GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Site | **UNIVERSITY CAMPUS (EDGBASTON)** | **Department** | **School of Physics & Astronomy** | | **Version / Ref No.** | **v 1.0** |
| **Activity Location** | **University Observatory, Wast Hills** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **Affected Groups: Academics (5) PhD Students (8), Professional Services Staff (3), Cleaning Staff 1(), Maintenance Staff ()** | | | |
| **Assessor** | **Tendai Makuwatsine** | **Assessment Date** | **September 2020** | **Date of Assessment Review** | **October 2020** | |
| **~~Academic~~ / Manager Name** | **Emma Melia, Director of Operations EPS** | **~~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/Students | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication for Wast Hills Observatory users is in place (individual and group) via ***email correspondence***to ensure staff and students are not ill-informed about returning to work safely. Staff/Students/Visitors will see signage and posters in the Wast Hills Observatory to assure them of the measures taken to achieve COVID-19 compliance in the building  Advice is shared with staff members. 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 ***virtual team meetings, email briefings from School H&S Coordinator*** and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Risk assessment shared with staff and an electronic copy is available on the ***Teams/Groups’ shared drives and the University intranet, LINK:*** *.*  <https://intranet.birmingham.ac.uk/staff/coronavirus/phased-campus-reopening.aspx>  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 and *the Director of the Observatory.* These include:   * ***Social distancing: General guidance for staff and students*** * ***Social distancing: Buildings adaptations guidance*** * ***Social distancing***: ***Product solutions booklet*** * ***Social distancing: Building checklist*** * ***On-line induction materials for returning to campus***: combination of the guidance and videos.   <https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx>   * ***Return to Campus COVID-19: Wast Hills Observatory 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 the *mandatory building induction,* *team meetings, one to one meetings (all conducted on ZOOM or TEAMS),* 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>  Mandatory Local Induction Course for all users of the building to be conducted by Tendai/Dr Sean McGee. The course will be conducted on Zoom (or TEAMS) and a mandatory sign-in register of attendees will be used. By signing on and attending the course an inductee is affirming that they will abide by the rules of the new way or working. Non-attendance will exclude one from the Wast Hills Observatory Building until the course is taken. Weekly attendance lists will also be checked against the induction attendance register to ensure only those that attended the induction are allowed use of the building. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Organisational | Psychological well being | Staff/Students | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions *on ZOOM (or TEAMS) or using email communications* with their team and look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line managers *in 1-to-1 meetings and/or email communication*  Staff who are in clinically vulnerable groups themselves and identified to be considered in ‘at risk’ groups are encouraged *through Group/Team emails in the School, H&S Coordinator and*  by line managers to discuss their support needs to ensure additional measures are put in place to protect them including working from home.  Staff who are in the clinically extremely vulnerable group may be at high risk of serious illness if they catch coronavirus (COVID-19), must discuss their support needs with their line manager to ensure a specific individual risk assessment is carried out and additional measures are put in place to protect them including continuing to work from home.  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable>  Any existing risk assessments have been reviewed for compliance with the new working arrangements.  Employees who will use the Wast Hills Building already hold permission to access the main Edgbaston campus. Those who have concerns have been advised in the mandatory Wast Hills Building induction to discuss these with their line manager or supervisor using the University’s Covid-19 Return to Campus Discussion Form and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx>  Employees and students 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/Maintenance | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Wast Hills Observatory Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Managers/Academic Leads ensure staff/students with any form of illness do not go for Observing sessions until the illness has been verified as not being Covid-19.  Managers/Academic Leads keep track of when staff/students can return to work after the symptom free period.  The University’s [***On-line induction materials for returning to campus***](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx) combination of the guidance and videos have been provided and completed for all staff returning to work in University buildings*.*  To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and on site induction from the School H&S Coordinator.  Schedules for essential services and contractor visits are conducted during the day to reduce interaction and overlap between people (Observing is a night time activity) e.g,, *carrying out electrical servicing/maintenance during day time hours to eliminate disruption to experimental work*. | 3 | 3 | 9 | YES |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | Staff/Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Wast Hills Observatory routines already ensure room/building capacity is within the social distancing thresholds is not exceeded including:   * *Rotas are created for accessing the Wast Hills Observatory Building and the numbers that can have access to using the equipment do ensure COVID compliance. Team briefings are conducted on online platforms and/or back in the main labs on campus.* * Fixed teams or rota processes in use to ensure fixed social ‘bubbles’   To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams is kept for 21 days.  Work has been arranged so that staff/students are able to maintain the government guidelines for social distancing based on our industry which are included in the ***Social distancing: Wast Hills Observatory 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)).  Two-way flow systems for all parts of the Wast Hills Observatory Building are in use (Wast Hills Observatory has 2 floors (total floor space less than 20 sq. m.) The stairwell has only got enough space for one person at a time. The whole building will have no more than 3 persons at a time. Anyone waiting to use the stairwell will use the STAND HERE sign at the bottom of the stairwell. The 3 persons will already know each other’s whereabouts in any case and are encouraged to ‘shout out’ if they are going to be using the stairs.  