GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **Edgbaston Campus** | **Department** | **The development of the risk assessment and the implementation of controls will be overseen by the Watson Building Users Group.** | | **Version / Ref No.** | **6** |
| **Activity Location** | **Watson Building** | **Activity Description** | Return to Campus COVID-19: Building Risk Assessment  Watson Building accommodates:  The School of Mathematics  Marketing and Communications  Innovation and Development, Academic Services  Higher Education Futures Institute  Research Support Services  IT Services | | | |
| **Assessor** | **Terry Green** | **Assessment Date** | **13.04.2021** | **Date of Assessment Review** | RA to be reviewed on a termly basis or by exception if guidance changes.  Reviews will be carried out by the Watson Building Users Group. | |
| **Academic / Manager Name** | **Emma Melia** | **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 Contractors | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via:   * Watson Building Users Group Meetings * One to Ones * Departmental/School Team Meetings * Ad-hoc discussions when required   To ensure staff and students are not ill-informed about returning to work/study safely.  Advice is shared with staff members and students and they 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 regular communications detailed above and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Risk assessment is shared with staff and an electronic version of this risk assessment and future revised versions will be made available via the Watson Building Users Group.  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>   * ***Return to Campus COVID-19: Building Risk Assessment for Watson Building***   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 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.  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf> | 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 managers with their respective teams and with individual members of staff through one to one meetings, team meetings, School meetings 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 address issues 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  Concerns regarding workload issues or support needs are escalated to line manager during one to one meetings outlined above.  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 is available [here](https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx).  Staff who are clinically vulnerable (any of the conditions detailed on the Government’s guidance page, available [here](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people)) have discussed their working arrangements and the requirement for on campus presence, with their line manager to consider how they can continue to work safely including working from home. Where people cannot work from home previous returning to working on campus assessments undertaken in Autumn 2020 have been reviewed to ensure that no significant factors have changed in the intervening period. If there have been any changes then a new review has been undertaken. If there have been no significant change in factors, the previous assessment and any prior mitigating actions agreed (where they are still relevant) have been applied.  Existing risk assessments including those for new or expectant mothers reviewed and revised to reflect new working arrangements. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage.  Employees invited to return back to work on Campus who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor 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.  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 | 1 | 3 | Yes |  |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Staff/  Students/  Contractors | 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 each of the groups located within the Watson Building which has identified the actions required to reduce the risk of workplace infections. These checklists have been returned to the Chair of the Watson Building Users Group.  Staff work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance.  Managers/supervisors ensure staff and students with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19.  Managers/supervisors keep track of when staff and students can return to work/ Campus 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 working in University buildings*.*  Staff from other departments accessing the Watson Building (such as Cleaning Services and Estates and 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 within the building.  Schedules for essential services and contractor visits will be arranged in advance by the particular group concerned with the aim of reducing interaction and overlap between people. A number of service visits are arranged for before staff return to the building.  Un-essential trips within buildings and sites discouraged and reduced but to use Team/zoom 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. | Only 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 at least 2m social distancing is not exceeded including:   * Staff entry and exit times have been changed to avoid peak times. If anyone uses public transport as their mode of travel a discussion around start/finish times will be held with that person before they return to campus. The purpose of the discussion will be to enable use of public transport at less busy times. * Changes to core working hours have been made with a mixture of onsite work where essential and work from home for non-essential. The building will only be open from 6.30am to 10.00pm. There will be no working out of these hours. * Team briefings will continue to be held electronically. * A reduced number of staff will be returning to Watson Building to mitigate against congestion at entry/exit doors. * Individual jobs have been looked at and a reduction in required time on site and interacting with others has been made i.e. only work from site where necessary.   A record of attendance within the building will be maintained by line managers in each section in order to help contain 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. Staff have been briefed on the process at the Building Safety Induction.  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: Watson 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)).  To promote social distancing rules   * Signs are on doors to show the capacity of the room. * Where staff will sit within a shared office the desks have been moved and a rota system is in place to ensure a 2m distance is maintained between occupied desks * A one-way system is in place around the narrow corridor in the basement. * Toilets are a one out - one in, knock before accessing, system. * There are benches outside the building, near to the Green Heart that can be used by staff when the weather allows. * The kitchens are a one out - one in policy with signage at the entrance. * Wipes will be provided in all offices and kitchens. * Staff reminded to wipe down frequently touched surfaces via team briefings and the Building Safety Induction. * Information on the correct handwashing techniques is displayed in kitchens and toilets. * Signage is on the floor outside encouraging social distancing.   