### GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

<table>
<thead>
<tr>
<th>Site</th>
<th>Department</th>
<th>Academic Services</th>
<th>Version / Ref No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic Teaching Room</td>
<td>Academic Services</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

#### Activity Location
Centrally managed (non-specialist) teaching rooms - seminar rooms and lecture theatres

#### Activity Description
Teaching activity in non-specialist teaching rooms. Room capacity limits apply. (Room capacity limits are individually determined based on size and configuration)

<table>
<thead>
<tr>
<th>Assessor</th>
<th>Assessment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gareth Rainford</td>
<td>2nd Dec 2021</td>
</tr>
</tbody>
</table>

#### Date of Assessment Review
1st Feb 2022

#### Hazard Assessment

<table>
<thead>
<tr>
<th>Hazard Category</th>
<th>Hazards Identified</th>
<th>Who might be harmed?</th>
<th>How might people be harmed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisational</td>
<td>Psychological wellbeing</td>
<td>Staff, Students, and Visitors</td>
<td>Anxiety and stress caused by concerns around returning to work and studies on Campus</td>
</tr>
</tbody>
</table>

#### Control Assessment

<table>
<thead>
<tr>
<th>Initial Risk Rating</th>
<th>Are these adequate?</th>
<th>Changes to/ Additional Controls</th>
<th>Residual Risk Rating</th>
<th>Owner</th>
<th>Due Date</th>
<th>Action Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>S L R</td>
<td>Yes</td>
<td></td>
<td>S L R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S L R</td>
<td>Yes</td>
<td></td>
<td>S L R</td>
<td></td>
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</tr>
</tbody>
</table>

- 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

#### Biological

| Virus transmission in the workplace | Staff, Students, and Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking |

- Room users have been informed not to attend teaching sessions or use study space if they have any form of illness until the illness has been verified as not being Covid-19.
- Regular access to the Lateral Flow Device tests and kits are available to staff and students who are coming onto campus. Staff and students are strongly encouraged to test twice a week and to record their results on the Government’s reporting website: https://www.gov.uk/report-covid19-result
and to report any positive test results to the University using the COVID-19 reporting form.

A "teaching Space Checklist" to aid with identification of infection control measure had been produced and is available at https://intranet.birmingham.ac.uk/as/libraryservices/lrat/documents/public/Teaching-Space-Checklist-A4.pdf

Any room user who is aware that they have the Covid-19 virus are required by the University to notify the University through the online form at: https://intranet.birmingham.ac.uk/staff/coronavirus/covid-19-reporting-form.aspx and staff should additionally report to their line manager. Room users will be made aware of this through University guidance including posters in teaching rooms.

In taught sessions lecturers will be encouraged to draw attention to this information before the session begins.

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.

A Test and Trace QR code is displayed outside the room for all room users to scan using the NHS Covid-19 app. All room users will be encouraged to continue to scan QR codes. This will be included in guidance posters.

<table>
<thead>
<tr>
<th>Environmenta l Virus transmission in the workplace due to contact with other people</th>
<th>Staff Students and Visitors Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.</th>
<th>The current room capacity is displayed on a poster by the entrance, on the rooms’ website (<a href="http://www.lratbookings.bham.ac.uk">www.lratbookings.bham.ac.uk</a>) and in Scientia (the timetabling system). Timetabling will not book class numbers higher than the current capacity limit. Lecturers and demonstrators will ensure they are aware of the room capacity limit and that limit is not exceeded. Lecturers and demonstrators should encourage full use of all available space in support of reducing unnecessary contact. Where a 2m line is marked around the lectern, it will be retained so that lecturers can gauge distances. Exceptions would apply when wearing a face covering would impact on teaching and learning activities, the</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>
ability to undertake strenuous or practical activities including participating in sport,

Should they request it, lecturers and demonstrators will be provided with a clear visor/shield that covers the face and provides a barrier between the wearer and others from respiratory droplets. Re-usable visors should be cleaned and sanitised before and after use by the user.

The University strongly recommends individuals (including staff, students, visitors and contractors), unless exempt, wear face coverings inside all University buildings. This includes all corridors, circulation spaces and communal areas, all mixed-use office spaces when moving around, all teaching and learning settings, all study spaces and all libraries. Information provided by the University and local communications and signs displayed informing people of the requirement to wear a face covering within the building.

