GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **Worcester Boathouse** | **Department** | **University of Birmingham Sport** | | **Version / Ref No.** | **4** |
| **Activity Location** | WR2 4QH- this is Worcs County Cricket Club postcode. | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **University of Birmingham Boat Club - circa 50 UoB Students, visiting UoB Staff and/or UoB Approved contractors** **tilising the space prior and after rowing sessions on the adjoining river Severn** | | | |
| **Assessor** | **Steve Harris- University of Birmingham Sport & Fitness** | **Assessment Date** | **8/1/21** | **Date of Assessment Review** | **3rd March 2021** | |
| **Academic / Manager Name** | **Andy Alford- Director of Sport** | **Academic / Manager Signature** |  | | | |

| Hazard Assessment | | | | Control Assessment | | | | | | | | | Actions | | |
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| 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 | Students,  Staff | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) vi*a Return To Sport zoom meeting with specific club committee members (21st-27th Sept). Follow up meetings with Club members, by committee, explaining adjustments to activity/facility post Covid-19. Return to Sport meetings recorded and cascaded.* This will 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/students via team meeting, one to one meetings, health and safety committees/forums and Return to Sport meeting, with Club members (identify what communication is being used) 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 *Sport shared drive and on the UOB S&F staff webpage*: <https://sportandfitness.bham.ac.uk/staffstaysafe/>  (Password- ubsfstaysafe)  N:\UBSport\TRANX\COVID RE-OPENING PLANNING\MASTER PLAN\3 FACILITY RISK ASSESSMENTS\Worcs Boathouse.  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 *Heads of Department*. 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: Building Risk Assessment* (This completed Risk Assessment)** * **All UBS&F Staff have access to the Covid-19 Operating procedures that are updated termly. These have been circulated to staff and referenced at staff meetings after each period of furloughing.**   *https://docs.google.com/document/d/1w2NmvNoZJ-5G91UakVj5AhDdF8vi8LlI18iLEoBtuUA/edit#*  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 *induction,* *team meeting, one to one meetings, health and safety committees/forums and Return to Sport online* meetings with Club members  *(identify what communication is being used* 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> | 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 with the Boat Club Committee to look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager, in this case University of Birmingham Sport Club Development initially, then via Student Services  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.   Staff who are in clinically vulnerable groups themselves and identified to be considered in ‘at risk’ groups are encouraged 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>  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 who have concerns about either continuing to work on Campus or working from home/remotely have discussed 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 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 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Staff,  Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Worcester Boathouse Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Managers / supervisors ensure staff and student 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*.*  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 e.g., Periodic Statutory checks ( Fire Alarms, Water Hygiene) programmed outside of Clubs training hours (Monday, Wed, Fri, 11pm -3pm. Sat & Sun 9am -3pm)  Un-essential trips within buildings and sites prevented and discouraged , e.g. Social gatherings in the social room, 1st floor | 3 | 3 | 9 |  |  |  |  |  |  |  |  |
| 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. | 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 at least 2m social distancing is not exceeded including:   * Arrival and departure times of training sessions have been staggered to reduce crowding into and out of the boathouse, taking account of the impact on those with protected characteristics.   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.  Procedure in place for dealing with instance of unexpected individual (e.g. all staff visits agreed in advance with UBS&F H&S Officer and Estates Maintenance Officer, in advance and Club Committee informed  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: Worcester Boathouse 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)).  Signage used for maintaining social distancing throughout the boathouse.  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.  Staff activities are segregated to promote the 2m social distancing rules including:   * 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. kitchen area. * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.) Max numbers displayed on entry to each room * 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 Kitchen will use a one out one in policy. 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 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.   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 Statutory Maintenance and reactive maintenance jobs*,* visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by Estates Maintenance Officer and/or H&S officer and where necessary concerns fed back to the third party manager  Corridors are :   * Marked in areas to ensure social distancing is adhered to (lines on floor).   Additional signage in corridors reminding staff about social distancing.  Social gathering amongst employees are not permitted whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings  Buildings has an external stairwell that persons will be asked to use on a one only basis during Return to Sport Committee meeting.  Wash hand / use hand sanitiser on exit from stairwell.  Social gathering amongst students/staff have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings  Large gatherings including University events organised in public outdoor spaces have been cancelled or postponed or alternative IT solutions provided. Zoom/Sype/teams. (Critical Training courses may still be performed but only following the Government and University Covid-19 guidance.)  Managers perform frequent evaluation against social distances controls. Club Development and/or H&S Officer will carry out unannounced visits during term 1. Students will be reminded on a weekly basis, by Club online meetings/whatsapp group forums, of the importance of social distancing both in the workplace and outside of it.  