Tasks are segregated to promote the 2m social distancing (1m+ with mitigations) rules including:   * 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. * A headcount capacity to ensure social distances standards have been achieved, have been set and displayed in the control room. * Common facility areas (Toilet + Kitchen) only have a capacity of one each. * All users are encouraged at the building induction, reminded at team meetings and each time as they walk past the posted signage to wash their hands prior to using the kettle and to wash their hands after use. Additional signage for the correct method for handwashing displayed. * Users are reminded to leave facilities (Toilet + Kitchen) in a respectable condition at the mandatory induction and using posters on the walls   Visits from Estates/Maintenance are scheduled through the Building Manager and the schedules for cleaning are known/established. These measures are monitored by the Building Manager and where necessary concerns fed back to the third party manager e.g. Legionella water tests/inspections – Estates Maintenance Officer, Cleaner – Campus Services Domestic Manager.  Signage in all round reminding staff about social distancing.  Line Managers/Academic Leads only allow access to Wast Hills Observatory against social distances controls, signing out keys only to those authorised to go to the Observatory Staff are reminded (*using posters on the walls)* all the time of the importance of social distancing both in the workplace and outside of it.  Near-miss reporting is encouraged at the mandatory Wast Hills Building induction (and the subsequent Q&A sessions) to identify where controls cannot be followed or people are not doing what they should. Building users are also reminded they can use the existing Accident/Incident Reporting Form for near misses.  Where the 2m social distancing guidelines cannot be followed in full in relation to a particular activity (e.g. moving furniture, Observatory equipment), *the Line Manager/Academic Lead will give* consideration as 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 will include any of the following that is appropriate for the task:   * Further increasing the frequency of hand washing 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. * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others). * Improving ventilation by re-organising the indoor space to optimise the ventilation available. The door coming up the short stairwell to the control room will be left open during the session. The DOME is also open during Observing thus allowing greater air dilution within the Observatory * Re-organising pedestrian flows. * PPE consisting of face masks and/or a clear visor that covers the face, and provides a barrier between the wearer and others, to be provided if deemed unavoidable for staff to work in close proximity for an extended period of time (the majority of the working day). Re-usable visors (which remain only for individual personal use) are cleaned and sanitised by the user using normal cleaning products. * Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside University buildings where 2m social distancing isn’t possible and cannot be maintained. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering within the building.   Individuals have been reminded through the mandatory induction and also through the posters on the walls to use face coverings and safely practise hand hygiene including the following:   * wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it * when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands * change your face covering if it becomes damp or if you’ve touched it * continue to wash your hands regularly * change and wash your face covering daily * if the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste * practise social distancing wherever possible   Hygiene guidance given at mandatory induction such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.  Adequate training has been made available on what PPE is required (i.e. disposable nitrile gloves, face masks) Government advice is followed:  <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  PHE quick guides for correct donning and doffing of PPE for [non-AGPs.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures). 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).  Face coverings are not PPE and latest guidance advises wearing these in common areas and where 2 meters social distancing is not possible. The University mandates use of face coverings in all communal areas and is offering all individuals on campus a washable face covering. | 3 | 3 | 9 | YES |  |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | Staff/Students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event of a confirmed or suspected case of COVID-19 and communicated and includes:   * If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. If any students appear unwell or make a comment or complain to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow the University and Government advice on self-isolating and taking a COVID test. The responsible academics for the Observatory (in the case of the students) or line managers (in the case of staff) will immediately inform the School Operations Manager (Anna Jenkin) and/or School H&S Coordinator (Tendai). In the event of the COVID test turning out positive, the Observatory will be shut down and managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * The area will be cleaned in accordance with the specific Government [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) and includes:   + Cleaning an area with validated disinfectants after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people   + The Observatory will be closed and secure for 72 hours, before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours   + Disposable gloves, masks and aprons will be worn for cleaning. These will be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished   + Once symptomatic, all surfaces that the person has come into contact with will be cleaned with validated disinfectants (including touchpoints) * Provision and monitoring of adequate supplies of cleaning materials are in place and these will be available from Physics Stores * Team briefed *at local Group/ Team Level induction* on actions to be taken in the event of someone being suspected of having COVID-19. * Staff/Students must tell their line manager/supervisor if they develop symptoms. Absence will be managed in accordance to the University guidance provided. * Employees/Students to follow the Government advice: <https://www.gov.uk/coronavirus> * Line managers/PI’s/Academic Leads will maintain regular contact with staff members/students during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep School Operations Manager/ Head of School/ School H&S Coordinator/Senior Tutor informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * If an individual tests positive for COVID-19 this will be managed in accordance with the University’s Outbreak Management Process which is triggered by Head of School and School H&S Coordinator being informed of a positive test result within the School. * If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance. * Individuals will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + are a member of the same household as someone who has symptoms or has tested positive for coronavirus   + have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> | 3 | 3 | 9 | YES |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Staff/Students/Contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Outside Companies who attend or come to work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.  