

**Risk Assessment Form**

Title of Risk Assessment  Date of assessment

Department  Date review due

Description of Task/Process

Assessment carried out by

**Additional information**

**Teaching Staff** are defined as the people providing the face to face teaching or who are leading the group in discussion.

**Teaching Head / Programme Lead** are defined those who have responsibility for the teaching programme. They must discuss this risk assessment in advance of the start of term with those who are involved in the teaching of that programme and refer also to the Blueprint Risk Assessment which has other relevant information for staff.

**Attendees** are defined as those who are seated on the flat floor lecture space or seminar room. This could be made up of students, visitors, conference attendees or members of the public

Two styles of teaching have been considered as likely to take place in these spaces:

- (a) Lecture style, in which the leader stands at the lectern;
- (b) Problem solving workshop, in which the leader is more likely to move around the teaching space to have individual discussions with students.

**Room occupancies** are as follows (illustrative photos as shown below):

MAS 2.05/2.06 (11)	P523 (11)	PS017 (11)	PS018 (7)
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P523



PS017



PS018



MAS 2.05 / MAS 2.06

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<u>Hazards and how they may cause harm</u>	<u>Who may be at Risk?</u>	<u>Existing Control Measures</u> (delete or add to as appropriate)	<u>Current Risk Level</u> (VL,L,M,H,VH)	Where current risk is M, H or VH, what additional <u>Control Measures</u> are required?	<u>Action required by whom &amp; by when?</u>	<u>Final Risk Level</u>
<p><b>Transmission of Covid-19.</b></p> <p>General principles applicable throughout this risk assessment</p>	<p>Attendees and Teaching Staff.</p>	<ul style="list-style-type: none"> <li>• (Eliminate) Anyone feeling unwell will not to come into the University.</li> <li>• (Isolate) Lecture / seminar rooms that are not in use should be clearly marked or ideally secured so that persons cannot use them unauthorised.</li> <li>• (Reduce) The Programme Lead has reduced the number of in-person teaching sessions.</li> <li>• (Reduce) At the end of the session, teaching staff will use disinfectant to wipe down any room equipment and furniture they have contacted during the session.</li> <li>• (Reduce) At the end of the session, students will use disinfectant or disinfectant wipes to sanitise their chair and work surface.</li> <li>• (Control) Teaching staff to follow the guidance on the <a href="#">Stay Safe at Warwick webpages</a> if anyone reports they or members of their household have Covid-19 symptoms.</li> <li>• (Control) Information on how to reduce transmission of the virus provided to staff and students, with reminder signage and information being on display around the University.</li> </ul>	<p>VL</p>	<p>Teaching Programme Leads to consider the impact of the teacher conducting numerous teaching sessions and teacher wellbeing and work-life balance. This should be picked up under separate departmental arrangements and workload modelling. Teachers should raise any issues with their line manager in the first instance or should speak to their HR Business Partner.</p> <p>Teaching Programme Leads to ensure that there is an adequate supply of disinfectant wipes for each space.</p> <p>Suitable waste bins are available, which will be emptied regularly. These have been added to the Estates Cleaning regime.</p>		<p>VL</p>

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<p><b>Transmission of Covid-19</b></p> <p>Transmission via airborne routes</p>	<p>Attendees and Teaching Staff.</p> <p>Cleaning staff.</p>	<ul style="list-style-type: none"> <li>• (Reduce) All participants must wear face coverings during in-person teaching sessions.</li> <li>• (Control) When there are communication difficulties, teaching staff <u>may</u> wear a face shield as an alternative, but only when delivering content to the whole group from the front of the teaching space.</li> <li>• (Control) When moving around the space to provide individual assistance, teaching staff must wear a face covering.</li> <li>• (Control) When providing individual assistance teaching staff must maintain a 2m distance from others so far as reasonably practicable.</li> <li>• (Control) When providing individual assistance, teaching staff should work side by side with the student.</li> <li>• (Control) The time spent providing individual assistance to students must be limited to as short a duration as possible.</li> <li>• (Reduce) Ventilation will be via open windows and doors (where possible)</li> <li>• (Reduce) Ventilation will be via forced ventilation, where Estates have confirmed that the systems should not transmit the virus, otherwise the systems will be switched off.</li> </ul>	<p>L</p>			<p>L</p>

