GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Site | **XXXXXX Teaching Room** | **Department** | **Academic Services** | | **Version / Ref No.** | **10** |
| **Activity Location** | **Centrally managed seminar rooms and lecture theatres** | **Activity Description** | **Up to XX staff in room, up to XXXX students (\*depending on room size and reconfiguration)** | | | |
| **Assessor** | **Gareth Rainford** | **Assessment Date** | **24/03/2021** | **Date of Assessment Review** | **24/05/2021** | |
| **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 |
| rganisational | Psychological wellbeing | Staff Students and Visitors | Anxiety and stress caused by concerns around returning to work and studies on Campus | Teaching rooms do not have staff allocated to them. Staff who do use them (lecturers or LRAT and TAMU supporting staff) are covered by RA’s for their ‘home’ building.  Advertising of mitigations made by room posters and extra details posted on the rooms information website: [www.lratbookings.bham.ac.uk](http://www.lratbookings.bham.ac.uk) | 2 | 2 | 4 | Yes |  |  |  |  |  |  |  |
| Biological | Virus transmissiion in the workplace | Staff Students and Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking | Social distancing: A [teaching room checklist](https://intranet.birmingham.ac.uk/as/libraryservices/lrat/documents/public/Teaching-Space-Checklist-A4.pdf) (available at [www.lratbookings.bham.ac.uk](http://www.lratbookings.bham.ac.uk), has been completed (in staff and student versions) to identify the control measures to consider reducing the risk of workplace infections.  [General Teaching Space Instructions for Students](https://intranet.birmingham.ac.uk/as/libraryservices/lrat/documents/public/Teaching%20Space%20Gberal%20Instructions%20A4.pdf) available on the University intranet at [www.lratbookings.bham.ac.uk](http://www.lratbookings.bham.ac.uk) informing students of how to enter and leave the general teaching spaces.. This includes the time to arrive before a session, observing one-way systems and not gathering in a group.  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.  All room users to be asked to notify if they have the virus to either line manager (staff) or personal tutor (students). In taught sessions the lecturer will ask, for cluster users posters will remind users.  Managers/supervisors keep track of when staff can return to work/ Campus after the symptom free period.  Attendance by staff and students at sessions can be retrospectively determined via the teaching timetable in the event of any subsequent positive test to help contain clusters and outbreaks and assist any request for data by the NHS Test and Trace service.  Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.  Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus. | 3 | 1 | 3 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | Staff Students and Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Lecturers and demonstrators remind students of room capacity constraint and allocated workplace.  Workplace/study and timetabling routines changed to ensure room/building capacity calculated to maintain social distancing is not exceeded including:   * Change to peak staff and student entry and exit times, core working/study hours and arrival and departure times into the building have been staggered to reduce crowding into and out of the building. This includes local arrangements by Colleges and Schools including reducing lecture and teaching sessions to allow groups to leave early to stagger the times particularly in areas and buildings that have a large number of teaching/seminar rooms and lecture theatres. * Adjusted booking processes in use to reduce the number of people in the building at the same time to avoid overcrowding. This includes local arrangements by Colleges and Schools to reduce student numbers in teaching/seminar rooms and lecture theatres regardless as to the maximum capacities set for the room to reduce the number of people particularly in areas and buildings that have a large number of teaching/seminar rooms and lecture theatres. * Directional flow and social distancing signs displayed and where there are Covid marshals on the routes to and from the teaching space, they will, when necessary, give verbally reminders of the need for social distancing and to follow directional signs.   Study and teaching space has been arranged so that the government guidelines for social distancing can be maintained. In rooms with moveable desks/chairs where floor plans are not available checks are carried out by the Room Managers to ensure the rooms remain set up as they should be and/or where possible markers are used to show the layout of the furniture. (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)).  Lecturers are to ensure all students / staff attending the lecture enter and leave the teaching area as per posters displayed to ensure social distances.  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 including where available using microphones during teaching/lecturing sessions and lecturers and tutors keeping the noise level within the room to a level where the volume of normal conversation can be maintained.  Activities are segregated to promote social distancing rules including:   * Work stations moved or individuals relocated.   Provision of additional screens where needed to segregate people. Desks are arranged with individuals facing in opposite directions.   * Areas of 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. * Seating for students is measured with the 1m+ social distancing as standard. 2m social distancing maintained for the student exclusion zone around the lectern or most likely teacher position if no lectern fitted). * Room arranged and area marked out with floor tape at the front of the room to ensure there is at least 2m social distancing between the tutor/lecturer and the students. * In all rooms 1m+ markings are in place. Where the student numbers and room capacity allow, lecturers and demonstrators will encourage all students to adopt at least 2m social distancing, using the same mitigations as the 1m+ standard. * Chairs and desks placed out of bounds due to social distancing in teaching areas are not to be used. * Revised room capacities allow for 1m+ social distancing must be adhered to and are much lower than non-distanced capacities. Room capacity displayed on the doors via signs and are also posted on the rooms information website: [www.lratbookings.bham.ac.uk](http://www.lratbookings.bham.ac.uk) * College and building specific Instructions for attending lectures and teaching sessions issued to lecturers, tutors and students.   Academics/Lecturers perform frequent evaluation against social distances controls via observations of behaviour and compliance to the control and report any concerns back to the building manager and/or School/College.  Where there are Covid marshals on the routes to and from the teaching space, they will, they will also monitor compliance against the COVID Secure measures and will implement the Escalation Process, if compliance of the COVID safe measures is breached.  Where the 2m social distancing guidelines cannot be followed in full in relation to a particular teaching or lecture activity or space or communal areas during changeover times 1m + social distancing will be applied with all of the general control measures included in this risk assessment and the following additional mitigating actions in place:   * Room capacities revised to allow for 1m+ distancing and are much lower than non-distanced capacities. * Maximum capacity of face to face teaching sessions in the University set at 50. Any teaching spaces with a capacity above 50 will still only be permitted to have 50 students attending. * Local arrangements made, by Colleges and Schools to reduce student numbers in teaching/seminar rooms and lecture theatres, where student numbers allow, regardless as to the maximum capacities set for the room to reduce the number of people particularly in areas and buildings that have a large number of teaching/seminar rooms and lecture theatres. * 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 screens or barriers to separate people from each other (in use in a few small rooms where 2m distancing of the lecturer is impossible due to limitations of the room.. * Review and re-organising of the pedestrian flows both inside and outside of the teaching space and additional measures including access and egress flow plans established and information provided to staff and students. Directional flow and social distancing signs displayed and where necessary verbal reminders from Marshals patrolling the teaching spaces and building. * 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. * Using screens or barriers to separate people from each other. * 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 during their time in the teaching space by limiting the number of people in the space in accordance with the room capacities set or less if able to e.g. only allowing one Cohort to attend the teaching instead of two or three (so each person works with only a few others). * Re-engineering the technical activity including the use of technical equipment in the room. * Review and re-organising of the pedestrian flows both inside and outside of the teaching space and additional measures including access and egress flow plans established and information provided to staff and students. Directional flow and social distancing signs displayed and where there are Covid marshals on the routes to and from the teaching space, they will, when necessary, give verbally 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 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. * 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.   