> | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Staff StudentsVisitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: University Centre Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.Staff continue to work remotely where possible. Managers ensure staff with any form of illness do not attend work until the illness has been verified as not being Covid-19. Managers keep track of when staff can return to work after the symptom free period. 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) have received a building specific induction including information and on site induction.Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., carrying out services for the catering equipment out of hours. Un-essential trips within buildings and sites discouraged and reduced, e.g. access to some areas restricted such as catering stores. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing  | StaffStudentsVisitors | 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. Local rotas implemented for staff shift times/patterns to ensure social distancing is maintained.
* Changes to core working hours. Local rotas implemented for staff shift times/patterns to ensure social distancing is maintained.
* Amended shift routines and team briefings.Shift routines amended locally to suit needs of business and ensure social distancing is maintained. Team briefings held virtually where possible or in open space to achieve social distancing.
* 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.
* Staff have been separated into teams to reduce contact between employees.Local rotas implemented where appropriate to form staff bubbles to reduce the risk or transmission.
* Job and location rotation reduced. Local rotas implemented to form fixed teams and partnering to reduce contact between staff.

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. This information is to be kept by local managers.Procedure in place for dealing with instance of unexpected employee in staff areas (identified through not wearing the authorised lanyard) 3rd party arrival (call security).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:* University Centre *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 at a volume that makes normal conversation difficult.One-way flow systems implemented where possible, such as customer areas of Go Central, Avon Room and food court area and visual aids, such as floor strips, signage are used for maintaining social distancing throughout the building/workplace.Staff activities are segregated to promote the social distancing rules including: * Provision of additional screens where needed to segregate people, such as catering areas. Desks are arranged with employees facing in opposite directions. Display Screen Equipment (DSE) assessments reviewed and revised.
* Areas of work marked out with floor tape to ensure adequate social distancing is in place. Visual management aids in place to remind people of the need for social distancing.
* Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms e.g. open plan offices and seminar rooms.
* Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.).
* Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site.
* Where available safe outside areas used for break.
* Welfare areas for serving hot food or drinks 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. Smaller kitchens use a one out one in policy. Larger kitchens have floor marking to ensure social distancing. All users are encouraged to wash their hands prior to using equipment (kettle) and to wash their hands after use. Additional signage for the correct method for handwashing displayed. All drinking water fountains have been taken out of use.
* Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). Smaller facilities has a one out one in policy. Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition.

Clear method of socially distancing of staff and visitors defined and implemented including:* Queuing systems or processes
* Social distancing in waiting and reception areas
* Electronic visitor management system in place (such as Living and the opticians).
* Physical barriers (Perspex screens) to separate customers from catering staff.

Building will be open to staff and students. Visitors to departments from people based outside of the building are managed via remote connection/working where this is an option. Where this is not an option such as the servicing of the catering equipmentvisitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local managerand where necessary concerns fed back to the third party manager.All corridors are :* Marked in areas to ensure social distancing is adhered to (lines on floor).
* Have a one way system around the building where possible.
* 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 corridors reminding staff about social distancingInformation provided and signs displayed informing people to use the stairwells rather than lifts unless they have difficulty using the stairs. The maximum occupancy of the lift has been reduced to 1 person at a time. 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 signage placed on each floor advising single occupancy. There are designated stairwell for going up and a designated stairwell for coming down (such as the stairwells to the Avon Room/C&E offices), this system will be enforced.Where two way access is required in a single stairwell (such as HR/IST offices) the stairwell is separated down the center to try and achieve social distancing. Building users using these stairwells have been informed via posters/notices displayed in the stairwells to keep to the left.Additional signage in stairwells reminding staff about social distancing and to 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. Large gatherings have been cancelled or postponed or alternative IT solutions provided – Conferencing & Events are working through a number of solutions, please see local risk assessment for further information.(Critical Training courses may still be performed but only following the Covid-19 guidance.)Managers perform frequent evaluation against social distances controls on a daily visual walk around.Staff are reminded via posters displayed throughout the workplace (staff notice boards, corridors etc.) of the importance of social distancing 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.Where the social distancing guidelines cannot be followed in full in relation to a particular activity, such as a team lift, 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 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.
* 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 except, 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 have been reminded through email communication and local inductionsof 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.

