[[1]](#footnote-1)

GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site | | **Edgbaston Campus** | | | | **Department** | | | | **Workplace Wellbeing** | | | **Version / Ref No.** | | | **2** | | | |
| **Activity Location** | | **13 Pritchatts Road** | | | | **Activity Description** | | | | **COVID-19: Building Risk Assessment. 13 Pritchatts Road accommodates Safety Services and Wellbeing Services.** | | | | | | | | | |
| **Assessor** | | **Celia Smith** | | | | **Assessment Date** | | | | **13/04/21** | | **Date of Assessment Review** | **Monthly team meetings** | | | | | | |
| **Academic / Manager Name** | | **Cheryl Rogers**  **Philippa Hawkins** | | | | **Academic / Manager Signature** | | | | **A picture containing game, basketball  Description automatically generated** | | | | | | | | | |
| 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 | Anxiety and stress caused by concerns around returning to work and studies on Campus | There are formal and informal mechanisms in place to ensure all Workplace Wellbeing staff are kept in the loop, receive timely information and have the opportunity to provide feedback i.e.   * One to Ones * Workplace Wellbeing Team Meeting * Safety Services Team Meeting * Wellbeing Services Team Meeting * Ad-hoc discussions when required   All are currently held via zoom, teams, phone calls and emails.  Staff are also fully briefed and kept up to date with current advice on staying protected through the University internal comms, e-mails, and can refer back to the on line Return to Campus Canvas Course [click here](https://canvas.bham.ac.uk/) and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  An electronic versions of this risk assessment and future revised versions will be saved on the N/drive and on the staff intranet link via: <https://intranet.birmingham.ac.uk/staff/coronavirus/phased-campus-reopening.aspx>  An assessment of the building along with a review of working practices has been undertaken and additional controls have been put in place to reduce the risk of exposure to COVID 19.  The measures taken follow the;   * ***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>   * ***COVID-19: Building Risk Assessment for 13 Pritchatts Road* (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. <https://www.hse.gov.uk/stress/>  Staff, through the team meetings, daily briefings, this risk assessment and the online canvas course have been made aware of supportive mechanisms available (e.g. counselling, occupational health, HR etc.) and have been reminded through the team meetings along with the following links.  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/employee-assistance-programme-eap.aspx | | 3 | 1 | 3 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Psychological well being | | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Regular informal discussions are held by both Service Managers with their respective teams and with individual members of staff through monthly team meetings, monthly supervisions and ad hoc meetings to discuss pressing issues, individual matters, plan work, identify responsibilities, keep everyone abreast of changes, giving everyone the opportunity to look at ways to reduce stress and to speak up if anyone is feeling stressed. There is also an open door policy in place for staff to raise concerns with managers as they arise and signposting is in place to external means of support via the intranet  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf>  Managers have identified team members that are in vulnerable groups or considered to be in ‘at risk’ groups and have held discussions with those individuals through one to one meetings and have agreed the measures to follow to protect them including continuing to work from home.  Staff have also been advised, through the online induction, and have been advised though the team meetings to speak to their line manager if they fall into one of the vulnerable/at risk groups at any time or if they have concerns regarding working on campus and where necessary an occupational health referral will be made using the Occupational Health Referral for Covid-19 Assessment Form.  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  As of 13/04/21 staff in vulnerable/clinically extremely vulnerable groups including   * Staff who were previously advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) ***not*** to work on campus, have had arrangements made to ensure they do not return to working on campus until such time as advised by Occupational Health. * 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), have had arrangements made to work from home, where possible, for the duration of the roadmap as per the Government advice. Where this is not possible, managers have discussed possible options with the individuals regarding working on campus. Prior to working on campus, staff in this category have been referred to Occupational Health for review using the specific Covid-19 Occupational Health referral form available [here](https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx). Employees invited to return back to work on Campus who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor by either using the [University’s Covid-19 Return to Campus Discussion Form](https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx) or an alternative method whereby concerns have been formally recorded and where necessary an occupational health referral has been made using a standard Management Referral available via the HR Portal. | | 3 | 1 | 3 | | Yes |  | |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | | Staff/Contractors/ Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | A ***Social distancing Building checklist***has been completed for 13 Pritchatts Road which has identified the actions required to reduce the risk of workplace infections and has been shared with staff.  Staff are working using the mixed model of site and home based as agreed with their line manager, in line with Government and University guidance.  Managers/supervisors will ensure staff with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19 and staff have been reminded of this through the team meetings.  Managers/supervisors will maintain records and keep track of when staff can return to work after the symptom free period.  Regular access to the Lateral Flow Device screening tests provided to staff who are coming onto campus and who could be asymptomatic.  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 confirmed as completed by all staff within Workplace Wellbeing.  Staff from other departments accessing 13 Pritchatts Road such as cleaning, Estates and departments will receive a building specific induction prior to attending site. This induction will be shared and the person arranging access will be responsible for going through it with the relevant department and briefing them on procedures to the building.  