GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **XXXXXX Teaching Room** | **Department** | **Academic Services** | | **Version / Ref No.** | **6.5** |
| **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** | **06/10/2020** | **Date of Assessment Review** | **31/10/2020** | |
| **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 wellbeing | Staff Students and Visitors | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communications through a variety of platforms. For staff this includes 121 discussions with their line manager. For students this includes the use of social media.  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 transmission | Staff Students and Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking | Anyone suffering from with any form of illness should not attend 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.  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. Individual teaching rooms are marked with unique QR codes for NHS Track & Trace. | 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. | 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.   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 the 2m 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. * 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, we will encourage all students to adopt a 2m+ approach, 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 and are much lower than non-distanced capacities. This displayed on the doors via signs must be adhered to. These are calculated by the University’s Estates Service who work out a nominal 1m+ capacity which is checked by LRAT when arranging the rooms. * 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 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 e~~.g. 1m~~+. Mitigating actions have been put in place and are all or a combination of the following:   * Revised room capacities allow for 1m+ distancing and are much lower than non-distanced capacities. These are calculated by the University’s Estates Service who work out a nominal 1m+ capacity which is checked by LRAT when arranging the rooms. 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. * 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. * 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 by using ‘fixed teams or partnering’ (so each person works with only a few others). * Re-engineering the technical activity. * Improving ventilation by re-organising the indoor space to optimise the ventilation available. * Review and re-organising of the pedestrian flows both inside and outside of the teaching space and additional measures including access and egress flow plans established and information provided to staff and students and posters displayed. * PPE consisting of face masks and/or a clear visor that covers the face, and provides a barrier between the wearer and others, provided for staff 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). Re-usable visors are cleaned and sanitised regularly using normal cleaning products. * 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. Staff can ask any student who is not wearing a face mask whether they have an exemption, and to wear a face covering if they do not. All students have been provided with a face covering for personal use. * 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 by the students before they leave the teaching session.  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 | Yes |  |  |  |  |  |  |  |
| 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 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 Outbreak Management Process. | 3 | 3 | 9 | No | NHS Track & Trace codes to be installed for all teaching rooms | 3 | 2 | 6 | MB | 25/10/20 |  |
| Environmental | Ventilation | Staff Students and Visitors | Exposure to airborne droplets carrying the virus | Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.  All ventilation has been serviced as required. All filters have been changed as required.  Building users are encouraged where possible to ensure windows are open. | 3 | 2 | 6 | No | Notices displayed asking room users to open windows at 1st booking in the morning | 3 | 1 | 3 | MC | 25/10/20 |  |

**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)**

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| --- | --- | --- | --- | --- | --- |
|  | **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.