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. Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, goggles, 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 not PPE and are not required to be worn in the workplace. However where people choose to wear them managers support them.  | 3 | 2 | 6 |  |  |  |  |  |  |  |  |
| Biological  | Suspected case of COVID-19  | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event a confirmed or suspected case of COVID-19 and communicated and includes:* If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. Managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>
* The area will be cleaned in accordance with the specific Government [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) and includes:
	+ Cleaning an area with validated disinfectants after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
	+ 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 (in the cleaning cupboard) of cleaning materials are in place.
* Team briefed via local 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 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 | StaffStudentsVisitors | 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. These are to be reviewed by the local manager and any concerns raised to Building Lead.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 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 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | StaffStudentsVisitors | 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 via posters throughout the workplace (staff notice boards, corridors etc.)to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>Posters are displayed around the workplace including in welfare facilities and staff areas in corridors and on notice boards.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 other areas such as by the entrance to the Avon Roomwhere 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 via local inductionof 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 occupants and everyone has been briefed via local inductionon the importance of keeping surfaces and work equipment clean. There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards. – Fixed teams and flexible working will reduce the need to use these items and antibacterial wipes available in these locations.Objects and surfaces that are touched regularly are cleaned frequently by employees based within that area by using antibacterial wipes such as door handles and keyboards, and making sure there are adequate disposal arrangements.Internal doors that **are not** signed as fire doors (unless held open with a mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles. There is clear desk policy in place to reduce the amount of personal items on 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.Areas where people directly pass things to each other, for example catering equipment/supplies, have been identified and ways to remove direct contact, such as using drop-off points or transfer zones have been introduced.Everyone is encouraged via local induction to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared equipment etc. before, after and during work. Staff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.Local managers will ensure that their staff 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. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational  | Exposure to Existing Hazards | Staff StudentsVisitors | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures.PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks etc. during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted.Emergency Procedures reviewed and revised including:* **Communication**: people have been made aware via a local induction that in an emergency, for example, an accident 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 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 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 local 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 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 | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the building so that social distancing can be maintained at all times has been considered and include: * Pick-up and drop-off collection points, procedures, signage and markings revised.
* 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.
* Drivers encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-ways.
* 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.
* Where possible deliveries to remain isolated and untouched for a minimum of 48 hours.
 | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | StaffStudentsVisitors | 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 to wash their hands regularly and not to touch their face.There are doors for access and doors for egress (for example – customer access for Go Central is through main patio doors and egress is through rear patio door), all are clearly signed) and one way systems are inforce in the building, where appropriate.Building access control is used during busy spells in the building i.e. ensuring capacity limits are adhered to. Controlled access and egress is monitored to ensure it is followed *–* via a floor marshal in catering outlets. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place.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. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational | Driving at work | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Non-essential travel is minimised – remote options considered first. Staff roles that are required to car share have been considered and whether this could continue. Alternative solutions to two-person delivery have been put in place including delayed delivery of large items or using an alternative method, for example, mechanical / material handling equipment. Journeys have been scheduled and delivery/collection times to reduce contact with others.Shared vehicles are frequently cleaned by the vehicle user before and after use. This includes cleaning of objects and surface 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. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected. 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 user before and after use. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | StaffStudentsVisitors | 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. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Offices (HR, Conferencing & Events, ISS) | Virus transmission in the workplace | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Each office area will adhere to the control measures detailed within this risk assessment.Each office area (HR, Conferencing & Events and ISS) will have a local dedicated risk assessment documenting their additional specific local control measures (shift patterns, fixed teams etc.).  | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Shops (Spar, Living, Hairdressers, Opticians etc.) | Virus transmission in the workplace | StaffStudentsVisitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Entrances and queuing systems for shops have been marked out on the floor with signage present to adhere to social distancing requirements. Each shop outlet (Spar, Living, Opticians, Unique, Hairdressers and Print etc.) will have a local dedicated risk assessment documenting their additional specific local control measures (shift patterns, fixed teams, social distancing etc.). A copy has been requested by our Properties Manager before they reopen.  | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Catering Outlets | Virus transmission in the workplace | StaffStudentsVisitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Catering outlets will operate a takeaway only service (contactless payment only).Barriers have been installed between the customers and staff.Queuing systems have been implemented with appropriate signage/barriers. Floor marshals will be assigned to ensure social distancing requirement are maintained. Back of house in catering areas where the design, layout and nature of activity does not make a one way system feasible – the area has been broken down into ‘colour zones’ (stores, chefs, front of house etc.), where staff will be assigned to a dedicated coloured area, work in fixed teams (with minimal staff), will not be permitted to enter another colour area and will adhere to social distancing requirements. Staff will wear coloured lanyards (in addition to their authorised orange lanyard) to show which zone they are working in and signage will be displayed throughout detailing the coloured zones. Staff will be briefed in this via a local induction. Each catering outlet (Go Central, Go Mex etc.) will have a local dedicated risk assessment documenting their specific additional local control measures (shift patterns, fixed teams, social distancing etc.).  | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Lecture Space(Avon Room) | Virus transmission in the workplace | StaffStudents | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | A one way system has been implemented within the Avon Room and study space.Capacity limits have been identified and are displayed.Seats have been identified and taken out of service to adhere to capacity limits.Hand sanitiser provided by the entrance to the Avon Room.There is an enhanced cleaning regime of the Avon Room and study space.Antibacterial wipes are provided by the shared computers in the study space and appropriate signage is in place advising users to clean before and after use.  | 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 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.