

GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| | | Teaching & Learn | ning Buiilding | | Department | | TAMU | | | | Version / Ref No. | 1 13 | 3 | | | | |
|------------------------|-----------------------------|--------------------------------------|--|--|---|-------|-----------|----------------|---|---------------------------------------|----------------------------|-----------|-------|-------------|--------------------|--|--|
| Activity Location | | Café , Offices, St Rooms and Stud | | eatres and Seminar | Activity Description | | | | Up to 30 staff at any one time (mostly lecturers in teaching rooms, but also TAMU facilities staff and Café staff). Up to 300 students. | | | | | | | | |
| Assessor | | Matt Carroll | | | Assessment Date | | | 8 ^t | h April 2021 | Date of Assessment Review | 1 st June | June 2021 | | | | | |
| Academic / Mar Name | nager | Gareth Rainford | | | Academic / Manager Signature | | | | | | | | | | | | |
| | Hazard As | ssessment | | | Control Asses | sment | | | | | | | | Actions | | | |
| Hazard Category | Hazards Identified | Who might be harmed? | How might people be harmed? | E | xisting Control Measures | | al Risk R | ating | Are these adequate? Yes/No | Changes to/ Additional Controls | Residual Risk Rating | | Owner | Due Date | Action Complete | | |
| | | Staff Students Contractors Others | | | | 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 | and team meetings to about returning to work, Advice is shared with st fully briefed and kept up through the University's Internal Comms) and meetings and the University and the Unive | aff members and students and they have been to date with current advice on staying protected is lines of communications (i.e. line managers, shared with staff via one-to-one and team rity's Coronavirus FAQs click here. and an electronic copy is available on the staff in put in place to reduce risk of exposure to COVID procedures and policies and disseminated to Managers. These include: General guidance for staff and students Buildings adaptations guidance Product solutions booklet Building checklist materials for returning to campus: combination | 3 | 1 | 3 | Yes | | | | | | | | |



| | | | | https://intranet.birmingham.ac.uk/staff/coronavirus/essential- | | | | | | |
|----------------|---------------|-------|---------------|---|--|--|---|--|--------------|--|
| | | | | resources-and-checklist.aspx | | | | | | |
| | | | | Return to Campus COVID-19: Building Risk Assessment (This | | | | | | |
| | | | | completed Risk Assessment) | | | | | | |
| | | | | , , | | | | | | |
| | | | | Line managers are aware of how big changes to working arrangements | | | | | | |
| | | | | may cause additional work-related stress and affect their employees' | | | | | | |
| | | | | mental health and wellbeing and individuals have been made aware via | | | | | | |
| | | | | induction, team meetings and one to one meetings of guidance available | | | | | | |
| | | | | in relation to this: | | | | | | |
| | | | | https://www.hse.gov.uk/stress/ | | | | | | |
| | | | | https://www.nse.gov.dk/stress/ | | | | | | |
| | | | | https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus- | | | | | | |
| | | | | wellbeing-support.aspx | | | | | | |
| | | | | wellbellig-support.aspx | | | | | | |
| | | | | http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/St | | | | | | |
| | | | | ress.pdf | | | | | | |
| | | | | <u>ress.pai</u> | | | | | | |
| Organisational | Psychological | Staff | Anvioty and | Managers hold regular informal discussions daily as usual with their team | | | 1 | | | |
| Organisational | well being | Sidil | Anxiety and | and look at ways to reduce causes of stress. | | | | | | |
| | well being | | stress caused | and look at ways to reduce causes of stress. | | | | | | |
| | | | by concerns | | | | | | | |
| | | | around | Concerns on workload issues or support needs are escalated to the line | | | | | | |
| | | | returning to | manager, verbally initially and by email in confirming. | | | | | | |
| | | | work on | | | | | | | |
| | | | Campus | 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 <u>clinically extremely vulnerable group</u> (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 <u>here</u> . | | | | | | |
| | | | | | | | | | | |
| | | | | Staff who are clinically vulnerable (any of the conditions detailed on the | | | | | | |
| | | | | Government's guidance page, available <u>here</u>) 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. | | | | | | |
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| | | | | 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 (of which the building currently has one) 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 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 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 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 | | | | | | | | |
| Biological | Virus transmission in the workplace | Staff / Students | Exposure to respiratory droplets carrying COVID-19 | Social distancing: A building-specific checklist has been completed to identify the control measures to consider reducing the risk of workplace infections. Managers/supervisors ensure staff and students with any form of illness | 4 | 2 | 8 | Yes | | | | |
| | | | from an infectious individual transmitted via sneezing, courbing or | do not attend work/campus until the illness has been verified as not being Covid-19. Managers/supervisors keep track of when staff can return to work/ Campus after the symptom free period. | | | | | | | | |
| | | | coughing or speaking. | Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus. | | | | | | | | |



