

GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

	Teaching & Learning Building			Department			TAMU	Version / Ref No.	13						
Activity Location	Café , Offices, Student Lecture Theatres and Seminar Rooms and Study Spaces			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 th April 2021	Date of Assessment Review	1 st June 2021						
Academic / Manager Name	Gareth Rainford			Academic / Manager Signature											
Hazard Assessment				Control Assessment							Actions				
Hazard Category	Hazards Identified	Who might be harmed? Staff Students Contractors Others	How might people be harmed?	Existing Control Measures	Initial Risk Rating			Are these adequate? Yes/No	Changes to/ Additional Controls	Residual Risk Rating			Owner	Due Date	Action Complete
					S	L	R			S	L	R			
Organisational	Psychological well being	Staff / Students	Anxiety and stress caused by concerns around returning to work and studies on Campus	<p>Regular communication is in place (individual and group) via one-to-one and team meetings to ensure staff and students are not ill-informed about returning to work/study safely.</p> <p>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 one-to-one and team meetings and the University's Coronavirus FAQs click here.</p> <p>Risk assessment shared and an electronic copy is available on the staff Teams site.</p> <p>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through Line Managers. These include:</p> <ul style="list-style-type: none"> • 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. 	3	1	3	Yes							

			<p>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.</p> <p>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.</p> <p>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</p> <p>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</p>											
Biological	Virus transmission in the workplace	Staff / Students	<p>Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.</p>	<p>Social distancing: A building-specific checklist has been completed to identify the control measures to consider reducing the risk of workplace infections.</p> <p>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.</p> <p>Managers/supervisors keep track of when staff can return to work/ Campus after the symptom free period.</p> <p>Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus.</p>	4	2	8	Yes						

				<p>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.</p> <p>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.</p> <p>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.</p> <p>Un-essential trips within buildings and sites reduced and discouraged .</p>										
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.	<p>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.</p> <p>Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded including:</p> <ul style="list-style-type: none"> • Building walkrounds conducted solo and not in pairs • Desks separated by Perspex screens <p>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.</p> <p>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</p> <p>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: Teaching & Learning Building checklist (The latest Guidance on these measures can be found by clicking the following link Social Distancing Guidelines).</p> <p>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</p>	4	2	8	Yes						

			<p>people of the mandatory requirement to wear a face covering within the building.</p> <p>Individuals have been reminded through daily meetings and reminded of how to use face coverings safely including the following:</p> <p>When wearing a face covering you should:</p> <ul style="list-style-type: none"> • 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) <p>When removing a face covering:</p> <ul style="list-style-type: none"> • 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	<p>Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.</p>	<p>Response plan in place in the event of a confirmed or suspected case of COVID-19 and communicated and includes:</p> <ul style="list-style-type: none"> • 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/coronavirus 	3	2	6	Yes							

Biological				<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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												
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.	<p>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.</p> <p>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.</p> <p>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</p>	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								

	<p>in the workplace</p>		<p>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.</p>	<p>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.</p> <p>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.</p> <p>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</p> <p>A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination has been undertaken, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed at daily meetings on the importance of keeping surfaces and work equipment clean.</p> <p>Sharing of equipment is restricted where possible for instance whiteboard pens are no longer supplied.</p> <p>Objects and surfaces that are touched regularly are cleaned frequently such as keyboards, and printers, by the users. Adequate disposal bins are in place.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The one permanent member of staff is provided with a locker.</p> <p><i>Monitoring is conducted by the team and managers -inspections</i> have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc.</p>														
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				<p>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).</p> <p>All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc.</p>											
Organisational	Exposure to Existing Hazards	Staff / Students	<p>Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures</p>	<p>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.</p> <p>Emergency Procedures reviewed and revised including:</p> <ul style="list-style-type: none"> • Communication: people have been made aware at daily meetings and at inductions that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe. • Fire procedures: number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. 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. • 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. <p>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 the building manager.</p> <p>Security implications of changes made to operations and practices in response to COVID-19 Local or National Government requirements, have been considered.</p>	3	2	6	Yes							

				<p>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.</p> <p>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.</p>												
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.	<p>On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place.</p> <p>There is signage advising individuals to wash their hands regularly and not to touch their face.</p> <p>There is one door for access and one door for egress and one way systems are in force in some parts of the building.</p> <p>The building is periodically monitored to make sure that rooms are not filled to over the advertised capacity.</p>	4	1	4	Yes								
Organisational	Travelling to work	Staff / Students	Exposure to respiratory droplets carrying COVID-19.	<p>Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided. Students are not allowed to park</p> <p>Additional facilities such as bike-racks are provided to help people walk, run or cycle to work where possible.</p> <p>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.</p> <p>Public transport users have been reminded that face coverings are mandatory while on board</p>	4	1	4	Yes								
Organisational	Driving at work	Staff	Exposure to respiratory droplets carrying and contact with an object that has been	<p>Non-essential travel is not permitted during the National Lockdown period and is minimised at all other times – remote options considered first.</p> <p>The staff do not use vehicles.</p> <p>Staff are encouraged to wash hands before boarding vehicles.</p>	4	1	4	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.

$$\text{Risk Level} = \text{Consequence / Severity} \times \text{Likelihood (C x L)}$$

	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.