There is no waiting in the foyer area, visitors will remain outside until collected by their host. Hosts have been instructed to make such arrangements and meet outside of the building at a specific time or arrange for the visitor to phone the host when they arrive.  In the Watson Building there is :   * A one way system around the basement. * A give way system on the stairs leading to upper floors.   Staff have been informed of the priority arrangements for using stairs in the building at the Building Safety Induction.  Additional signage is in stairwells reminding staff about priority directions and to give way by standing on the ‘Stand Here’ signs.  Staff activities are segregated to promote the 2m social distancing rules including:   * Work stations moved or staff relocated. Desks are arranged with employees facing in opposite directions. * 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. shared offices * Capacity limits have been set for common facility areas e.g. toilets, welfare areas. * 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 social distancing separation and avoid large groups congregating. Smaller kitchens use a one out one in policy. Larger kitchens have floor marking to ensure social distancing. All users are encouraged to wash their hands prior to using equipment (kettle) and to wash their hands after use. Additional signage for the correct method for handwashing displayed. All drinking water fountains have been taken out of use. * Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). Smaller facilities has a one out one in policy. Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition.   Clear method of socially distancing of staff and visitors in reception areas defined and implemented including:   * Queuing systems or processes * 2m Social distancing in waiting and reception areas   Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option and only if the visit is essential including Estates Maintenance,visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local supervising staff member and where necessary concerns fed back to the third party manager.  All corridors are :   * Marked in areas to ensure social distancing is adhered to (signs on floor). * There is one short one way system in the basement area. * Corridors that are over 2 m wide have a two way system of use, people using the corridor must stay to their left.   Additional signage in corridors reminding staff about social distancing.  Information provided and signs displayed informing people to use the stairwells rather than lifts unless they have difficulty using the stairs. The maximum occupancy of the lift has been reduced to one.  Lifts are still to be used to move heavier / larger / hazardous goods as a planned operation.  Building users using these stairwells have been informed by induction and reinforced by managers at Team Briefings to announce themselves prior to use and that only one person is permitted on a stairwell at any time.  Additional signage in stairwells reminding staff about social distancing.  Wash hands / 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.  Managers evaluate compliance to social distancing controls and report any failures to Terry Green (Health and Safety Coordinator). Staff are reminded via Team Briefings of the importance of social distancing both in the workplace and outside of it.  COVID marshals within the building, will also monitor compliance against the COVID Secure measures and will implement the Escalation Process, if compliance of the COVID safe measures is breached.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.  Only work authorised and approved by the Government and University is permitted in University buildings.  Individuals (including staff, students and contractors), unless exempt, are required to wear face coverings, inside the Watson Building and all University buildings at all times except where there is reasonable justification for not wearing them e.g. in single occupancy rooms, in multi-occupancy staff workplaces where there is over 2m social distancing between staff and good ventilation, where it impacts on teaching and learning activities or the ability to undertake strenuous or practical activities including participating in sports. 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 Team Briefingsof 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 | 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 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. 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) * Provision and monitoring of adequate supplies of cleaning materials are in place. * Team briefed *via Team Briefings* on actions to be taken in the event of someone being suspected of having COVID-19. * Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided. * Employees to follow the Government advice: <https://www.gov.uk/coronavirus> * Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * If an individual tests positive for COVID-19 this will be managed in accordance with the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * 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> | 4 | 2 | 8 |  |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Staff /  Contractors | 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.  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 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> | 4 | 2 | 8 |  |  |  |  |  |  |  |  |
| 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 Building Safety Induction, 25/08/20:  <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, entrances/exits to the building.  Individuals have been informed at the Building Safety Induction 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, at the Building Safety Induction, 25/08/20and future 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 Watson Building has been undertaken by Cleaning Services. Staff have been reminded, at the Building Safety Inductionand future team meetings of the importance of keeping surfaces and work equipment clean.  Staff have been reminded not to share items i.e. pens stationary etc. via the Building Safety Induction*.*  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 bins at the end of each day (cleaning staff do not do this).  Staff instructed at the Building Safety Induction 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.  Staff reminded at the Building Safety Inductionand future team meetings to clear their desk tops at the end of the day.  Staff advised 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.  Everyone encouraged, at the Building Safety Inductionand future team meetings to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared equipment handles etc. before after and during work.  