Spare face coverings are available for individuals who have forgotten to bring a face covering with them.

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) of how to use face coverings.

Room users are told they should be prepared to remove face coverings if asked to do so by police officers and staff for reasons of identification.

Lecturers are to ensure all students / staff attending the lecture enter and leave the teaching area as per posters displayed to minimise congestion in line with the building risk assessment in which the room is located.

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. In bimodal rooms all students are within
microphone pickup range – so these rooms are preferred for large interactive sessions.

When delivering a session, Lecturers and demonstrators are normally aware of student behaviour as part of general classroom management. If compliance with control measures within a teaching space is problematic, concerns should be reported back to the room manager (usually TAMU, contactable on x43322) and/or School/College.

Most teaching spaces have all room users seated in the same direction facing the front. Some rooms designed for group working have special group tables or clumps of tables. In such areas students may face each other. As large a distance between groups as possible should be maintained as outlined in current workplace/DFE guidance. Group tables are often curved and therefore inter-desk distance varies with placing and part of the desk. A typical inter-desk distance would be around 1.5m at the greatest width point of the table. Groups should be kept as small and consistent as possible. Moving from one group table to another should be avoided in order to minimise numbers of contacts.

Wherever one way systems assist the flow of people and avoid crowding or congestion they should be maintained, with appropriate signage and other visual aids in place.

Concerns should be raised with the TAMU Service desk 01214143322 tamu@contacts.bham.ac.uk

Environmental Virus transmission in the workplace due to close contact.

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 reducing close contact is provided through general University guidance 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, microphones and visualizers before and after use with disposable wipes provided. Wipes will be provided in each room.
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 Teaching Room Guidelines which includes instructions for equipment use and cleaning.

Wipes will be provided in teaching rooms and lecture theatres so that objects and surfaces touched regularly including study surfaces can be cleaned by students at 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. Replacement consumables for personal use can be obtained from LRAT’s offices - Great Hall Basement.

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 with suspected COVID-19 appear unwell or make comment or complain to staff members that they are feeling unwell they will need to leave the building with immediate effect and will be supported in doing so should it be necessary and subsequently to follow the University’s Test, Trace and Protect Process.

- The area will be cleaned in accordance with the specific Government guidance.

- Provision and monitoring of adequate supplies of cleaning materials are in place.

- 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 in accordance with prevailing government guidelines [https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)

### Environment

| Ventilation | Staff, Students and Visitors | Exposure to airborne droplets carrying the virus | 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.

Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible. While this will continue to be minimised some area will need to have some recirculation, to improve thermal comfort.

Natural ventilation can be improved by fully or partially opening windows, air vents and doors, not signed as fire doors. This should be balanced against the need to maintain comfortable temperatures for all users of the space.

The University will be centrally monitoring carbon dioxide (CO2) as a proxy for air quality and ventilation.

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in large teaching spaces. Information can be provided on these spaces. Additional control can be provided via the use of portable CO2 sensors where there are any concerns raised about the adequacy of ventilation in a given space. To raise a concern please contact the Building Manager and/or the Estates Helpdesk.

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 at extended periods.

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 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 on CIBSE Covid-19 Ventilation 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:
HSE - Ventilation and air conditioning during the coronavirus (COVID-19) pandemic 21st July 2021

CIBSE - COVID-19: Ventilation version 5 - Updated 16th July 2021

DfE - Higher education COVID-19 operational guidance - Updated 19 July 2021

HSE - Keeping workplaces safe as coronavirus (COVID-19) restrictions are removed - Updated 19 July 2021
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.

<table>
<thead>
<tr>
<th>Consequence / Severity score (severity levels) and examples of descriptors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td><strong>Domains</strong></td>
</tr>
<tr>
<td><strong>Impact on the safety of staff, students or public (physical / psychological harm)</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Likelihood score</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Likelihood</strong></td>
<td>Rare</td>
<td>Unlikely</td>
<td>Possible</td>
<td>Likely</td>
<td>Almost certain</td>
</tr>
<tr>
<td>5 Catastrophic</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>4 Major</td>
<td>4</td>
<td>8</td>
<td>12</td>
<td>16</td>
<td>20</td>
</tr>
<tr>
<td>3 Moderate</td>
<td>3</td>
<td>6</td>
<td>9</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>2 Minor</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>1 Negligible</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

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.