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| | | | | The University's On-line induction materials for returning to campus combination of the guidance and videos have been provided and completed for all staff returning to 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. | | | | | | | |
| | | | | 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. | | | | | | | |
| | | | | Un-essential trips within buildings and sites reduced and discouraged . | | | | | | | |
| 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. | The staff team remain on site as they are vital for safety and good operation of the building and its many users. Student numbers are limited by compulsory ticketing through the Eventbrite platform. Staff accommodation and all student areas have been measured for current social distancing rules; suggested seating positions have been marked and excess furniture stored away. Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded including: Building walkrounds conducted solo and not in pairs Desks separated by Perspex screens 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 | 4 | 2 | 8 | Yes | | | |
| | | | | building for visitors and staff to scan using the NHS Covid-19 app. Procedure in place for dealing with instance of unexpected individual — unbooked students are asked to leave, staff who wish to visit must give notice through TAMU on x43322 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 <i>Social distancing: Teaching & Learning Building checklist</i> (The latest Guidance on these measures can be found by clicking the following link <u>Social Distancing Guidelines</u>). Due to the potential increased risk of transmission from aerosol | | | | | | | |
| | | | | transmission steps have been taken to avoid people needing to unduly raise their voices to each other e.g. using sound reinforcement audio | | | | | | | |

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| equipment which is fitted in all teaching rooms, when teaching takes place. | DIKK! | INGITAM |
| 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: Work stations moved or staff relocated. Provision of additional screens where needed to segregate people. Desks are arranged with employees facing in opposite directions. Display Screen Equipment (DSE) assessments reviewed and revised. Areas of work marked out with floor tape to ensure adequate social distancing is in place. Visual management aids in place to remind people of the need for social distancing. Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms e.g. open plan offices, meeting rooms, seminar rooms and lecture theatres Capacity limits have been set for common facility areas e.g. toilets | | |
| 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. The staff kitchen (under | | |
| construction) uses 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 | | |
| Toilet provision is all in solo cubicles with no provision of urinals facilities . By their very size and nature cubicles have a one out one in policy. Additional signage has been placed on facilities doors to announce people's presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition. | | |
| There are designated stairways for going up and a designated stairway for coming down, this system will be enforced. Each of the two lifts is restricted to one person in a wheelchair or one | | |
| person in a wheelchair and a carer. The lift may also be used for the transport of heavy and bulky materials, ensuring that no-ne may board the lift car along the way. | | |
| Additional signage in stairwells reminding staff about social distancing. Wash hands / use hand sanitiser on exit from stairwell. | | |



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| Large gatherings including events in public outdoor spaces that are organised by the University that are unable to be provided by alternative IT solutions are only permitted with steps to mitigate the risk of transmission and in line with COVID-19 Secure guidance including the completion of a specific risk assessment | | | |
| https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 | | | |
| Managers perform frequent evaluation against social distances controls. – by visual checking. Staff are reminded – at daily briefings and in 121 meetings, of the monitoring results, and of the importance of social distancing both in the workplace and outside of it. | | | |
| Each lift car has a capacity of one. The use of lifts is strongly discouraged except where needed to transport goods. | | | |
| 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 essential activity, eg repair work that requires two people to work closely, or staffing the reception/ticket checking check consideration has been given to whether that activity needs to continue. Two person repairs have been stopped or transferred to Estates. The reception point (a temporary structure) has been fitted with Perspex screens and students asked to stand back. | | | |
| Using screens or barriers to separate people from each other. Improving ventilation by re-organising the indoor space to optimise the ventilation available. Review and re-organising of the pedestrian flows both inside and outside of work and learning/study spaces. Directional flow and social distancing signs displayed and where there are COVID marshals on the routes to and from the work, study and teaching spaces, they will, when necessary, give verbal reminders of the need for social distancing and to follow directional signs | | | |
| Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside 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 | | | |

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| | | | | people of the mandatory requirement to wear a face covering within the building. Individuals have been reminded through daily meetings and reminded of how to use face coverings safely including the following: When wearing a face covering you should: | | | | | | | D D | IKWI | NGHAM |
| | | | | 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 | | | | | | | | | |
| 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 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 Provision and monitoring of adequate supplies of cleaning materials are in place. Team briefed and reminded as appropriate at daily meetings 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/govenyuirus | 3 | 2 | 6 | Yes | | | | | |

https://www.gov.uk/coronavirus

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| Biological | | | | 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. 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 on have tested positive for coronavirus on have tested positive for coronavirus on 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 | | | | | | | | |
| Biological | Someone entering the workplace with COVID- 19 | 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 | 3 | 2 | 6 | Yes | | | | |
| Environmental | Virus transmission | Staff/ Students | Contact with an object that has been contaminated | Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building and in other areas – on each floor, at entry and exit points, and at the start and end of each stairflight. | 4 | 1 | 4 | Yes | | | | |

