

Blueprint Risk Assessment for Returning to Work during Covid-19 – Teaching Activities

Department/ Group/Team	Physics	Date of assessment	September 2020
Building	Physics 01.042 Physical Sciences 01.007 MAS 01.284	Reduced Occupancy Level (Maximum)	<p>Physics: Undergraduate teaching laboratories on floor 3 P523 (11)</p> <p>Physical Sciences: PS0.17 (11) PS0.18 (7)</p> <p>MAS 2.03 (3) 2.04 (4) 2.05/2.06 (11)</p> <p>Managers should consult their Space Management & Timetabling ‘reduced’ occupancy figures (where applicable) in order to determine how many people can safely use each space. This should be used as an initial guide alongside knowledge of the space itself. Consultation may also be required with Health and Safety Services.</p>
Space(s) in use	P523 (01.042.L04.035) PS0.17 (01.007.000.042) PS0.18 (01.007.000.015) MAS 2.03 MAS 2.04 MAS 2.05/2.06 (01.284.L01.011)	Number of People	All academic staff teaching All undergraduate and postgraduate students taking modules in Physics
Activity to be carried out	Teaching		
Line Manager carrying out	Head of Department, Laboratory Coordinator, Project Coordinator, First Year Coordinator Health and Safety Officer Further information on Risk Assessment, Covid 19 and general health and safety are available at:		

the
assessment

<https://warwick.ac.uk/services/healthsafetywellbeing/managingrisks/>
<https://warwick.ac.uk/coronavirus/intranet/actions/buildings/>

There is also a Risk Assessment Moodle training module available via Warwick’s MyMoodle and another short module ‘Staying Safe’ which needs to be carried by staff who are returning to campus.

If you require support or advice on completing this form, please contact your Health and Safety Services:

<https://warwick.ac.uk/services/healthsafetywellbeing/contacts/>

Staff
supporting
assessment
process

[Senior Administrative Officer](#)
[Trade Union representatives](#)

Additional Information

Timetabling - Teaching should end at five minutes to the hour and start at five minutes past the hour. This will provide 10 minutes for classes to change over. Staff are asked to adhere to these times to help reduce congestion.

Resources

- Teaching Staff – Wipes/spray will be available in any local teaching area for use by staff and students. Staff are to ensure they clean down their lectern/workspace including any IT equipment they may use at the beginning and end of their session. In addition, teachers must attend with any work-related items such as stationary, board markers, chalk and paper as required for their session. Those involved in teaching are required to wear a face covering or face shield unless there are exceptional circumstances or a medical exemption, this is to be worn whilst maintaining a 2m distance from others in the teaching space and is not a substitute for distancing and good personal hygiene. Where lip reading is not required and when in a smaller teaching environment, a face covering is recommended instead of a face shield.
- Students - Are to ensure they wash their hands or use hand sanitiser prior to entry into the teaching environment. Students attending teaching sessions will be expected to wear a face covering unless they hold a medical exemption.

Attendance Records – Are not routinely required except for where attendance is a monitoring point and teachers are to record attendance in Tabula (the student administration system) in a timely manner.

Teaching Hours - The teaching day is from 0800hrs to 2100hrs Mon- Friday and occasional weekend sessions at departmental discretion.

Room Use - Smoking, eating or drinking is not allowed in any of the centrally or locally timetabled rooms. Scheduled activities should not cause a disturbance to anyone else. Rooms should be left clean and tidy and as indicated on the layout plan available in the room.

Risk assessments already in place are still applicable and must complement the risks and risk control measures covered in this specific risk assessment.

Further information - Refer also to the [Standard Operating Procedure for Teaching Activities](#) which has been developed for use during Covid-19, as the University adapts to what is now termed the 'new normal'.

