

GENERAL RISK ASSESSMENT FORM

College/Department	Teaching activities and spaces	Date of Risk Assessment	Updated 10 September 2021		
Name of person carrying out assessment	Liz O'Brien/Roo Haywood Smith	Job Title	Health and Safety Advisor		
<p style="text-align: center;">DESCRIPTION</p> <p style="text-align: center; font-size: small;">Give details of the process, task, activity, event etc. being risk assessed</p>	<p>This risk assessment has been reviewed following publication of the government guidance the "HE COVID-19 Operational Guidance" updated 17 August 2021 and also that within the "Contingency framework: education and childcare settings 19 August 2021" which states the "High quality face-to-face education remains a government priority. Attendance restrictions should only ever be considered as a short-term measure and as a last resort".</p> <p>The previous versions of this risk assessment have been in place since the Autumn Term 2020 and to date there is no evidence of transmission of COVID-19 in teaching spaces.</p> <p>The management of teaching and related activities, while COVID-19 is still in general circulation, is paramount for the University to aid students and teaching staff to carry out their business in a safe and healthy way.</p> <p>This assessment identifies proportionate control measures to reduce the risk of transmission to the lowest reasonably practicable level and the requirements to maintain this status or to deal with a potential local outbreak of COVID-19.</p> <p>This risk assessment assumes all Building Ready COVID measures are in place in line with the Restart Approved "Use of our Spaces" plan.</p> <p>This document is under continual review as guidance from the government, Public Health England and other professional bodies is updated. The relative risk is also under continual review as the situation changes locally and nationally. Information and intelligence from local and national sources may also impact this assessment.</p>				
<p>HAZARD IDENTIFICATION</p> <p>Hazard - something with the potential to cause harm within the process, task etc. you are assessing.</p> <p>NB: Consider things that you can "foresee" / imagine going wrong and how this could happen?</p>	Ref:	Hazard	Who and How Many can be harmed? <small>e.g., student, staff, contractors etc.</small>	How can they be harmed? <small>Describe</small>	Action required
	A				Risk assessments and mitigation measures should be part of a regular and ongoing dialogue between the University, students, and staff to identify what

		Keeping up with gov.uk changes, responding to concerns or identifying issues	Staff and students	Infection	<p>measures are working, where refinements are possible, and any further measures required.</p> <p>The University will complete a risk assessment for face-to-face teaching sessions; all staff and students are to follow the control measures as set out in the teaching protocols.</p> <p>Teaching sessions involving additional activities beyond the normal classroom-based activities, such as lab, specialist, computer or performance activities will require additional risk assessments by those leading them. These assessments should be reviewed and signed off at College level. Risk assessments for teaching sessions should ensure effective control measures are implemented to ensure the safety of staff and students, following the guidance set out in the Teaching Guidance 2021-22.</p> <p>The risk assessment process should include regular feedback between staff and the relevant trade unions and student associations.</p> <p>Adjustments deemed necessary should be made in a timely manner and kept under review.</p>
	B	Changes in timetabling of teachings activities	Staff and students	Infection	<p>In line with the “Contingency framework: education and childcare settings” an outbreak related to teaching activities may trigger a return to hybrid or, if necessary, online teaching may be required for affected courses or modules. This may be something specified by Public Health England or their local agents in conjunction with the University’s Outbreak Management Team.</p> <p>Ensure clear advance communication with students when changes are made to the timetable.</p>
	C	Room set up for teaching activities			<p>Staff and Students to follow the Teaching Protocols in Teaching Spaces: NHS Track and Trace QR codes are in place in all teaching spaces to aid NHS Track and Trace.</p>