Only essential work authorised and approved by the Government and University is permitted in University buildings  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.  Where the 2m social distancing guidelines cannot be followed in full in relation to a particular activity, *e.g. rowing,* 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 provision of hand sanitiser and surface cleaning. * Keeping the activity time involved as short as possible. * Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. * 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). * Using normal cleaning products. * Individuals (including staff, students, visitors and contractors), unless except, 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. * Improving ventilation by re-organising the indoor space to optimise ventilation. Open up doors and windows where possible on 1st floor * 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.   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   Face coverings are not PPE and are not required to be worn in the workplace where 2m social distancing can be maintained. However where people choose to wear them managers support them.  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 working in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services and for first aiders. The taking of PPE home is not permitted.  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) has been utilised for examples in best practice for putting on and taking off (donning and doffing). | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | Students  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 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. * Committee members briefed and cascade, at Return to Sport induction meetings (online) 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> | 3 | 3 | 9 | yes |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Students  Staff | 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> | 3 | 3 | 9 | yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Students  Staff | 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 by Return to Sport online Committee meetings, who cascade to Club members*,* 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/>  Poster explaining good hand washing techniques displayed in the 2 toilet areas.  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 toilets and kitchen areawhere they will be seen.  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. Return to Sport online meetings will go through these.  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 undertakencleaning products and disposable cloths have been made available to all occupants and everyone has been briefed via Return to Sport online Committee meetings on the importance of keeping surfaces and work equipment clean.  Objects and surfaces that are touched regularly are cleaned using antibacterial surface wipes. Rowing associated equipment is cleaned down as recommended on page 16 of the British Rowing Guidance.  <https://www.britishrowing.org/wp-content/uploads/2020/09/200930-Coronavirus-Advice-Returning-to-Rowing-v7.pdf>.  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.  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 during Return to Sport Club Committee meetings to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared machinery handles etc. before after and during work.  Staff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.  Changing spaces and social areas have been segmented, limiting numbers of changing spaces. 6 persons in each changing room. 6 in the social area. For participants bags provided in the social area, socially distended areas marked up. Participants encouraged to come activity ready with minimal clothing to be stored in designated , socially distanced space  Monitoring arrangements by the Club Committee have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc are being followed. Spot checks by H&S Officer will take place during Term 1  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 | yes |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | Students,  Staff | 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 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 Return to Sport Club Committee, online, training, 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. 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 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 H&S Officer,* 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).  Security implications of changes made to operations and practices in response to COVID-19, Local or National Government requirements, have been considered.  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 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 | Virus transmission outside of the workplace | Students,  Staff | 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.  There is signage advising individuals to wash their hands regularly and not to touch their face.  Building access control is used during busy spells in the building and for any Local or National Lockdown periods | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff  Students | Exposure to respiratory droplets carrying COVID-19. | Worcs Boathouse is currently in Tier 3. Students/staff living in tier 4 are not permitted to travel between tiers.  Staff / students are 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>  Student groups have divided themselves up into separate ‘crews.’ They stagger the times they arrive and leave the facility. Cleaning times factored into the training times | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Mechanical | Equipment | Students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly cleaned anti-bacterial surface wipes  Club have purchased cleaning chemicals as per British Rowing guidance. (p16) They are provided in the area to clean machines and equipment prior to the commencement of training and upon completion. If machines and equipment are shared, sterilising will be carried out between operations by Club Committee members who have been using NGB guidelines as a reference | 3 | 2 | 6 |  |  |  |  |  |  |  |  |
| Environmental | Ventilation | Students | Exposure to respiratory droplets carrying COVID-19. | All Ventaxia extract fans are working. There is no AHU system  Building users are encouraged where possible to ensure windows are open. | 3 | 3 | 9 |  |  |  |  |  |  |  |  |
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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)**

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