Hierarchy of Control Measures to be used (these are listed in order of priority, but a combination of controls may be required)		Control Measure (Please answer the questions in this column)
Eliminate	<p>PRINCIPLES:</p> <p>The University is committed to developing a ‘blended’ approach to teaching and learning, with a mix of online and face to face teaching.</p> <p>Only staff whose roles require them to be on campus will be on campus and where possible all meetings and, lectures will be virtual.</p> <p>Anyone reporting that they are unwell with symptoms of Coronavirus (Covid-19) must be told not travel to or attend the University. Staff must record any sickness absence in the University HR System SuccessFactors.</p> <p>Covid-19 Testing is available to any members of staff and students if they have Covid-19 symptoms. See the University ‘Test and Trace’ webpage for details on how to book an appointment if on campus, or if working from home use the NHS Test and Trace Facility website.</p> <p>Staff and students with symptoms must be told to self-isolate, as should members of their household who are showing symptoms, until testing confirms that it is not Covid-19 (see University ‘What if I get sick. Covid-19 FAQ’s, Self-Isolation guidance) or the relevant time period has elapsed.</p> <p>If a positive test result is reported (either through the University 'Test and Trace' arrangements or via the NHS) the spaces which the individual in question has recently visited might well require specialist cleaning. When a department is informed of a positive test result, the T&T</p>	<p>Departments to move all lectures online so far as is reasonably practicable. It is estimated that this will mean that c. 25% of foundation year, first year, undergraduate and postgraduate and c. 40% of undergraduate returning student teaching will be online, eliminating a large number of teaching sessions to be run face to face.</p> <p>Staff and students will be informed of the need for self-isolation should they or someone in their household develop Covid-19 symptoms. As part of the re-induction back to work, all staff must receive a copy of this Risk Assessment and the Standard Operating Procedure for Returning to the University during Covid-19. These will be available on the website.</p> <p>Staff must complete the re-induction training/briefing on the Physics Covid-19 return to work web pages before they return to work which covers relevant Risk Assessments and SOPs. The online Moodle course, Working Safely during Covid-19 must be completed by all returning staff.</p> <p>Those people who have continued to work throughout the lockdown should also be made aware of the requirements.</p> <p>Students must be provided with a positive behaviour/code of conduct document which will advise them what to do in the event that they or someone in their household has Covid-19 symptoms. They will also have information within their welcome pack. University screens will display relevant Covid-19 reminder information and students should be encouraged to keep up to date with relevant Covid-19 information via the student Stay Safe at Warwick webpages.</p>

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<p>team will inform the University Campus Cleaning Services (CCS) team so that extra cleaning requirements (and/or other suitable precautions) can be identified and carried out accordingly.</p> <p>Staff who are carrying out teaching should ask a student who reports feeling unwell with symptoms of Covid 19 during a teaching session to leave and refer to the University 'Test and Trace' webpage for details on how to book an appointment for a test.</p> <p>Tutorials on campus</p> <p>Tutorials will be carried out in line with the risk assessment for small group meetings. They will be held in CTT rooms where 2 metre distancing can be maintained. Face coverings must be worn even if 2 meters distancing can be maintained.</p> <p>'Clinically Extremely Vulnerable' staff or those that live with those who are deemed clinically extremely vulnerable (who have been shielding or shielding others) and working from home.</p> <p>The UK government has made some changes to its guidance for people who were 'shielding' because the transmission of COVID-19 in the community has gone down. From 1 August, shielding will be paused unless the transmission of COVID-19 in the community starts to rise significantly. Departments should identify teaching staff who fall into this category as they may still be at risk of severe illness if they catch coronavirus. For these staff, it may be possible for them to continue to work from home if their work permits</p>	<p>Tutorials will be held face to face whenever practicable. The Department has written a risk assessment to define the control measures required for small group meetings. Such meetings must only take place in spaces where 2m distancing can be maintained.</p> <p>Staff who were deemed 'clinically extremely vulnerable' (i.e. those who were 'shielding') need to be fully considered during Risk Assessments. Staff should be encouraged to speak with their line manager, and directed to the Covid-19 Age Tool and asked to work with their line manager or HR Business Partner to examine any particular risk factors. Where necessary additional medical advice will be sought via Occupational Health.</p> <p>Head of Department to identify whether teaching staff that fall into this category could continue to work from home and deliver teaching remotely or support other aspects of teaching, and advise the Director of Education accordingly.</p>