			Staff and students	Infection	<p>(Several codes will be available in larger spaces)</p> <p>A 2m teaching zone will remain in place from teacher/lecturer to closest students.</p> <p>Enhanced cleaning by facilities daily. Students to self-clean their own spaces (to help with community management of COVID-19) with disposable wipes. Bins will be emptied regularly.</p> <p>Ventilation measured and assessed; windows have been mandated to be kept open in spaces where signage indicates this, and mechanical ventilation is not available.</p> <p>Face coverings are strongly encouraged inside University buildings.</p>
	D	Close face-to-face contact (under 1 meter) or within 2 meters for more than 15 minutes with someone that tests positive for COVID-19	Staff and students	Infection	<p>It is recommended, wherever possible, that academic staff maintain 2m distance from students.</p> <p>The 2m teaching zones supports academics to retain distance from the nearest student will remain in teaching spaces. It is recommended that a face covering be worn when leaving this zone especially when in proximity to others.</p> <p>Where teaching activities require closer contact to help with a task, it is recommended that teaching staff wear a face covering, go no closer than is necessary and minimise the time spent in proximity with others.</p> <p>Face coverings have been made available to all staff and students by the university.</p> <p>The teaching protocols will be on a fixed slide in teaching spaces at the beginning of timetabled sessions reminding staff and students of the requirements.</p>

					Staff to ask students to spread out and use all the space available within teaching spaces. to maximise social distancing opportunities while indoors.
E	Increased contact resulting from back-to-back classes in a space	Staff and students		Infection	Staff are encouraged to allow timely departure of teaching spaces to reduce congregation in corridors and access routes.
F	Non-compliance with local rules by any attending lectures	Staff and students		Infection	Those showing non-compliance with the rules should be reminded of the expectations and the University's Community Charter. Large visual communication campaign and updating communication regularly to keep messaging fresh.
G	Ability to respond to Fire, first aid and/or other emergencies responses	Staff and students		Lack of a suitable response to an incident that may increase the risk of contracting Covid-19 or occupant not being able to escape the building	Guidance of emergency arrangements has not changed through our Covid-19 arrangements. First aiders have been provided with additional equipment to reduce the risk if close proximity first aid is required. Estate patrol can be utilised if a local first aider can't be called In some emergency situations calling the emergency services may be the quickest way of getting support
H	Transmission of COVID-19	Staff and students		Infection	Encourage all staff and students to get two doses of an approved vaccine at the earliest opportunity. Encourage all staff and students to get tested twice a week, every week. LFD tests are available on campus and as home tests. Encourage all staff and students with symptoms, however mild, to book a PCR/HALO test.
I	Transmission of COVID-19 during all teaching delivery styles			Respiratory transmission in teaching	For all types of teaching and teaching spaces: Staff and Students to follow the Teaching Protocols in Teaching Spaces: Any tasks that incur touch points to be assessed separately and safe ways of handling set in advance and explained.

			Staff and students	spaces and touch points	<p>All students strongly encouraged to wear face coverings unless exempt or a PPE facemask if required and has been fitted.</p> <p>It is recommended that academic staff maintain distance of 2m from students where possible. It is recommended that a face covering be worn when leaving the teaching zone especially when in proximity to others.</p> <p>Where teaching activities require closer contact to help with a task, it is recommended that teaching staff go no closer than is necessary and minimise the time spent in proximity with others.</p> <p>Face coverings have been made available to all staff and students by the university.</p> <p>Teaching protocols strongly encourage face coverings and clean down before sit down.</p> <p>All students to be reminded to log location using the NHS T&T QR codes.</p> <p>Follow the ventilation instructions for each room, ensuring windows are open where labelled.</p> <p>Provide handouts electronically in advance, where possible.</p> <p>Prior to using in-room handheld microphones, staff should clean hands, clean the microphone, and use a disposable microphone cover for the duration of usage. At the end they should dispose of the microphone cover and clean hands and microphone.</p> <p>Distribute required materials to seating positions before the class arrives, where possible.</p>
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					<p>Staff have been instructed to ask students to space out and use all the space available within teaching spaces to maximise social distancing opportunities while indoors.</p> <p>Staff asked to ensure students leave classrooms in a timely manner to reduce congregation in corridors.</p>
	J	<p>Additional transmission risks for STEM workshops, Science and Technology Labs used for classes and individual practical work</p>	Staff and students	Respiratory transmission and touch points	<p>Face coverings to be worn except where PPE facemasks are required through risk assessment.</p> <p>Sinks for hand washing or hand sanitiser stations to be utilised</p> <p>Sufficient time will be allowed between sessions where the general risk assessment for the lab indicates this is necessary to minimise risk of transmission of Covid-19. In other circumstances a gap will be given between sessions where possible to minimise the risk of transmission outside the lab setting</p> <p>Barriers present between benching where appropriate.</p> <p>Where equipment must be shared, use alcohol or disinfectant wipes to wipe over the equipment between each person's uses.</p> <p>If possible, increase the number of pieces of equipment available.</p> <p>Students to clean their space before leaving and reminded to wash or sanitise their hands when leaving.</p> <p>Use a clean lab coat provided and laundered through Technical Services.</p>