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 and low aerosol generating activities, where it impacts on teaching and learning activities or the ability to undertake strenuous or practical activities including participating in sports. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering within the building.  Clear visor/shield that covers the face and provides a barrier between the wearer and others from respiratory droplets, provided for staff to wear where wearing a face covering impacts on their teaching and learning activities and 2m social distancing and good ventilation can be maintained. Re-usable visors are cleaned and sanitised before and after use by the user.  Individuals have been reminded via this link ([*https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own*](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own)of how to use face coverings.  If staff or students feel that a teaching session is not Covid-complaint, students should leave the session and staff can cancel or rearrange the session. Concerns should be raised with the TAMU Servicedesk 0121 414 3322 tamu@contacts.bham.ac.uk | 3 | 1 | 3 |  |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | Staff Students and Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Teaching rooms cleaned daily by cleaning services.  Guidance given on hand-washing and distancing at the start of all lecture and posters displayed in teaching/lecturing spaces  Posters also advocate frequent hand sanitisation and following the “Catch it Bin It Kill It” displayed in all lecture theatres and seminar rooms  Lecturers will clean all touchpoints on equipment that they intend to use: including mice, keyboards, whiteboards, AV control system and visualizers before and after use with disposable wipes provided. A tub of wipes will be provided in each room.  Tests have shown that chalkboards cannot be sanitised without damaging the surface. Chalkboard use will therefore be prohibited, and lecturers asked to use visualisers instead.  Soap and water and hand sanitiser are provided in the building and are placed at the entrance and in teaching areas where they will be seen.  All teaching staff issued with Room Guidelines for Teaching Staff with instructions for equipment use and cleaning.  Objects and surfaces that are touched regularly including study surfaces are cleaned using the antibacterial/alcohol wipes provided to the students before the start of the teaching session.  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. not playing music or broadcasts at a volume that makes normal conversation difficult, using microphones during teaching sessions  Multi-user items such as whiteboard pens and erasers will be removed from all rooms. LRAT will supply lecturers with replacements on an appointment basis at LRAT’s Great Hall basement offices.  Students will be asked to clean the writing surface and chair or seat that they will be sitting at.  Users of touchscreens are requested to use their own personal stylus rather than their fingers. Personal styluses are available to teaching staff that do not have one from LRAT Stores in the basement of the Great Hall.  Loose furniture must not be moved or added into any other Teaching Spaces. | 3 | 1 | 3 |  |  |  |  |  |  |  |  |
| Biological | Suspected Case of CIOVID-19 | Staff Students and Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | 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 teaching room with suspected COVID-19, they will be sent home in accordance to the University guidance. Lecturers/Tutors 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). * Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided. * Students with suspected symptoms should follow the latest University advice at: <https://intranet.birmingham.ac.uk/student/2020/Your-safety-and-wellbeing.aspx> * Employees and students to also follow the Government advice: <https://www.gov.uk/coronavirus> * 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 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff Students and Visitors | Exposure to airborne droplets carrying the virus | Where opening windows are provided they should all be open during a teaching session. “Please ensure you open all windows on arrival and close on departure.” posters are displayed within the rooms to remind staff.  Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.  Ventilation systems are maintained in line with planned and preventative maintenance schedules, including filter changes.  An assessment of the ventilation in the building, and where necessary individual areas/rooms, has been undertaken which included checks such as:   * Is the space naturally or mechanically ventilated * All areas within the building which are usually occupied and have poor ventilation have been identified and the use of the area re-assessed (see below). * An assessment of Fresh air (ventilation) has been undertaken for the workplace and where necessary individual workspaces. This included how fresh air is provided (natural, mechanical or combination of both), how many people occupy/use the area, how much time people spend in the areas, how large the area is, what activities take place in the areas, the equipment and machinery in the workspaces, the use of fans and Local Exhaust Ventilation.   Natural ventilation can be improved by fully or partially opening windows, air vents and doors, not signed as fire doors. Rooms can be purged (aired) when not in use by leaving the windows and doors fully open. However, it is important to plan and close windows to minimise the risk of rodent and pigeon issues.  Mechanical ventilation has typically been set at maximum fresh air settings and operate 24/7; but as minimum of 3 hours before or after any stated occupancy times.  Staff have been informed, via this risk assessment of the following steps which they can take to make sure their workplace is adequately ventilated whilst maintaining a comfortable temperature:   * opening windows and doors partially can still provide acceptable ventilation while keeping the workplace comfortable. Opening higher-level windows will probably create fewer draughts. * if the area is cold relax dress codes so people can wear extra layers and warmer clothing * use [natural ventilation](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/improve-natural-ventilation.htm) alongside heating systems to maintain a reasonable temperature in the workplace. * Teaching spaces which rely on natural ventilation have been reviewed for thermal comfort and temporary heating provided as appropriate.   Where specific concerns have been raised, these have been investigated and addressed where necessary.  Most mechanical ventilation systems are monitored by building management systems that will raise a fault alarm; but please ensure that any potential fault with mechanical or natural ventilation is raised with the Building Management and or the Estates Helpdesk.  General considerations reflected on during reopening of the buildings in relation to the ventilation and fresh air to occupied spaces. Core strategy based on ‘[CIBSE Covid-19 Ventilation Guidance](https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ)’, [REHVA guidance](https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_V4_09122020.pdf), [HSE guidance](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm), [Government](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19#shops-running-a-pick-up-or-delivery-service) and other relevant industry guidance. The guidance is constantly under review by the University’s Estates, as SARS-CoV2 transmission routes become more clearly defined, and any updated recommendations assessed and implemented where relevant to University systems.  Links used above:  <https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ>  <https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_V4_09122020.pdf>  <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19#shops-running-a-pick-up-or-delivery-service> | 3 | 1 | 3 | Yes |  |  |  |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