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	<p>this, or for them to deliver lectures where there are measures in place to reduce the risk of transmission. The Covid-19 Age Tool has been developed which can be used as part of the consultation with staff who are needing to return who originally fell into this category and should be used during the risk assessment planning stage for returning to work.</p>	
Reduce	<p>PRINCIPLES:</p> <p>Where elimination cannot be applied consider whether you can reduce the likelihood of persons coming into contact with one another.</p> <p>Departments are working to c. 75% of foundation year, first year, undergraduate and postgraduate small group teaching to be delivered face to face and c. 60% of undergraduate returning student small group face to face teaching.</p> <p>The University has agreed to extend the teaching programme and deliver teaching in large spaces with smaller groups of students. An extended timetable has been agreed, permitting teaching to take place between the hours of 0800 – 2100 Monday to Friday. [See CTRR Operating Manual and Safe Operation under Social Distancing and Hygiene Arrangements document for details of the CTRR booking portal for booking spaces both during and out of term time].</p> <p>Consideration to be given to rotas or shifts for teaching staff to keep the number of people on campus at any one time to a</p>	<p>To assist delivery of an extended programme of teaching, additional rooms have been added to the stock of Centrally Timetabled Teaching Rooms (CTTR) for Term 1 20/21 to create more capacity. CTTR have a list which departments can use to schedule in teaching where face to face delivery is considered necessary and a list of teaching spaces will be available within departments. The IT Services Teaching Room webpages will also contain additional location information (and specifications) which may prove useful when planning the teaching programmes.</p> <p>Room capacities have been established based upon the need for 2m separation. The department does not have any locally timetabled spaces that are tiered, but a number of flat floor teaching spaces. Capacities have been determined by physically setting out the furniture in the room. Excess furniture has either been stacked or removed as appropriate.</p> <p>The Department has developed a timetable to manage their own room bookings to fit with the extended teaching day and class changeover timing. Consideration has been given to the location of their own spaces and proximity to other teaching spaces booked at the same time.</p> <p>Maximum occupancy signage has been put in place for all locally timetabled spaces.</p>

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<p>minimum. Early or late shifts as required for delivery of lectures. [Line managers to consider impact on staff wellbeing and personal workloads].</p> <p>Staff & students to leave the teaching space as soon as teaching has finished in an orderly way, maintaining 2 metre distancing so far as reasonably practicable. To allow sufficient time at changeover, rooms should be exited no later than 5 minutes to the hour. The next teaching session should aim to start 5 minutes past the hour.</p> <p>Students to be encouraged to queue at 2m distances from all teaching spaces so far as reasonably practicable.</p> <p>Room changeover pinch-point queue modelling has been carried out for all Centrally Timetabled Teaching Rooms (CTTR) to ensure that 2m queueing for up to 50% of the class size can be supported. This information will be available with the CTTR Operating Manual.</p> <p>Writing-up of experiments, results and reports must be conducted in designated learning spaces (dwell spaces), individual office spaces or at a person's place of residence. Use of 'dwell spaces' for ad hoc working in between lectures to be covered by separate risk assessment.</p> <p>The Strategic Planning and Analytics Office to develop a positive behaviour document for students in readiness for their return to campus. This will contain information on what</p>	<p>Furniture has been removed where possible to limit occupancies.</p> <p>Departments to consider the filling of spaces and should work to fill spaces at the front of the room to the back wherever feasible, asking students to maintain a safe distance from the person in front.</p> <p>Ambassadors will be available outside CTTR and on the science concourse to assist the movement of students away from lecture spaces quickly where pinch points are identified. To be kept under review in case further support is required.</p> <p>Consultation and agreement of those who are to provide the teaching programme and union members will be required at a departmental level. Teaching leads and Head of Department to be mindful of teaching staff workloads, the distribution of the teaching sessions during the working day and contracted working hours to ensure staff have sufficient breaks and their wellbeing is taken into consideration.</p> <p>Where possible, consider recording face-to-face teaching so that it can be accessed online (IT Services Lecture Capture for more information). This will also provide more flexibility if the University is forced into lockdown and/or has to move to more online teaching and for students required to self-isolate.</p> <p>When there is not a need for a lecturer/teacher to be on site, e.g. planning or preparatory which work can be conducted from home, then working from home should be encouraged by the line manager to reduce the number of staff and students in the building.</p> <p>The department expectation is that where roles permit, staff should work from home. However, risk assessments are in place which allow teaching staff to use</p>