	K	Performance spaces	Staff and students	Respiratory transmission and touch points	<p>Academic to move around edge, not through, student areas.</p> <p>Allow time between classes to reset the space.</p> <p>Theatrical masks and wind (brass/wood) musical instruments must be sanitised between users and quarantined for 72 hours before being used by anyone else. Other musical instruments should be cleaned thoroughly between users.</p> <p>Wipe down floor areas where students have been working in bare feet.</p> <p>Use individual named scripts/documents or electronic versions to avoid sharing.</p> <p>Avoid sharing costumes.</p>
	L	Computer labs	Staff and students	Respiratory transmission and touch points	<p>Sanitise hands before and after use. Wipe down keyboard and mouse with provided cleaning materials.</p> <p>Bring own headphones if required.</p> <p>Do not shut down computers at the end of sessions to minimise touch points and allow remote access.</p>
	M	Sharing equipment	Staff and students	Infection	<p>Teaching staff are to wipe the lectern and non-personal items before and after use.</p> <p>Staff to either clean touch points (eg pens, board rubbers) or to use individual teaching packs.</p> <p>Use a booking system for specialised equipment and computers.</p> <p>Where sharing can't be avoided equipment must be wiped before and after use and hands sanitised before and afterwards.</p>

					<p>Moved shared equipment away from high footfall areas where possible.</p> <p>Consider recording and sharing demonstrations of the use of equipment.</p>
	N	Hygiene and cleanliness	Staff and students	Infection	<p>Every teaching space will have cleaning stations</p> <p>Teaching staff are to wipe the lectern and non-personal items before and after use.</p> <p>Microphones are to be wiped down before using and a disposable microphone cover used</p> <p>Cleaners will touch point clean in academic buildings prior to the start of the teaching day.</p> <p>External door furniture will be cleaned by Facilities throughout the day.</p> <p>Facilities will replenish cleaning stations, hand sanitisers and empty bins throughout the day.</p> <p>Lecture theatres will be cleaned overnight on a rotational basis.</p> <p>Students to wipe down before they sit down (seats, desks or bench space)</p>
	O	Poor ventilation that may increase risk of viral load being increased (no fresh movements of air)	Staff and students	Infection	<p>Clear instructions have been placed throughout teaching spaces to inform occupants when windows must be kept open.</p> <p>Estates are considering arrangements to facilitate a comfortable working environment</p>

	P	Poor communication	Staff and students	Misunderstanding of the advice and guidance etc. leading to an increased risk of contracting Covid-19	<p>Communication should be delivered through as many different channels as possible.</p> <p>Communal and high footfall areas signage as well as within student's rooms needs to be consistent, clear, and concise.</p> <p>The important messaging should be clearly visible to everyone as many times per day as possible.</p> <p>All staff advised to familiarise themselves with on campus guidelines and take part in a local induction.</p>
	Q	Students with high or very high-risk personal risk score	Staff and students	Infection, stress, and anxiety	<p>Students will be asked to contact Accessibility Team if they have any concerns over their personal vulnerability to COVID.</p> <p>Accessibility will liaise with accommodation on any action required.</p> <p>In the event of a case in the same cohort, all students will be asked if they have any higher risk vulnerabilities, and each case will be considered with PHE.</p> <p>It may be necessary in some cases to move the student with positive case to alternative accommodation to reduce the risk any vulnerable people.</p>
	R	Staff or student report symptoms	Staff and students	Infection, stress, and anxiety	<p>Contact the Rapid Response Hub and follow Government Guidance.</p> <p>Report sickness through normal channels</p>
	S	Student unwell with COVID symptoms			<p>Student to be asked to leave the classroom immediately.</p>

