



GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

Site	High Temperature Research Centre,	Department	Metallurgy & Materials		Version / Ref No.	2
Activity Location	Ansty Park, Coventry	Activity Description	COVID-19: HTRC Building Risk Assessment. Types of persons accessing building: HTRC Team Members, HTRC Associates, Contractors and Visitors. Maximum number of people onsite in 1 day: 106.			
Assessor	Dr Tim Halford, Reviewed by V. Barnsley	Assessment Date	25/08/21, Reviewed 02/12/21	Date of Assessment Review	02/12/22	
Academic / Manager Name	Prof Nick Green / Dr Tim Halford	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			
Organisational	Psychological well being	Staff, Associates,	Anxiety and stress caused by concerns around returning to work at HTRC	Regular communication is in place (individual and group) via team meeting, health and safety committees/forums and Town Hall meetings to ensure staff and associates are not ill-informed about returning to work/ safely. Advice is shared with staff members and associates and they have been fully briefed and kept up to date with current advice on staying protected through employer lines of communications (i.e. line managers, Internal Comms) and shared with staff via team meeting, health and safety committees/forums and Town Hall meetings) and the University's Coronavirus FAQs click here . Risk assessment shared and an electronic copy is available at https://intranet.birmingham.ac.uk/staff/coronavir	4	3	12	Y		4	3	12			



us/phased-campus-reopening-building-risk-assessments.aspx

Workplace controls put in place to reduce risk of exposure to COVID 19 are documented in and disseminated to employees through Line Managers and Site inductions 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 email 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.nth.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf>

<https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/stress-management-guidance.aspx>

Managers hold regular informal discussions and have scheduled a centre wide initiative with their team, looking at ways to reduce causes of stress.

Concerns on workload issues or support needs are escalated to line manager through team specific mechanisms.

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](#) (i.e. those previously advised to shield) is available [here](#).

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



				<p>that require them including disabled workers being put at a disadvantage.</p> <p>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 or relevant employer organisational resources for support and / or a referral to occupational health has been made using a standard Management Referral available via the HR Portal.</p> <p>Employees are made aware of support mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, employer communications and University webpages:</p> <p>Working on campus (birmingham.ac.uk)</p> <p>https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx</p> <p>https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx</p> <p>https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx</p>											
Biological	Virus transmission in the workplace	Staff, Associates, Visitors, Contractors	Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.	<p>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 employer guidance.</p> <p>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.</p> <p>Managers/supervisors keep track of when staff and students can return to work/campus after the self-isolation period.</p> <p>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.</p>	3	4	12				3	4	12		



				<p>The University's On-line-materials for returning to campus combination of the guidance and videos have been provided for all University staff working in University buildings and required to complete if they attend campus.</p> <p>Un-essential trips to other sites are discouraged.</p>											
Environmental	Virus transmission in the workplace due to contact with other people	Staff, Associates, Visitors, Contractors	Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.	<p>Workplaces and routines changed to reduce the number of people staff come into contact with including:</p> <ul style="list-style-type: none"> • Flexible working arrangements allow for arrival and departure times to be staggered, with employees using entrance doors / lockers etc. at different times. • Shift working. • Site attendance strictly controlled by site security/concierge desk. Visitors/Contractors require Leadership team approval and an access card issuing to proceed beyond reception. Work located to reduce contacts. Desks are arranged so that any face-to-face arrangement is across the width of two desks. Display Screen Equipment (DSE) assessments reviewed and revised. Standard desks are 160cm in length, arranged to maximise the distance between side to side working locations where practical. • Screens are used to separate people from Concierge/Security. • Back-to-back or side-to-side working (rather than face-to-face) is encouraged. • An additional Welfare area has been added for serving hot food or drinks have been assessed in accordance with government guidance to reduce the number of people being able to congregate. All users are encouraged to wash or sanitise their hands regularly. • Periodic campaigns on appropriate behaviours to avoid virus spread are displayed throughout the centre. • Cleaning materials are available to clean workspaces /equipment before and after use. • Outside seating areas (with some heating provision) available for breaks. • Toilets have a lockable outer door to allow employees to solely use the facility if they wish. 	3	4	12				3	4	12		



				<p>A record of arrival and departure times for every individual attending site is retained for >21 days. 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.</p> <ul style="list-style-type: none"> COVID-19 related arrangements have been co-ordinated with RR & MTC representatives as key stakeholders in HTRC. These measures are monitored by the site SPOC / Operations Director. <p>Managers perform frequent evaluation against social contact controls, including regular safety walks.</p> <p>Near-miss (S.T.O.P) reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.</p> <p>No working in close proximity (as defined by government guidance) 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 unless the work is Signed off by a RA signatory using form HTRC-FOR-226.</p> <p>The High Temperature Research Centre falls under Government Guidance for Offices, Factories, Labs. It does not fall under the definition of an educational setting in Government Guidance. However please note that, the University strongly recommends individuals (including staff, students, visitors and contractors), unless exempt, wear face coverings inside all University buildings. This includes all corridors, circulation spaces and communal areas, all mixed-use office spaces when moving around, all teaching and learning settings, all study spaces and all libraries.</p> <p>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.</p>													
Biological	Suspected or known case of COVID-19	Staff, Associates, Visitors, Contractors	Exposure to respiratory droplets carrying and	Response plan in place in the event of a confirmed or suspected case of COVID-19 and communicated and includes:	3	4	12					3	4	12			