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<p>behaviours (Covid-19 related) are expected when attending the University.</p> <p>CTRR will remove furniture (where not fixed) within their teaching spaces, so that the maximum capacity is not exceeded.</p> <p>Ventilation and fresh air are important and will be considered as part of the space re-opening by Estates.</p> <p>Whilst lone working may not be a risk factor at the start of term, if identified as a risk a Lone Working template SOP has been developed which can be adapted for use.</p>	<p>their offices, particularly in situations where they have two teaching sessions on the same day, separated by several hours where returning home is neither feasible nor environmentally desirable. In single occupancy offices this is straightforward, but in offices with multiple occupancy, room sharers have been encouraged to develop a scheduling system which allow 2m distancing for those in the office .The responsibility for cleaning of that space resting with that person, hot desking is not permitted. Disinfectant wipes or surface disinfectant have been made available in offices. Staff in the Student Office and Departmental Office will be on site to support teaching and learning, working a rota system to ensue social distancing. Other administrative staff will largely continue working from home with a rota system in place for those who do a come onto campus to ensure that 2m distancing is achieved so far as reasonably practicable.</p> <p>Departments to identify those staff that will need to complete their full contracted working hours on site, those who are working on a rota basis or staggered work on site and those whose roles permit working from home the majority of their working week in order to establish what the maximum occupancy could be in their buildings and where peak periods could occur. Additional measures may be appropriate where maximum building occupancies could be breached on an ongoing basis and this should be subject to further review and assessment by the senior management team in the Department.</p> <p>Students will be expected to only turn up to the face-to-face teaching that they have in their own timetable.</p>

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		<p>Department to open windows to increase ventilation within teaching spaces where possible, or to rely on air handling where this has been deemed safe to continue operation by Estates (or is required for operational purposes) as part of the building re-opening.</p> <p>Once the building is operational, there should not be the requirement for any member of staff to be lone working, however if for some reason this is a requirement a safe system of work should be in place.</p>
Isolate	<p>PRINCIPLES:</p> <p>Maintaining 2m distancing has to be a priority, but in circumstances where such 2m distancing cannot be achieved additional controls will need to be implemented - isolate or separate individuals by other means to avoid the risk of Covid-19 transmission.</p> <p>Where there is a justified need to move within close proximity to students or other staff, or between student to student for intermittent teaching activities:</p> <ul style="list-style-type: none"> • Consider the use of screens (such as Perspex screens). • Keep staff and student groups small and consistent as far as possible. • Consider access for cleaners, IT staff, Estates staff, etc. and identify times when the space is empty for them to conduct their work. • Lock spaces that are not in use or not to be used. <p>Where teaching is not conducted online, it should take place in spaces where staff / students can meet in small</p>	<p>2m distancing and good hand hygiene (hand washing and use of hand gel) remain the most effective way to reduce transmission of Covid-19.</p> <p>In situations where 2m distancing has been considered necessary, the requirement has been justified and approved by the Campus Reopening Working Group, and additional controls included in the risk assessment.</p> <p>A record will be held of which students and staff meet in f2f activities to aid "Test and Trace". Overlap of groups will be minimised where possible, e.g. in the first year, tutorial groups are coordinated with examples classes and lab sessions.</p> <p>Departments to support access for staff who need to carry out cleaning, IT & Estates maintenance and servicing, whether in-house or via contractors. Such personnel entering the department to be made aware of any specific arrangements in place, e.g. one-way systems, maximum occupancy levels, personal hygiene arrangements etc., which have been put into place by the Department to limit the potential transmission of Covid-19. Ideally, any</p>

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	numbers in the open or where there is good ventilation and 2 metres distancing is achievable (so far as is reasonably practicable). Advice on the ventilation systems serving your space can be obtained via Estates using their consultation form and submitting this to furniture@warwick.ac.uk	<p>additional personnel should attend when the space is not in use or during a 'quieter' time.</p> <p>Spaces that are not in use will be locked where possible to ensure that they are not mis-used.</p>
Control	<p>PRINCIPLES:</p> <p>Where furniture can be removed from a space to facilitate 2m distancing guidelines, it should be. Where it cannot, signage must be displayed for staff and students to follow.</p> <p>Rooms to be laid out to facilitate 2m distancing guidelines where reasonably practicable. Staff and students to avoid moving the room layout around once the layout has been established.</p> <p>Teaching workspaces should not sit students face to face unless there is a physical barrier between them or 2m distancing (so far as is reasonably practicable) can be achieved.</p> <p>Regularly cleaning of common touchpoints, doors, handles, lift buttons, handrails etc will be carried out in and around the teaching spaces by Estates Campus Cleaning staff.</p> <p>Additional cleaning of hard surfaces such as desks and chairs will need to be carried out by users of the space at the beginning / end of each teaching session.</p> <p>In teaching spaces involving more hands-on use of equipment, tools or machinery, students and members of staff must</p>	<p>Excess furniture has been removed from the space where practicable, or stacked. Spaces have been laid out in a format that is suitable for the style of teaching, whilst maintaining 2m distancing where reasonably practicable.</p> <p>Teaching staff to manage students entering the space and the take-up of seating to ensure that only the indicated seats are used. Similarly, lecturers/teachers to manage those leaving the space, so that students:</p> <ul style="list-style-type: none"> • Maintain 2m distancing so far as reasonably practicable; • Follow any one-way system in place; • Enter and leave at the appropriate times; • Move away from the exit door. <p>Disinfectant spray and wipes in every local teaching space for teaching staff for cleaning AV equipment and teaching consoles.</p> <p>Hand sanitiser is available within the building and students will be reminded to wash and/or sanitise hands on a regular basis.</p> <p>Teaching spaces used for practical activities to be furnished with additional hand sanitiser where there is limited access to local hand washing facilities. Departments to identify how many will be required to support teaching delivery, to monitor its usage, put into place a regular order and to replenish stocks where required.</p>