		during lecture or workshop etc.	Staff and students	Infection, stress, and anxiety	If they have any COVID symptoms, however mild, request they return immediately to their accommodation, follow government advice and contact the Rapid Response Hub Academic to place 'do not sit here' sign at student's desk. Contact H2H/ Facilities Management to request additional cleaning support.	
<p align="center">RISK ASSESSMENT SCORE</p> <p><i>Use the consequence (table 1a) and likelihood (table 1b) tables overleaf to calculate the risk score (table 1c)</i></p> <p>NB: Take into account existing controls</p>	Risk	Consequence (1-5)	X	Likelihood (1 - 5)	=	Risk Score (1-25)
	A	5	x	2	=	10
	B	5	x	2	=	10
	C	5	x	4	=	20
	D	5	x	3	=	15
	E	5	x	2	=	10
	F	5	x	2	=	10
	G	5	x	2	=	10
	H	5	x	2	=	10
	I	5	x	2	=	10
	J	5	x	2	=	10
	K	5	x	3	=	15
	L	5	x	3	=	15
	M	5	x	2	=	10
	N	5	x	2	=	10
	O	5	x	2	=	10
	P	5	x	2	=	10
Q	5	x	2	=	10	
R	5	x	2	=	10	
S	5	x	2	=	10	

ACTION PLAN – things that need to happen now to control / reduce risk further			
Risk	Further Action Required to Control Risk	By Whom	Date Complete
A	Ensure local risk assessments are approved and considered in the event of updated guidance. Risk assessments must be updated regularly in response to staff and student feedback.	College	

B	Consult with Departmental Teaching and Learning Norms for the College and with timetabling in the event of teaching needing to move online or to hybrid in response to an outbreak. Ensure clear advance communication with students when changes are made to the timetable.	College	
C	Staff and students to follow the Teaching Protocols in teaching spaces	Staff and Students	Ongoing
D	Staff and students to follow the Teaching Protocols in teaching spaces	Academic	Ongoing
E	Staff to support students to leave on time.	Academic	Ongoing
F	Update and refresh communications regularly.	Comms Team	Ongoing
G	Ensure fire drills have been carried out and first aider's information signage is up to date. Review outcomes of drills and ensure all actions are completed.	Ongoing	
H	Encourage vaccine take-up. Remind staff and students of the importance of COVID testing twice a week every week. Remind staff of COVID symptoms and protocols frequently.	Comms Team	Ongoing
I	Staff to follow the Teaching Guidance Staff and Students to follow the Teaching Protocols in Teaching Spaces Undertake additional risk assessment if activities vary from the norm	Staff and students	Ongoing
J	PPE facemasks to be worn instead of face covering where indicated by risk assessment. Sinks for hand washing or hand sanitiser stations Sufficient time will be allowed between sessions where the general risk assessment for the lab indicates this is necessary to minimise risk of transmission of Covid-19. In other circumstances a gap will be given between sessions where possible to minimise the risk of transmission outside the lab setting Where equipment must be shared, use alcohol or disinfectant wipes to wipe over the equipment. If possible, increase the number of pieces of equipment available. Use a clean lab coat provided and laundered through Technical Services.	Ongoing	
K	Staff to follow the Teaching Guidance	Staff	Ongoing
L	Do not shut down computers at the end of sessions to minimise touch points and allow remote access.	All	Ongoing
M	Ensure teaching pack is complete and replenished as necessary. Do not share. Where sharing equipment cannot be avoided, clean the equipment and sanitise hands before and after use. Where possible use a booking system for specialised equipment and shared computers.	Staff	Ongoing
N	Ensure cleaning stations in place and have been replenished and bins emptied. Alert Facilities if necessary. Facilities to clean external door furniture and clean lecture theatres overnight.	FM Teams	Ongoing
O	. Follow ventilation instructions for the space i.e., do not close windows if it is required that they are kept open.	Staff and students	Ongoing
P	Review any feedback from staff and students, review communication plan, signage and update as required.	Ongoing	

	Request replacement signage from Estates if any is missing or damaged. Ensure all staff have received a thorough local induction, they understand all the plans, processes, and requirements and that this induction is recorded locally.		
Q	Arrange communication to ensure all students contact the Accessibility Team if they have any concerns over their personal vulnerability to COVID. The Accessibility Team should have clear communication process to ensure any required actions are carried out as quickly as possible. Arrange a process so that in the event of a case in the same cohort, all students will be asked if they have any higher risk vulnerabilities, and each case will be considered with Public Health.	Ongoing	
R	Contact the Rapid Response Hub. Follow government guidance	Ongoing	
S	Request they return immediately to their accommodation and contact the Rapid Response Hub , if they have not already had a negative test result. Remind them to stay home, self-isolate and request a test. Use 'do not sit here' sign. Contact H2H/ Facilities Management to request emergency cleaning support.	Ongoing	
NB: When actions are complete, they need to be transferred to the section above as now being 'control measures already in place'. The risk rating scores may also need to be amended to acknowledge that these additional controls measures are now in place.			

