

Appendix 1: Risk Assessment Form

Risk Assessment Form

Title of Risk Assessment

Date of assessment

Department

Date review due

Description of Task/Process

Assessment carried out by

Additional information

The “hazards” identified relate specifically to the additional risks associated with operating teaching rooms. The Control Measures identified are those required to operate teaching rooms safely. The Current Risk Level is the estimated level of risk assuming that these additional controls are in place.

There are over 200 CTTRS. The risk assessment should be used to check that appropriate controls are in place in each CTTR locality as part of a wider risk assessment for the operation of a building before opening or partially opening it for teaching activity (and other activities) to take place.

In the event of first aid being required, Community Safety will be contacted on the numbers below.
Emergency Assistance – Community Safety, 024 7652 2083, and in emergency 024 7652 2222

All Health and Safety Incidents and Near Misses should be reported on the [University SHE Assure Portal](#).

To report a child safeguarding incident, disclosure or concern complete the [Safeguarding Report Form](#) and provide as much information as you can.

This is an assessment of the hazards and risks to persons using Centrally Timetabled Spaces at the University of Warwick.

The term ‘associated activities’ includes teaching, learning and study.

The following are definitions of who may be at risk: -

Campus occupants are defined as members of University staff, students (both postgraduate and undergraduate), visiting workers and contractors, and **visiting members of the public** (e.g. at events organised by departments) but does NOT include users of cafes and retail spaces, the Conference Centre, Warwick Arts Centre, or the Sports & Wellness Hub.

Teaching Staff are defined as the people providing the face-to-face teaching or who is engaging the group in discussion.

Teaching Head / Programme Lead are defined as 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.

Attendees are defined as those who are seated within the teaching room. These could be students, visitors, conference attendees, members of the public etc.

All lecture and seminar spaces will be pre-booked in advance. Whilst each space will vary in size/shape, all will fall within the scope of this risk assessment. A variety of teaching styles have been considered.

The Risk Assessment has been completed with support from Health and Safety Services and colleagues from the Widening Participation Team.

<u>Hazards and how they may cause harm</u>	<u>Who may be at Risk?</u>	<u>Existing Control Measures</u>	<u>Current Risk Level</u> (VL,L,M,H,VH)	<u>Where current risk is M, H or VH, what additional Control Measures are required?</u>	<u>Action required by whom & by when?</u>	<u>Final Risk Level</u>
Emergencies: Fire, First Aid, Medical, Panic/Uncertainty if building needs to be evacuated causing injury and distress.	Staff, Students, Campus Occupants.	<ul style="list-style-type: none"> The event organiser will brief all people on evacuation procedures – highlighting emergency exits and confirming meeting points. Fire Risk Assessments are in place for buildings on campus. All participants to be informed of emergency procedures on arrival. Staff are mandated to undergo fire safety awareness training via the Moodle Learning Platform. 	Low			Low
Classroom Activities: Including any demonstrations that might take place, with the potential for causing injury or distress.	Participants	<ul style="list-style-type: none"> Teaching staff should complete separate RAs for demonstrations that could introduce H&S risks beyond those of normal classroom activity. Other users should complete separate RAs for activities that fall outside normal classroom activity. Ensure teachers and students know escalation procedure in case of injury or illness i.e. refer to event lead for First Aid support. 	Low			Low

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Safe access and egress to teaching rooms at change-over		<ul style="list-style-type: none"> Finishing on time will ease any congestion during changeover periods 	Low			Low
Use of Electrical Equipment: - Electric shocks and burns from exposure to live electricity. - Fire or explosion from faulty equipment or static electricity. - Overloading of sockets and outlets which causes fire or injury. - The spilling of liquid onto electrical equipment.	All users of the space	<ul style="list-style-type: none"> All electrical equipment is PAT tested annually to check for issues or defects. If a piece of equipment is thought to be broken, staff are instructed to stop using it and report the issues via Service Now. All electrical equipment is kept away from drinks and liquids. Food and drinks are not permitted in teaching rooms. 	Low			Low
Slips, Trips, Falls and Collisions - Personal property left next to desks (e.g. bags). - Large items left in walkways (e.g. boxes, books). - Trailing cables from electrical equipment. - Uneven floor surface. - Unsecured carpet.	All users of the space	<ul style="list-style-type: none"> All areas are well lit, including stairs. A daily cleaning regime is in place. Regular visual inspections of teaching spaces are carried out. Faults are reported to the Estates Service Desk or via Service Now for AV equipment. All users are made aware that personal belongings and other items should be stored away 	Low			Low