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	<p>ensure that their hands are clean before the start of the teaching session and at the end.</p> <p>The University has introduced a face coverings policy for all persons coming on to campus, including staff and students. Suitable face coverings will be supplied to those involved in teaching. Students will be provided with one reusable face covering which they are expected to wash as per their instructions.</p> <p>Support 'Test & Trace' across the University by monitoring attendance where necessary for monitoring points and, where 2m distancing cannot be maintained, keeping detailed records of individuals and seating arrangements.</p> <p>Access to teaching spaces by cleaners, IT staff, Estates staff, etc. to be planned such that their work can be carried out safely.</p>	<p>Cleaning arrangements are in place for all teaching spaces. Some of these are performed by the central cleaning team, others by the local users as detailed in the risk assessments.</p> <p>Teaching staff to encourage the washing of hands / use of hand sanitiser by students. Department to monitor and maintain their own stocks of disinfectant wipes and hand sanitiser.</p> <p>In order to support the University Face Coverings Policy, face shields may be worn by those involved in the teaching of students in place of a fabric face covering if there are communication issues. Departments to identify numbers of face visors required for teaching staff members.</p> <p>Teaching staff to be responsible for the cleaning of their own face visors after use and between each teaching session and for storing them in a clean environment when they are not being worn.</p> <p>Teaching staff to remind students of their need to wear a face covering during teaching sessions.</p> <p>Departments to facilitate access to spaces by others in support of the 2m distancing rules.</p>
First Aid and Fire Safety	<p>PRINCIPLES:</p> <p>Lecturers/teachers are responsible for the health and safety of those attending their teaching session. Any teaching activity that carries a significant risk will be supported by a risk assessment and the control measures required to ensure student safety should have been relayed to those attending the teaching session.</p>	<p>The undergraduate teaching laboratories are considered to be the only locally controlled teaching spaces in which there are activities which involve hazards. All of the experiments being undertaken have been risk assessed with suitable control measures in place. The space is equipped with four first aid kits and the teaching lead is a qualified emergency first aider</p> <p>First aid kits must be made available for teaching activities, with the boxes replenished regularly.</p>

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	<p>If there are any First Aid or Fire Safety arrangements needed, then these provisions must be in place before the activity takes place, as per any other control measure. During this time, with fewer staff on campus, it is recognised that there may be fewer First Aiders and Fire Wardens in a department over the course of the teaching day.</p> <p>Security will be able to provide emergency First Aid support during this period, but managers should endeavour to provide first aiders as far as is possible.</p> <p>All those leading a teaching session to aware of procedures in the event of a fire, and to follow the departmental procedure.</p> <p>Normal fire escape routes will take precedence over one-way routes in an emergency.</p> <p>If anyone is concerned about first aid cover or fire safety staff/students should contact the Health & Safety Helpdesk.</p>	<p>Risk assessments and standard operating procedures related to practical teaching sessions to be made available to staff and students. Relevant control measures to be put into place in addition to those related to Covid-19.</p> <p>If the fire alarm sounds during a lecture, the lecturer/teacher to ensure students make safe any equipment before directing them towards the nearest fire exit, ensuring they move to a place of safety outside and a safe distance away from the building.</p>
Behaviours	<p>The measures necessary to minimise the risk of spread of infection rely on everyone taking responsibility for their own actions and behaviours. The behaviours we all need to adopt are on the Community Responsibilities webpages. As Teaching Programme Lead you will need to encourage an open and collaborative approach with those delivering on the teaching, where any issues connected with the new way of working can be openly discussed and addressed.</p> <p>Line managers must hold a 'returning to work briefing' with any staff returning to campus at the earliest opportunity,</p>	<p>All teaching staff to be inducted/trained in the measures that have been put into place by the department. Staff will confirm that they have read and understood the induction given before commencing f2f teaching activities.</p> <p>Relevant information, RAs and SOP will be collated and updated as necessary on the dept. website. Staff will automatically receive notification of changes to this page by email. Within this page there will be a webform for staff to offer feedback or raise concerns of any measures which are not followed or in fact not fit for purpose.</p>