The scoring system is provided as a tool to help structure thinking about assessments and to provide a framework for identifying which are the most serious risks and why.

|  | **Consequence / Severity score (severity levels) and examples of descriptors** | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| **Domains** | **Negligible** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Impact on the safety of staff, students or public (physical / psychological harm)** | Minimal injury not requiring first aid or requiring no/minimal intervention or treatment.  No time off work | Minor injury or illness, first aid treatment needed or requiring minor intervention.  Requiring time off work for <3 days | Moderate injury requiring professional intervention  Requiring time off work for 4-14 days  RIDDOR / MHRA / agency reportable incident | Major injury leading to long-term incapacity/ disability (loss of limb)  Requiring time off work for >14 days | Incident leading to death  Multiple permanent injuries or irreversible health effects |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
| **Frequency** | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **Broad descriptor** | This will probably never happen/occur | Do not expect it to happen/occur but it is possible it may do so | Might happen or occur occasionally | Will probably happen/occur but it is not a persisting issue | Will undoubtedly happen/occur, possibly frequently |
| **Time-framed descriptor** | Not expected to occur  for years | Expected to occur  at least annually | Expected to occur at  least monthly | Expected to occur at least weekly | Expected to occur at least daily |
| **Probability**  Will it happen or not? | <0.1 per cent | 0.1–1 per cent | 1.1–10 per cent | 11–50 per cent | >50 per cent |

The overall ***level of risk*** is then calculated by multiplying the two scores together.

**Risk Level = Consequence / Severity x Likelihood (C x L)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Likelihood** | | | | |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
|  | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **5 Catastrophic** | 5 | 10 | 15 | 20 | 25 |
| **4 Major** | 4 | 8 | 12 | 16 | 20 |
| **3 Moderate** | 3 | 6 | 9 | 12 | 15 |
| **2 Minor** | 2 | 4 | 6 | 8 | 10 |
| **1 Negligible** | 1 | 2 | 3 | 4 | 5 |

The Initial Risk Rating is the level of risk before control measures have been applied or with current control measures in place.

The Residual Risk is the level of risk after further control measures are put in place.