Schedules for services and contractor visits have beenrevised by the admin team with the aim of reducing interaction and overlap between people. Only work authorised and approved by the Government and University will be permitted  Staff have been advised not to make any non-essential trips across the university and to use zoom/teams for meetings | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | | Staff, students, contractors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Staff have been instructed that only work as authorised and approved by the University/government can be undertaken.  A review of work practices has been undertaken. Workplace routines have been changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded including:   * Changes to core working hours have been made, particularly for staff that still have to use public transport or are avoiding its use, with a mixture of onsite work and working from home * Team briefings will continue to be held electronically. Any face to face meetings on site will be held within the training room or outside where a distance of 2 metres can easily be met or where site visits are required ensuring that at least 2m social distancing is maintained. * A reduced number of staff will be working in 13 Pritchatts Road so crowding at entry/exit times will not be an issue. * A review of staff working patterns has been carried out in order to meet national guidelines and continue to deliver services. * There will be one person allowed in the radiation lab at any one time and the clinic will only be controlled by the clinicians following the Occupational Health risk assessment for clinical work. * Individual jobs have been looked at and a reduction in required time on site and interacting with others has been made i.e. only working on site in accordance with the agreed schedule and allocated days and where work is required including undertaking clinics and site visits.   A temporary record of attendance in 13 Pritchatts Road, shift patterns and teams will be maintained for 21 days by each Service in order to help maintain clusters and outbreaks and assist the University with any requests for trace and test data. Where staff act as host the name, date of visit and contact details of their visitors will also be logged with admin.  The NHS QR code test and trace app is displayed in reception for staff and visitors to scan using the Covid19 app  Access to 13 Pritchatts Road is controlled via swipe access so it is highly unlikely that anyone would unintentionally gain entry.  Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry. The occupational health clinic has a separate risk assessment in place, the measures taken are included within the building checklist which have been shared with staff.  (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)).  Training sessions will be carried out via eLearning, Teams or Zoom.  A one-way flow systems is in place, a plan of which has been circulated to staff. Posters are also in place to remind staff.  To promote the 2m social distancing rules   * Signs are on doors to show the capacity of the room. * A screen with an A4 slot has been put up at reception * Where staff will sit within the shared office on the first floor has been taken into account when organising bubbles to ensure social distancing. * Specific working locations and practices have been introduced to separate the Occupational Health and Safety Services Teams when working in the building. This includes the Occupational Health Team working on the ground floor only except for when accessing the lockers in the Small Meeting Room on the first floor and Safety Services working on the first floor except for when accessing welfare facilities on the ground floor. * The training room is set up to adhere to 2m social distancing and a sign put on the door stating capacity. No face to face training is currently being provided. * Access and egress from the admin office is through the door leading to the stairs, no entry/exit signs in place on the door leading to the kitchen from the admin office. * Toilets are a one in one out, knock before accessing. * Staff have been reminded through the team meetings to remain on-site bring their own lunch and, when not possible, maintain 2m social distancing while off-site. * There is a bench in the front and back garden for use by staff. * The kitchens are a one out one in policy with signage on the door and knock before accessing. Each team has been allocated a kitchen for their use. Occupational Health use the main kitchen adjacent to the admin office and clinic rooms. Safety services use the rear kitchen adjacent to the training room and the lab. * Wipes are provided in all offices and kitchens. * Staff reminded to wipe down frequently touched surfaces via team meetings * Information on the correct handwashing techniques is displayed in kitchens and toilets.   There is no waiting in reception, visitors will remain outside until collected by their host.  The electronic visitor touch screen management system will not be used.  A risk assessment is in place for the collection of radiation parcels and monitors to reduce the need for visits and staff who visit will be briefed on the process prior via email i.e. staff will be instructed to report to the main entrance and then will be directed to the entrance to the lab where they will stand 2 metres from the door (signed).  Visitors to the clinics will be collected by the clinician and directed to the clinic whilst maintaining 2 metres.  Staff will be reminded during team meetings that visits to the building can only happen if the visit cannot be carried out via zoom/teams etc if they are a host they are responsible for briefing visitors on procedures to the building prior to and on arrival.  At 13 Pritchatts there is:   * A one-way system on the ground and first floor * A give way system on the stairs leading up to the second floor   Staff have been informed via the team meetings and displayed notices to announce themselves prior to using the flight of stairs leading to the second floor.  Additional signage is in stairwells reminding staff about direction.  Wash hands / use hand sanitiser on exit from stairwell on the first floor and on the ground floor by the training room and also in reception.  There will be no large gatherings within 13 Pritchatts Road in line with national guidelines.  Managers and Peers will continuously assess controls and have been briefed to challenge any slip in standards and report any concerns through email or during one to one /team meetings. There are also posters displayed to encourage reporting of breaches.  