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<p><b>Transmission of Covid-19</b></p> <p>Transmission via contaminated surfaces</p>	<p>Attendees and Teaching Staff.</p> <p>Cleaning staff.</p>	<ul style="list-style-type: none"> <li>• (Control) Students encouraged to disinfect hands using sanitiser before entering teaching spaces.</li> <li>• (Control) Teaching staff to use hand sanitiser and disinfectant wipes before they touch any equipment provided in the space.</li> <li>• (Control) Touchpoints regularly cleaned by Estates Cleaning team.</li> </ul>	L	Sanitiser wipes to be available in departmental controlled teaching spaces		L
<p><b>Inadequate Distancing / Uncontrolled contact</b></p> <p>Attendees unable or not following the 2m distance separation</p>	Attendees and Teaching Staff	<ul style="list-style-type: none"> <li>• (Eliminate) Students will only be admitted to teaching sessions for which they have been timetabled.</li> <li>• (Reduce) Class sizes have been reduced to meet the occupancy levels of the spaces.</li> <li>• (Reduce) Furniture has been removed or stacked and the remaining chairs arranged into a fixed layout to separate everyone by 2m, so far as reasonably practicable.</li> <li>• (Control) Students should only arrive at the teaching space shortly before the scheduled time and must queue outside the room in accordance with 2m distancing signage.</li> <li>• (Control) Teaching staff will manage entry and egress from the space advising students to fill the room in a way that avoids or limits crossing paths and in a way that maintains distancing.</li> </ul>	L	Consider persons on the ground to assist with moving the attendees promptly away from the larger flat floor lecture spaces where there are known pinch-points.		L

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		<ul style="list-style-type: none"> <li>• (Control) Where student arrival is unsupervised, they should fill the space by occupying the seats furthest from the door or closest to the front first to avoid unnecessarily crossing paths with other students.</li> <li>• (Reduce) There is a 10-minute gap between sessions to reduce interpersonal encounters.</li> <li>• (Control) Teaching staff to manage the class so that students finish on time (to avoid, where possible, the mix of students with the next class).</li> </ul>				
<b>Inadequate Ventilation</b> , space too hot, too cold, or able to assist the transmission of Covid-19 if present.	All users of the space	<ul style="list-style-type: none"> <li>• (Reduce) Where possible windows should be opened to provide natural ventilation.</li> <li>• (Reduce) Estates will have determined suitability of any forced ventilation operation prior to the start of term.</li> <li>• (Reduce) Estates Building Management System (BMS) will monitor and manager temperatures in the lecture theatres where installed. (Smaller spaces will not be covered).</li> </ul>	L			L
<b>Poor behaviour</b> Attendees not abiding by rules laid down by the	Attendees	<ul style="list-style-type: none"> <li>• (Control) Teaching staff to challenge poor behaviour of those attending the teaching session. Repeated poor behaviour to be reported to line manager for their assistance in the matter.</li> </ul>	M	Consider disciplinary channels.		L

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University in relation to Covid-19.		<ul style="list-style-type: none"> <li>(Control) Departmental staff (line managers) to challenge poor behaviour of staff.</li> </ul>				
<p><b>Unable to support 'Test &amp; Trace'</b> Unknown attendees, meaning that persons potentially at risk are not contacted</p>	All users of the space and a University reputational risk	<ul style="list-style-type: none"> <li>(Reduce) The Department has drawn up student timetables so are aware of who should be in attendance for each session.</li> <li>(Control) Relevant data on students held in SITS which can be made available for 'Test &amp; Trace' purposes. Staff data is held in HR SuccessFactors.</li> </ul>	L	Departments to support the 'Test and Trace' arrangements of the University when informed of a positive case.	L	L

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**Work should not be carried out until the assessment is completed and all required control measures are in place.**

<b>Overall Final Risk Rating</b> (Highest level in final column above)	<b>L</b>
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<b>Additional Comments from Risk Assessor</b> (e.g. funding or practical implications)	There may be resourcing implications as follows: Teaching staff will need to be supplied with face visors to deliver against this risk assessment and a means to clean and store these when not in use. There should be sufficient stocks of hand sanitiser for staff to use prior to running lectures. Disinfectant wipes will need to be routinely ordered and plentiful stocks maintained. Resources will be required to replenish disinfectant wipes. Additional cleaning by Estates Cleaning may be required in highly used spaces and to empty waste receptacles where disposable face coverings and wipes may be thrown away.
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Approved By	David Leadley
Date	23/09/2020



Position	Head of Department
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Please print a copy, sign it, share it with teaching staff and keep for your records