			<p>contact with an object that has been contaminated with COVID-19.</p> <ul style="list-style-type: none"> • 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 site attendees 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 their employer's process. • The area will be cleaned in accordance with the specific Government guidance • Provision and monitoring of adequate supplies of cleaning materials are in place. • Team briefed on actions to be taken in the event of someone being suspected of having COVID-19. • Single point of Contact, (SPOC), named to liaise with the University and PHE in the event of an outbreak. • Outbreak plan defined within document HTRC-FOR-241. • Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance with the HTRC guidance provided. <p>Employees to follow the Government advice: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</p> <ul style="list-style-type: none"> • Line managers will 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 their employer's process. • Individuals will be told to isolate because they: <ul style="list-style-type: none"> ○ 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 													
Biological	Someone entering the workplace	Staff, Associates, Visitors, Contractors	Exposure to respiratory droplets carrying and contact with an object that	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.	1	4	4				1	4	4			



	with COVID-19		has been contaminated with COVID-19.	<p>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.</p> <p>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 and 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</p>											
Environmental	Virus transmission in the workplace	Staff, Associates, Visitors, Contractors	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.	<p>Individuals have been instructed and are regularly reminded through signage, induction and other communications 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/</p> <p>Soap and water, hand drying facilities, hand cream and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building and in prominent cleaning stations throughout the centre. 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 via induction and town hall on the importance of keeping surfaces and work equipment clean.</p> <p>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.</p> <p>Facilities are kept well ventilated, ensuring mechanical ventilation works effectively and opening windows and vents where possible.</p>	3	2	6				3	2	6		



				<p>Cleaning for busy areas in the building has been enhanced.</p> <p>Sharing of equipment is restricted where possible and cleaned before and after use.</p> <p>Objects and surfaces that are touched regularly such as door handles and keyboards, are cleaned frequently using cleaning materials provided whilst making sure there are adequate disposal arrangements.</p> <p>Appropriate fire doors are held open with a mechanical device kept open to prevent multiple people using door handles.</p> <p>Use of hot desks is minimised, with desks & workstations being cleaned by users between different occupants.</p> <p>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. Work areas and equipment are cleaned between use using usual cleaning products. Storage for workers is provided for clothes and bags and staff to use them.</p>											
Organisational	Exposure to Existing Hazards	Staff, Associates, Visitors, Contractors	Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures	<p>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.</p> <p>PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis.</p> <p>Emergency Procedures reviewed and revised including:</p> <ul style="list-style-type: none"> ● Fire procedures: 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 or HSE, and first aid information including the 	2	2	4				2	2	4		



				<p>location of first aid kits and first aider contact information up to date.</p> <ul style="list-style-type: none"> ● Hygiene: People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands. <p>Daily reviews and updates to ensure supervision & key H&S roles are in place - Safe to Operate Checklist HTRC-FOR-225.</p> <p>Risk & Opportunities Matrix (HTRC-INF-043) has been updated to assess business continuity and disaster recovery factors relating to Covid-19 implications.</p>											
Organisational	Travelling to work	Staff, Associates,	Exposure to respiratory droplets carrying COVID-19.	<p>Individuals travelling to University premises or on behalf of the University are encouraged to follow the Government's safer travel for passengers to help them stay safe, and protect others by controlling the spread.</p> <p>Where people are travelling together in any one vehicle, they are encouraged to:</p> <ul style="list-style-type: none"> ● use fixed travel partners ● 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. 	3	2	6				3	2	6		
Environmental	Ventilation	Staff, Associates, Visitors, Contractors	Exposure to respiratory droplets carrying COVID-19.	<p>Ventilation systems are maintained in line with planned and preventative maintenance schedules, including filter changes.</p> <p>An assessment of the ventilation in the building, and where necessary individual areas/rooms, has been undertaken</p> <p>Mechanical ventilation has typically been set at maximum fresh air settings and operate at extended periods.</p> <p>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 Facilities Maintenance.</p>	3	1	3				3	1	3		



Core strategy based on [CIBSE Covid-19 Ventilation Guidance](#), [HSE guidance](#), [Government](#) 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>

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>

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.

$$\text{Risk Level} = \text{Consequence / Severity} \times \text{Likelihood (C x L)}$$

	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.