Procurement 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 the Wast Hills Building 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 non-University person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance with their company’s and University’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 | 3 | 9 | YES |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Staff/Students | 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 in the mandatory building induction and are regularly reminded *using the posted signage* to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Posters are displayed around the building.  Soap and water and hand sanitiser are provided in the Building and adequate supplies are maintained. A sanitizer station is placed at the entrance/exit to the building and in *the Control Room* where they will be clearly visible with relevant signage on the adjacent wall.  Individuals have been informed at the mandatory induction to check their skin for dryness and cracking (in relation to the use of the sanitizer) 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 this effect.  To help reduce the spread of coronavirus (COVID-19) individuals are instructed at the mandatory Wast Hills Observatory Building induction and reminded *through the University’s email briefings and the regularly updated University FAQs pages* 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, cleaning products and disposable cloths have been made available to the users of the Building and everyone has been briefed *during the mandatory Wast Hills Observatory building induction* on the importance of keeping surfaces and work equipment clean.  There is limited or restricted use of high-touch items and equipment, for example, keyboards or whiteboards. Individuals will use their own set of pens for whiteboards and are instructed to clean keyboards before and after use.  Sharing of equipment is restricted where possible and is cleaned / disinfected by each user before and after use.  Objects and surfaces that are touched regularly such as door handles and keyboards are cleaned frequently using IPA wipes (by individual users), and making sure there are adequate disposal arrangements.  The one internal door is to be kept open whilst working (last person out shuts the doors) to prevent multiple use of the door handle.  The IT station should be cleaned by individual users before and after use, each time.  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.  Everyone is encouraged *at the mandatory building induction, in team briefings, etc.* 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.  Monitoring and supervision arrangements *such as encouraging building users (as part of the mandatory induction and the fact that signing up to agree to return is on the basis that one will abide by the rules) to speak out/report against infringements have* been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc.  COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). (See location specific chemical risk assessments for cleaning products used within the area).  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. | 3 | 3 | 9 |  |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | Staff/Students | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures.  PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as disposable gloves etc. during this time due to global shortages. Individuals maintain their own equipment in a sterile condition.  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware *during the mandatory building induction* that in an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. * **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed. No modifications required to fire alarm practices and evacuation drills to cater for COVID-19. * **First Aid:** First aid needs assessment reviewed to take into account any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date. * **Hygiene:** Washing facilities with soap/gel available in welfare areas such as kitchens and toilets.   Safety critical roles will remain in place to aid safe operation. The Wast Hills Observatory is more of an outpost and the default contact for all emergencies is 999  Security implications of changes made to operations and practices in response to COVID-19, have been considered, and no new or altered security risks are foreseen.  Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to national or local lockdown.  Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | 3 | 3 | 9 | YES |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff/Students/Contractors/ Visitors | 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 the Wast Hills Observatory building that social distancing is in place.  There is signage advising staff and students to wash their hands regularly and not to touch their face. | 3 | 3 | 9 | YES |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff/Students/Contractors/ Visitors | Exposure to respiratory droplets carrying COVID-19. | Staff/Students encouraged during mandatory building induction to avoid public transport where applicable, (or follow current/latest government guidance) The safe alternative (since access is typically in the night) is to use the University approved taxi services to go to Wast Hills for which the cost is covered by the School | 3 | 2 | 6 | YES |  |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | Staff/Students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Regularly touched equipment and work surfaces in the Observatory will be cleaned by the users of the Observatory.  Sterilising chemicals and cloths are provided in the Observatory to clean machines and equipment prior to the commencement of work and upon completion for each and every occasion.  Cleaning services will come as per the agreed schedule | 3 | 3 | 9 | YES |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff/Students/Contractors/ Visitors | Exposure to respiratory droplets carrying COVID-19. | Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.  The opening of the Telescope dome during observing allows for maximum unforced ventilation and keeping the Control Room door open should aide circulation of air within the building and dilution with the air outside. | 3 | 3 | 9 | YES |  |  |  |  |  |  |  |
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**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 |

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| --- | --- | --- | --- | --- | --- |
| **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)**

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| --- | --- | --- | --- | --- | --- |
|  | **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.