GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | **Winterbourne House & Garden**  | **Department** | **Winterbourne House & Garden, Campus Services** | **Version / Ref No.** | **V4-2**  |
| --- | --- | --- | --- | --- | --- |
| **Activity Location** | **As above**  | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment - opening of garden to staff, student and members to visit** |
| **Assessor** | **Lee Hale**  | **Assessment Date** | **15/01/21** | **Date of Assessment Review** | **Continuous** |
| **Academic / Manager Name** | **Einita Suman**  | **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 / Students/ Visitors/Volunteers | Anxiety and stress caused by concerns around returning to work, visiting and studies on Campus | Regular communication is in place (individual and group) via *team meeting, one to one meetings, health and safety committees/forums, email and messaging* to ensure staff and students are not ill-informed about returning to work safely.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, health and safety committees/forums, email and messaging* and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx):Risk Assessment shared and copy is available at: N Drive- Botanic Garden – Risk Assessment – Covid 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, students and visitors***
* ***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 via *induction,* *team meeting, one to one meetings, health and safety meetings* of guidance available in relation to this: <https://www.hse.gov.uk/stress/><https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx><http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf>Volunteers whose roles are essential to the operation of the site are briefed by Line Managers/Volunteer Coordinator on all COVID-19 measures in place. Volunteers whose roles are not essential are not working on site until restrictions are lifted. Regular contact and updates, and suggestions for remote volunteer activities, are in place to mitigate any stress caused by the suspension of their volunteering activity.  | 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 *using 121 and team briefs.* 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 121 meetings and job chats.*Staff/students who *should not* under any circumstance work on campus have been identified and managers/supervisors have discussed alternative arrangements with them to ensure that they do not return to work on campus. Staff who *should not* under any circumstance work on campus include:* Any member of staff who has been through a return to work on campus assessment and has been advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) not to travel to work on campus.
* Staff in the clinically extremely vulnerable category (those shielding) for whom current guidance is that they should not to travel to work, even where their work cannot be undertaken remotely.

<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>Employees who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.<https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx><https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx>Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage. Employees who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.<https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx><https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx>Employees are made aware of support mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, internal communications and University webpages: <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx><https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx><https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>This link is for students:<https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx> | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Staff, students, visitors, volunteers | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Building checklist*** *for Winterbourne* has been completed to identify the control measures to consider reducing the risk of workplace infections.Staff to work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance. Managers ensure staff with any form of illness do not attend work until the illness has been verified as not being Covid 19.Managers/supervisors keep track of when staff and students can return to work after the symptom free period. Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus.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 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. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| EnvironmentalEnvironmentalEnvironmentalEnvironmentalEnvironmental | Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing  | Staff, studentsVisitors, volunteers  | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Only essential work authorised and approved by the Government and University is permitted in University buildings. 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.
* Changes to core working hours.
* Amended shift routines, staff handovers and team briefings.
* Staff have been separated into teams to reduce contact between employees.
* Job and location rotation reduced.
* Volunteer attendance reduced to a minimum, attendance staggered and separate recreation area provided

To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams and attendance in the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry which are included in the ***Social distancing: Winterbourne 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)). One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining social distancing two metres distance throughout the building/workplace.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 and building managers and occupants informed of when the visits will take place and which services are being maintained Only essential work authorised and approved by the Government and University is permitted in University buildings. To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams and attendance in the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry which are included in the ***Social distancing: Winterbourne 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)). One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining social distancing two metres distance throughout the building/workplace.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 activities are segregated to promote 2 metres distance including: * Work stations moved or staff relocated. Provision of additional screens where needed to segregate people. 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, meeting rooms, seminar rooms and laboratories.
* 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 2m 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 hand after use. Additional signage for the correct method for handwashing displayed.
* Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). Smaller facilities have a one out one in policy. Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition.

Clear method of socially distancing of staff and visitors in reception areas defined and implemented including:* Queuing systems or processes
* 2m spacing in waiting and reception areas
* Electronic visitor management system in place.

Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option visitor arrangements have been revised to ensure social distancing and hygiene at all times.All corridors are :* Marked in areas to ensure social distancing is adhered to (lines on floor 2m apart).
* Have a one way system around the building.
* Corridors that are 1.5 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 signed displayed informing people to use the stairwells rather than lifts unless they difficulty using the stairs. The maximum occupancy of the lift has been reduced to one unless a user of the lift has a carer in which case it is 2*.* Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.There are designated stairwells for going up and a designated stairwell for coming down, this system will be enforced.Buildings with a single stairwell or stairwells over 2m are separated down the centre to try and achieve social distancing. This has been done by the use of posters and tape. Building users using these stairwells have been informed to announce themselves prior to use and to keep to the left.Additional signage in stairwells reminding staff about social distancing.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. Managers perform frequent evaluation against social distances controls. *– regular on site inspections* Staff are reminded *email, 121 team briefs* on a daily basis 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, 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).
* Re-engineering the technical activity.
* 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 essential such as in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services where there is an activity specific risk assessment and PPE is provided for individuals undertaking this work.

Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside all University buildings at all times except for in single occupancy rooms. 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, unless exempt, are required to wear face coverings, in all University learning environments, where the use of the face covering does not impact teaching and learning. Information provided in the University and local communications and signs displayed informing people of the mandatory requirement to wear a face covering within the building.Individuals have been reminded through *Team brief* 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

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. PPE is provided for individuals.All staff have branded UoB washable face masks that should be worn in all areas where visitors are required to wear masks and also in areas where social distancing cannot be maintained. Adequate training has been provided on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), 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). Alcohol wipes and a cleaning regime have been developed for those who have to utilise shared electronic equipment, tills, PDQs etc.,A one way entry and exit system has been put in place for visitors.Entry is via House Reception, (main house remains closed) and exit through unmanned Printing Press gates. Toilets available on site.The Shop and Bookshop have suspended trading for the lockdown period as non-essential outlets.There are capacity signs at the entrance to all indoor areas and where masks are required. The exhibition room and the Printing press are closed to minimise touch points. The Glasshouses are closed in line with Government restrictions.Visitors are provided with a map on entry containing access/entry/ one way systems and guidance relating to social distancing, closed buildings and hygiene.Numbers on site are limited to 250 and monitored by the VS team. The tea room is closed during the lockdown period as per Government restrictions.Signage in all areas; reinforcing the need to social distance. Regular cleaning checks are scheduled throughout the day, ensure signage and hygiene products are available. Single cubicle use is in place in all toilet facilities. There is an enhanced cleaning regime.Screens are in place at Reception. Staff are required to wear masks when working behind the Reception screen..Mobility scooters available for use will be subject to strict cleaning regime and limited to one booking per day.Events are currently cancelled.Ensure adequate comms are maintained to reinforce site restrictions on website and social media platforms. The playground area will cordoned off with signage that it must not be used. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Biological Biological | Suspected case of COVID-19 Suspected case of COVID-19  | Staff/students/visitors/volunteers | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event 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 sanitiser after someone with suspected 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 (including touchpoints)
* 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 via email
* 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 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 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>
* 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).
* Line managers hold discussions with their staff to identify those considered in ‘at risk’ groups - which include those who are 70 or over, have a long-term condition, are pregnant or have a weakened immune system, or are living/caring for someone in these groups and will ensure additional measures are put in place to protect them including working from home.
* Staff have been encouraged to download the government COVID-19 contract tracing app.
 | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Staff/students/visitors/volunteers | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. Services are working with the University’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures. Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s 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 |  |  |  |  |  |  |  |
| EnvironmentalEnvironmentalEnvironmentalEnvironmental | Virus transmission in the workplaceVirus transmission in the workplaceVirus transmission in the workplaceVirus transmission in the workplace | Staff/students/visitors/volunteers | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors.Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | Individuals have been instructed and are regularly reminded via internal comms and posters to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>Posters are displayed around the workplace including in welfare facilities.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 where they will be seen, including staff rooms, offices.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 of the public health advice:<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination has been undertaken. Cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed on the importance of keeping surfaces and work equipment clean. Exclusive entry/exits points in place for personnel working in high-risk areas, such as mechanical test sites and wet labs designated. Alternatives to touch-based security devices such as keypads provided.There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards. Sharing of equipment is restricted where possible and cleaned / disinfected before and after use. Objects and surfaces that are touched regularly are cleaned frequently, 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. Use of hot desks and spaces avoided and, where not possible e.g. training facilities, workstations are cleaned between different occupants including shared equipment.There is clear desk policy in place to reduce the amount of personal items on desks and work benches to be practiced when the space is in use or not in use.There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.Everyone is encouraged to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared machinery handles etc before after and during work. Staff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.More storage for workers provided for clothes and bags e.g. lockers and staff encouraged to use them.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 Organisational | Exposure to Existing HazardsExposure to Existing Hazards | Staff/students/visitors/volunteers | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measuresIncreased 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 team briefs that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe.
* **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. All staff are Fire Warden trained. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes.
* **First Aid:** First aid needs assessment reviewed to take into account the impact of any Local or National Government requirements and any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date.
* **Hygiene:** Washing facilities with soap/gel available (see Cleaning below). 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 head of Winterbourne, Visitor Experience or Head gardener 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).People have been made aware that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe.Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to lockdown.Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 especially during any Local or National Government lockdowns in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | Staff/students/visitors/volunteers | 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 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. with additional mitigating measures including the wearing of face coverings,
* 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 | Staff/students/visitors/volunteers | 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 (keep 2m apart).There is signage advising staff to wash their hands regularly and not to touch their face.There is one door for access and one door for egress and one way systems are inforce in the building.Building access control is used during busy spells in the building i.e. one out one in.Controlled access and egress is monitored to ensure it is followed. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff/students/visitors/volunteers | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided.Additional 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>Non-essential travel is not permitted during the National Lockdown period and is minimised at all other times – remote options considered first.  | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | Staff/students/visitors/volunteers | 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 users.  | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff/students/visitors/volunteers | 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. Ventilation systems will be maintained in line with planned and preventative maintenance schedules.General considerations reflected on during reopening of the buildings in relation to the Ventilation and fresh air to occupied spaces. Core strategy based on ‘CIBSE Covid-19 Ventilation Guidance’, REHVA guidance, other industry and HSE guidance. <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>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. CIBSE Covid-19 Ventilation Guidance  <https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ> Ventilation systems are monitored in most cases by building management systems that will raise a fault alarm to Estates automatically. Building users are encouraged where possible to ensure windows are open. | 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.