ASSESSMENT SIGN OFF			
Assessor's Signature	Roo Haywood Smith, via Restart Governance		
Manager's Name	Ian Blenkarn	Manager's Signature	Approved by email
Date signed	10 September 2021	Local monitoring to be performed by:	
Review Period: (please circle as appropriate)	continuous daily weekly monthly annually	after significant change	
Risk Assessment Review Dates:		Copies of Assessment to: (please identify)	

Table 1a Consequence Scoring Matrix

		Consequence				
Hazard Descriptor	ref	1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
Injury	a	Minor injury not requiring first aid treatment	Minor injury (e.g. cut, bruise) / illness (e.g. faint) requiring first aid treatment	Moderate injury (e.g. sprain strain, fractures) / ill health / absent from work/studies for more than 3 days but less than 7 days	Major / multiple injuries / long-term incapacity / disability / absent from work/studies for 7 days or more	Serious injury / multiple persons injured / permanent incapacity / fatality
Student Experience	b	Unsatisfactory experience (resolved)	Unsatisfactory experience (readily resolved)	Miss-managed (short term effects)	Miss-managed (long term effects)	Totally unsatisfactory outcome or experience
Complaint / Claim Potential	c	Locally resolved complaint	Justified complaint	Below excess claim / justified complaint involving lack of appropriate care	Claim above excess level / multiple justified complaints	Multiple claims or single major claim
Objectives / Projects	d	Insignificant costs increase / schedule slippage /barely noticeable reduction in scope or quality	<5% over budget / schedule slippage / minor reduction in quality / scope	5-10% over budget / schedule slippage / reduction in scope of quality requiring client approval	1-25% over budget / schedule slippage / doesn't meet secondary objectives	>25% over budget / schedule slippage / doesn't meet primary objectives
Service / Business Interruption	e	Loss / interruption <1 hour	Loss / interruption >8 hours	Loss / interruption >1 day	Loss / interruption >1 week	Permanent loss of service or facility
Human Resources / Organisational Development	f	Short-term low staffing level / temporary reduction in service quality <1 day	Ongoing low staffing level reduction in service quality	Late delivery of key objectives / services due to lack of staff (e.g. recruitment, retention, sickness) . Minor error due to insufficient training / ongoing unsafe staffing level	Uncertain delivery of key objective/service due to lack of staff	Non-delivery of key objective/service due to lack of staff / loss of key staff / very high turnover
Staff Experience	b	Unsatisfactory experience (resolved)	Unsatisfactory experience (readily resolved)	Miss-managed (short term effects)	Miss-managed (long term effects)	Totally unsatisfactory outcome or experience
Financial	g	Small loss >£100	Loss >£1,000	Loss >£10,000	Loss >£100,000	Loss >£1,000,000
Inspection / Audit	h	Minor recommendations / minor non-compliance with standards	Recommendations given / non-compliance with standards	Challenging recommendations / non-compliance	Enforcement Action / multiple challenging recommendations / major non-compliance	Prosecution / severely critical report
Adverse Publicity / Reputation	i	Rumours	Local Media (short-term)	Local Media (long-term)	National Media <3 days	National Media >3 days MP concern (Questions in House)

Table 1b **Likelihood Score**

	1	2	3	4	5
Descriptor	Rare	Unlikely	Possible	Likely	Almost Certain
Frequency	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	< 1%	1 – 5%	6 – 20%	21 – 50%	> 50%
	Will only occur in exceptional circumstances	Unlikely to occur	Reasonable chance of occurring	Likely to occur	More likely to occur than not

Table 1c **Risk Score**

LIKELIHOOD	CONSEQUENCE				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 - Rare	1	2	3	4	5
2 - Unlikely	2	4	6	8	10
3 - Possible	3	6	9	12	15
4 - Likely	4	8	12	16	20
5 - Almost Certain	5	10	15	20	25