Social distancing guidelines cannot be followed in full at the reception area therefore a screen has been fitted.  A task specific risk assessment has been carried out for occupational health tasks that are being undertaken. Mitigating actions include:   * Further increasing the frequency of hand washing and provision of hand sanitiser and surface cleaning * Keeping the activity time involved as short as possible. * Using back-to-back or side-to-side working (rather than face-to-face) whenever possible, * ‘Fixed teams and partnering’ is in place (so each person works with only a few others). * Windows in the building will be opened by the first member of staff arriving. * 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 unless the work is in the clinical settings for the Occupational Health clinical services where there is an activity specific risk assessment and PPE is provided for individuals undertaking this.     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 is displayed in reception and the toilets.  PPE is provided for the clinicians, lockers are provided for the clinicians, this is situated on the first floor.  Clinicians have received training on what PPE is required i.e. gloves, surgical masks, aprons, Face Shield, and the correct donning/doffing of PPE through their line manager. In all instances 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).  Staff have been advised via team meetings and through this risk assessment that, unless exempt, face coverings must be worn at all times inside University buildings except where there is reasonable justification for not wearing them e.g. in single occupancy rooms and in multi-occupancy staff workplaces where there is over 2m social distancing between staff and good ventilation. 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 via email and through *the risk assessment* 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 * avoid wearing on your neck or forehead * avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus * change the face covering if it becomes damp or if you’ve touched it * avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering buildings)   When removing a face covering:   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing * only handle the straps, ties or clips * do not give it to someone else to use * if single-use, dispose of it carefully in a residual waste bin and do not recycle * if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed. | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | | Staff, contractors, students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Staff briefed on the response plan in place in the event a confirmed or suspected case of COVID-19 which 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 cleaning team will be contacted and 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 will be undertaken by the Admin Team Leader staff must report if any items are running low. * Team briefed via the team meetings on actions to be taken in the event of someone being suspected of having COVID-19. * Staff have been instructed to tell their line manager if they develop symptoms and follow the University’s absence reporting procedures * Employees briefed 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 [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * If multiple cases of coronavirus appear in 13 Pritchatts Road, 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. * Staff briefed in team meetings and told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + are a member of the same household as someone who has symptoms or has tested positive for coronavirus   + have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | | Staff, contractors, students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who attend or work in the building will be requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.  Anybody visiting 13 Pritchatts Road 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 whilst at 13 Pritchatts Road with suspected COVID-19, they will be sent home in accordance to their company’s and University guidance. Both Managers will follow the NHS Test and Trace workplace guidance for any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | | Staff, students, 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. | Posters are in place to instruct and remind staff to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance, staff have also been reminded in the team meetings;  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Soap and water and hand sanitiser are provided in the kitchens, toilets, lab, clinics, top of the stairs, by the downstairs photocopier and by the training room.  Individuals have been informed at the team meetings to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.  To help reduce the spread of coronavirus (COVID-19) staff have been reminded, through the team meetings 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 13 Pritchatts Road has been undertaken by Cleaning Services, wipes will be provided within all offices. Staff have been briefed through the team meetings on the importance of keeping surfaces and work equipment clean.  Access to the lab and clinics is by authorised staff and access is controlled by key.  Staff have been reminded not to share items i.e. pens, stationary etc. via team meetings  Wipes are available and staff briefed to wipe down frequently touched surfaces regularly and dispose of the wipes in the general waste straight away, staff also briefed to empty office bins into the main kitchen bins at the end of each day (cleaning staff do not do this).  Staff have been instructed, that internal doors that **are not** signed as fire doors (unless held open with a mechanical device) can be kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles.  There will be no hot desks. Wipes will be available in the training room, staff havebeen briefed to wipe down pre and post use.  Staff reminded to clear their desk-tops at the end of the day.  Staff have been informed personal items cannot be delivered to work. Post deliveries will be organised through the admin team. Any one receiving post must put it in the relevant pigeon hole and wash/sanitise their hands immediately. Post should be opened and package disposed of in general waste and hands washed immediately after touching. If post is put on to surfaces these must be wiped down. Post for radiation and the clinics have been addressed through their risk assessments.  Everyone encouraged, in the team meetings, 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.  All staff have lockable pedestals to put personal items in and additional lockers have been provided for the clinicians.  