Staff instructed, Building Safety Inductionand future team meetings, to bring their own food and kitchen utensils including mugs/cups, cutlery, etc.  Supervision arrangements and monitoring will be carried out through observation of working practices by the relevant managers/assistant managers within each Group/School.  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).  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | Staff / Contractors | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | Any current risk assessments have been reviewed to ensure the activity is carried out observing all Government guidance with respect to social distancing.  Staff briefed during the Building Safety Induction, 25/08/20and future team meetings on the reviewed Emergency Procedures including:   * **Communication**: In a real emergency situation the action to keep yourself safe will out way 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 kept with qualified first aiders. An additional first aid box will be situated in the School of Mathematics administration office and the kitchen on the ground floor.   In the event of a first aider not being present contact security, internal 44444 from a mobile 0121 414 4444. If the incident is an emergency contact the emergency services first and then security. All staff have received first aid guidance delivering first aid during the covid 19 pandemic.   * **Hygiene:** Washing facilities with soap/gel available People involved in the provision of assistance to others have been informed and reminded at the Building Safety Inductionand future team meetings, 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 a particular safety critical role not being available then a dynamic risk assessment shall be performed by Terry Green as Safety Coordinator for the School of Mathematics, the largest occupant of the building, in conjunction with the Watson Building Users Group, to ensure measures are put in place to mitigate risk.  Security implications of changes made to operations and practices in response to COVID-19, have been consideredand no mitigations have had to be introduced for any new or altered security risks.  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. | 2 | 2 | 4 | Yes |  |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | Staff | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for deliveries to the Watson Building have been assessed so that social distancing can be maintained. Guidelines include:   * 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. office etc.) with a notice on and remain untouched for 48 hours.   On the outside / approach to the Watson Building there is signage to warn all prior to entering this building social distancing is in place.  There is signage in the foyer area, entrances and toilets advising staff to wash their hands regularly and not to touch their face.  There a one way system in force in a section of the building.  Access is controlled via the swipe system. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff/  Students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the Watson Building there is signage to warn all prior to entering this building social distancing is in place.  There is signage in the foyer area, entrances and toilets advising staff to wash their hands regularly and not to touch their face.  There a one way system in force in a section of the building.  Access is controlled via the swipe system. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff | Exposure to respiratory droplets carrying COVID-19. | Staff reminded at the Building Safety Inductionand future team meetings, 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 | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Staff reminded at the Building Safety Inductionand future team meetings and at future team meetings to clean Equipment and surfaces that are touched regularly using the wipes or sanitiser that is available. | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff /  Students | Exposure to respiratory droplets carrying COVID-19. | Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.  Ventilation systems are maintained in line with planned and preventative maintenance schedules, including filter changes.  An assessment of the ventilation in the building, and where necessary individual areas/rooms, has been undertaken which included checks such as:   * Is the space naturally or mechanically ventilated * All areas within the building which are usually occupied and have poor ventilation have been identified and the use of the area re-assessed (see below). * An assessment of Fresh air (ventilation) has been undertaken for the workplace and where necessary individual workspaces. This included how fresh air is provided (natural, mechanical or combination of both), how many people occupy/use the area, how much time people spend in the areas, how large the area is, what activities take place in the areas, the equipment and machinery in the workspaces, the use of fans and Local Exhaust Ventilation.   Natural ventilation can be improved by fully or partially opening windows, air vents and doors, not signed as fire doors. Rooms can be purged (aired) when not in use by leaving the windows and doors fully open. However, it is important to plan and close windows to minimise the risk of rodent and pigeon issues.  Mechanical ventilation has typically been set at maximum fresh air settings and operate 24/7; but as minimum of 3 hours before or after any stated occupancy times.  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.   Ventilation Instruction signs displayed throughout the building instructing individuals to “Please ensure you open all windows on arrival and close on departure.”  Most mechanical ventilation systems are monitored by building management systems that will raise a fault alarm; but please ensure that any potential fault with mechanical or natural ventilation is raised with the Building Management and or the Estates Helpdesk.  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](https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ)’, [REHVA guidance](https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_V4_09122020.pdf), [HSE guidance](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm), [Government](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19#shops-running-a-pick-up-or-delivery-service) and other relevant industry guidance. The guidance is constantly under review by the University’s Estates, as SARS-CoV2 transmission routes become more clearly defined, and any updated recommendations assessed and implemented where relevant to University systems.  Links used above:  <https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ>  <https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_V4_09122020.pdf>  <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19#shops-running-a-pick-up-or-delivery-service> | 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.