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- All of the above could result in mild to severe injuries including, dislocated, fractured, or broken bones, head injuries such as concussion, sprains, cuts and bruises		<p>from walkways, stairs and access routes.</p> <ul style="list-style-type: none"> All cables are kept off the floor and away from walkways. 				
<p>Improper Lighting:</p> <ul style="list-style-type: none"> - Eye strain from looking at a screen in a low-light condition. - Glare from light sources on screens. - Headaches / Migraines. - Unable to see hazards, leading to slips, trips and falls 	All users of the space	<ul style="list-style-type: none"> All ceiling lights are on a sensor, so they are brighter when it's dark outside and vice-versa. All faults or issues with lights are reported to the Estates Service Desk to be rectified as quickly as possible, either by users or through the regular room checks. Blinds on exterior windows are kept open as much as possible except if the light is causing screen glare. 	Low			Low
<p>Safe capacity and layout of teaching rooms - Exceeding Room Capacity:</p> <ul style="list-style-type: none"> - Delay in safe evacuation from the room(s). - Insufficient to undertake activities 	All users of the space	<ul style="list-style-type: none"> Capacity of room(s) established prior to timetabling and adhered to. Any potential change of use or desired increase in occupancy checked prior to proceeding. CAD floor and seating plans establishing the safe maximum capacity of each teaching room. 	Low			Low

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and to use the room(s) safely.						
Cleaning of teaching rooms	All users of the space	<ul style="list-style-type: none"> The cleaning regime as provided by Estates Cleaning Team. Provision of cleaning equipment in teaching rooms. 	Low			Low
Teacher behaviours	All users of the space	<ul style="list-style-type: none"> Available guidance for teachers to operate Audio Visual equipment safely. Teachers to complete separate Risk Assessment for any non-standard activities (e.g. practical demonstrations). 	Low			Low
Poor behaviour: Campus occupants not abiding by rules laid down by the University	All users of the space	<ul style="list-style-type: none"> Poor behaviour is to be challenged. Repeated poor behaviour to be reported using the University's defined escalation procedure. Individuals who are not members of the University will be instructed to leave. 	Low			Low
Transmissible diseases: Potential for causing illness to participants and campus occupants.	All users of the space	<ul style="list-style-type: none"> All campus occupants are advised to take up the offer of vaccinations to reduce the risk of infection and transmission as far as possible. Room users experiencing symptoms of illness are advised to consider not 	Low			Low

<u>Hazards and how they may cause harm</u>	<u>Who may be at Risk?</u>	Existing <u>Control Measures</u>	Current <u>Risk Level</u> (VL,L,M,H,VH)	Where current risk is M, H or VH , what additional <u>Control Measures</u> are required?	Action required by whom & by when?	Final <u>Risk Level</u>
		attending teaching events until their symptoms resolve.				

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

Overall Final Risk Rating (Highest level in final column above)	Low
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Additional Comments from Risk Assessor (e.g. funding or practical implications)	<p>Regular teaching space stakeholder meetings are in place to address any hazards which might be classified as significant, risks are reviewed and addressed where funding is permitted.</p> <p>Regular room checks are carried out on all CTRs in accordance with guidance developed in conjunction with H&S colleagues.</p>
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Approved By	Scott Lloyd
Date	31/10/23

Position	Head of Space Planning and Timetabling
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Please print a copy, sign it and keep for your records

Document History

Version	Date	Reviewer	Comments	Next review due
	December 2022	Gemma Richardson		
V1	31/10/23	Nicola Hunt	Updated, set review date for 3 years.	31/10/26

	Severity				
Likelihood	Superficial	Minor	Serious	Major	Extreme
Unlikely	Very low	Very low	Low	Low	Moderate
Possible	Very low	Low	Low	Moderate	High
Likely	Low	Low	Moderate	High	Very high
Very likely	Low	Moderate	High	Very high	Very high
Extremely likely	Moderate	High	Very high	Very high	Very high

Risk Level	
Very low	Acceptable risk - no action required
Low	Tolerable risk - further control measures not required, but status must be monitored
Moderate	Further control measures required to reduce risk as far as is reasonably practical
High	Urgent action required to allow activity to continue
Very high	Risk intolerable - activity must cease until the risk has been reduced

See ['Matrix for risk evaluation'](#) for further guidance.