Arrangements have been put in place for the uniforms used by the clinicians to be laundered by an external company. Staff have been briefed of the process.  Supervision arrangements and monitoring will be carried out through observation of working practices by the relevant managers/assistant managers within each bubble.  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 staff reminded to avoid direct personal contact with others i.e. shaking hands etc. | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | | Staff | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | Existing risk assessments covering, radiation deliveries/collections, radiation lab work, occupational health clinics, clinical work, lone working and fire have been reviewed taking into account Covid-19 by the relevant responsible person for that area and made available to relevant staff.  Lone working will only be permitted for work which is low risk and in low risk environments e.g. carrying out office work in 13 Pritchatts Road. Fire procedures have not changed.  Wellbeing Services 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 and lockers organised to provide individual storage arrangements. The taking of PPE home is not permitted.  Staff briefed during the team meetings and this risk assessment on the reviewed Emergency Procedures including:   * **Communication**: In a real emergency situation the action to keep yourself safe will outweigh the need to stay 2 metres apart. * **Fire** **Procedures**: The fire procedures remain the same, when the alarm sounds leave the building by the nearest exit, hosts are responsible for evacuating their visitors, go to the muster point and contact security. (if safe to do so maintain social distancing) * **First Aid:** First aid boxes are situated in the main kitchen, the admin office and the first floor office. In the event of a first aider not being present contact security (0121 4144444), if the incident is an emergency contact the emergency services first and then security. All staff have received first aid guidance N:\HSU\Current\[Covid19](file:///N:\HSU\Current\Covid19)  delivering first aid during the covid 19 pandemic. First aid incidents (arising out of clinical procedures) are covered in the Clinical Activities risk assessment. * **Hygiene:** Washing facilities with soap/gel available. People involved in the provision of assistance to others have been informed and reminded, to pay particular attention to sanitation measures immediately afterwards including washing hands.   Security implications of changes made to operations and practices in response to COVID-19 to National Government requirements, have been consideredand no mitigations have had to be introduced for any new or altered security risks.  Staff briefed on the Business continuity and disaster recovery plan for Workplace Wellbeing Services during team meetings based on COVID-19 implications including the contingency plan for a possible switch back to local or national lockdown.  Staff briefed at team meetings, that life-saving rules, will continue to be governed, enforced and communicated during COVID-19 especially during any Local or National Government lockdowns and staff must speak up if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | | 2 | 2 | 4 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | | Staff/ delivery drivers | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the unit so that social distancing can be maintained at all times has been considered.   * All deliveries to the radiation lab will be directed to the lab door and drivers have been asked to maintain their distance, this will be reinforced through signage. * Staff organising deliveries/collections will be briefed via e-mail * Minimise contact by using electronic booking and receipt options where possible * Order larger quantities less often. * Use electronic paper-work where possible, where not possible wash hands immediately after contact with paper-work. * Arrange for contactless delivery and receipt confirmation where possible. * Where possible strip deliveries of all packaging (which is disposed of). * Where possible deliveries to be put in the corner of the relevant room i.e. lab, training room, office etc. with a notice on and remain untouched for 48 hours. | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Inside 13 Pritchatts Road there is signage to warn on entering this building social distancing is in place.  There is signage in the reception and toilets advising individuals to wash their hands regularly and not to touch their face.  There is a one-way systems in force in the building.  Access is controlled via the swipe system at all times. | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Travelling to work | | Staff | Exposure to respiratory droplets carrying COVID-19. | Staff reminded through the team meeting, to avoid public transport where possible and use alternatives e.g. cycling, walking to work etc. Where staff are not able to avoid public transport they are directed to the 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>  There are sufficient parking spaces and cycle racks on campus to support social distancing. | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | | Staff/students/contractors/ visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Staff have been reminded clean Equipment and surfaces that are touched regularly using the wipes or sanitiser that is available. | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Ventilation | | Staff/students/contractors/ visitors | Exposure to respiratory droplets carrying COVID-19. | Staff reminded in team meetings and through the Ventilation Instruction posters that the first person to arrive must open the windows in their area and communal areas and if you are last to leave check your area and the communal areas to make sure they are closed.  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](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/improve-natural-ventilation.htm) alongside heating systems to maintain a reasonable temperature in the workplace. | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
|  |  | |  |  |  | |  |  |  | |  |  | |  |  |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

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

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

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

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

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

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

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

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

1. [↑](#footnote-ref-1)