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| 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 informed to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem. Individuals are reminded to catch coughs and sneezes in tissues – Follow: "Catch it, Bin it, Kill it" and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed around the workplace. To help reduce the spread of coronavirus (COVID-19) individuals are reminded at daily 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/coronavirus-outbreak-faqs-what-you-can-and-cant-do and disposable cloths have been made available to all occupants and disposable cloths have been made available to all occupants and everyone has been briefed at daily meetings on the importance of keeping surfaces and work equipment clean. Sharing of equipment is restricted where possible for instance whiteboard pens are no longer supplied. Objects and surfaces that are touched regularly are cleaned frequently such as keyboards, and printers, by the users. Adequate disposal bins are in place. 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 verbally 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. The one permanent member of staff is provided with a locker. | |
| l l | Monitoring is conducted by the team and managers -inspections have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc. | |

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| | | | | 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. | | | | | | | | |
| Organisational | Exposure to | Staff / | Increased risk | All relevant pre-existing (non COVID) risk assessments including lone | 3 | 2 | 6 | Yes | | | | |
| | Existing | Students | of harm due | working assessments and procedures have been reviewed to take into | | | | | | | | |
| | Hazards | | to controls | account the impacts of social distancing and other COVID counter | | | | | | | | |
| | Hazarus | | included in | measures. | | | | | | | | |
| | | | existing risk | meddares. | | | | | | | | |
| | | | assessments | | | | | | | | | |
| | | | & safety | Emergency Procedures reviewed and revised including: | | | | | | | | |
| | | | arrangements | Communication: people have been made aware at daily | | | | | | | | |
| | | | _ | | | | | | | | | |
| | | | affected by | meetings and at inductions that in an emergency, for example, an | | | | | | | | |
| | | | COVID-19 | accident or chemical spill or fire, people do not have to stay 2m apart if | | | | | | | | |
| | | | measures | it would be unsafe. | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | Fire procedures: number and details of nominated fire | | | | | | | | |
| | | | | warden(s) in place, fire muster point confirmed and PEEP requirements | | | | | | | | |
| | | | | defined including who will assist with their evacuation in an emergency. | | | | | | | | |
| | | | | This is agreed at the start of each shift. There is just one PEEP in place at | | | | | | | | |
| | | | | the moment. 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. | | | | | | | | |
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| | | | | 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 or HSE, 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. | | | | | | | | |
| | | | | | | | | | | | | 1 |
| | | | | Safety critical roles will remain in place to aid safe operation. In the event | | | | | | | | 1 |
| | | | | of safety critical roles not being available then a dynamic risk assessment | | | | | | | | 1 |
| | | | | shall be performed the building manager. | | | | | | | | 1 |
| | | | | s.a so performed the saliding manager. | | | | | | | | 1 |
| | | | | Security implications of changes made to operations and practices in | | | | | | | | 1 |
| | | | | response to COVID-19 Local or National Government requirements, have | | | | | | | |] |
| | | | | been considered. | | | | | | | | 1 |
| | | | | Deen considered. | | | | | | | | 1 |
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| | | | | 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. | | | | | | | | |
| Environmental | Virus transmission outside of the workplace | Staff / Students / Others | 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. There is one door for access and one door for egress and one way systems are in force in some parts of the building. The building is periodically monitored to make sure that rooms are not filled to over the advertised capacity. | 4 | 1 | 4 | Yes | | | | |
| Organisational | Travelling to work | Staff / Students | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided. Students are not allowed to park Additional facilities such as bike-racks are provided to help people walk, run or cycle to work where possible. Where staff travel by public transport they do so in accordance with Government and University Guidance: https://www.gov.uk/coronavirus https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff. Public transport users have been reminded that face coverings are mandatory while on board | 4 | 1 | 4 | Yes | | | | |
| Organisational | Driving at work | Staff | Exposure to respiratory droplets carrying and contact with an object that has been | Non-essential travel is not permitted during the National Lockdown period and is minimised at all other times – remote options considered first. The staff do not use vehicles. Staff are encouraged to wash hands before boarding vehicles. | 4 | 1 | 4 | Yes | | | | |

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| | | | contaminated with COVID- 19. | | | | | | | | | | |
| Mechanical | Machinery & Equipment | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected. Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion. If machines and equipment are shared, sterilising will be carried out between operations by each user. | 4 | 1 | 4 | Yes | | | | | |
| Environmental | Ventilation | Staff / Students / Others | 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 reassessed (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. | 4 | 1 | 4 | Yes | | | | | |



| 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 patureal werditation 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 or (TISES Covid-19 Ventilation Guidance, ENFA guidance, HSE guidance, Government 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-litems/detail/da-ago/3000000HsaFtOAI https://www.cibse.org/knowledge/knowledge-litems/detail/da-ago/3000000HsaFtOAI https://www.gvu.kg/guidance/workpa.ge-quidance/perional-machinery/sir-conditioning-and-wentilation.htm https://www.gvu.kg/guidance/workpa.ge-quidanceropy-ord-delivery-service | |
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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 / Severi | 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.