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	<p>sharing this completed document with them in writing and allowing any questions.</p> <p>Line managers must carry out regular team meetings to review this risk assessment and arrangements with staff. Line Managers should also refer to and follow any relevant HR or OD guidance.</p>	<p>The arrangements that have been put into place will be reviewed by the Dept. H&S Committee Chair in consultation with the Director of Education and SAO, initially on a daily basis to ensure everything is fit for purpose, then with decreasing frequency as patterns of activity stabilise but at least termly. As government guidelines change, there will be a need to also review compliance and alter these arrangements as required. .</p>
One-way Routes and Dwell spaces	<p>Departments must establish where one-way routes may support the access/egress arrangements to/from a teaching, seminar or tutorial space. These must be shared with your teaching staff in advance of the start of term. Normal fire escape routes take precedence over one-way routes in an emergency.</p> <p>Where there are two ways into a space an exit and entrance should be considered to separate teaching change over.</p> <p>Dwell spaces, where students may work when not in a teaching session ideally should be away from areas where students may need to wait for a class. These otherwise must be at least 2 metres away from any queue that is established and should have seating arranged such that 2m distancing is achieved so far as reasonably practicable.</p>	<p>The access and egress arrangements for each teaching space are included in the risk assessments for those spaces.</p> <p>As it is recognised that teaching is regularly delivered within spaces that fall outside of the department’s responsibility, staff must also be advised to follow Covid-19 signage that has been put into place in other areas of the University. Any changes to the local arrangements to be cascaded to staff.</p>

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Queuing for entering teaching space	<p>During changeover, rooms should be exited no later than 5 minutes to the hour and the next teaching session should aim to start 5 minutes past the hour. This will help to reduce the level of queuing of students waiting to enter the room.</p> <p>2 metre floor markers should be considered outside teaching spaces.</p> <p>Staff should try to ensure students are not congregating outside teaching spaces before time.</p>	<p>The department has developed a teaching schedule to accommodate appropriate change-over times according to the size and layout of teaching spaces. This has been cascaded to all teaching staff.</p> <p>The Department has identified those local spaces where it is likely that higher numbers of students may assemble between classes. 2m floor markers have been to be introduced supported by 2m distancing signage.</p> <p>Staff to work together to remind students not to congregate in groups outside spaces where 2m distancing is not being followed.</p>
Staff Breaks	<p>When planning teaching activities staff breaks must be built into the programmes</p> <p>It is important that people continue to take breaks from their work activity at regular intervals. Communal areas which are used for breaks and meals must be arranged to support 2 metre separation as far as reasonably practicable.</p> <p>If people need to remain on campus, they should be encouraged to take their breaks outside in the fresh air, while maintaining 2 metre separation so far as reasonably practicable.</p> <p>Kitchenettes, etc. must have floor markings to ensure that they do not become overcrowded and they should allow for queuing, be set up so that people can work back-to-back or one-way systems introduced where feasible.</p>	<p>The department has risk assessed kitchen spaces within the Physics and Physical Sciences. Maximum occupancy signage is in place.</p> <p>The kitchen spaces are part of the cleaning regime of the Estates Cleaning team. Resources have been provided and staff / students are expected to clean down the areas before and after use.</p> <p>The Physics Common Room and the Staff Common Room in Physical Sciences are available for teaching staff as spaces to take a break from their work, in between lectures/ tutorials/ seminars. Individual staff offices have been risk assessed and are available for this purpose</p> <p>Staff to bring and use their own crockery/cutlery.</p>

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Face Coverings	<p>The University Policy on face coverings states that face coverings MUST be worn by students and staff for all teaching sessions unless they fall into an exemption category. Those that are exempt can carry with them an exemption card (printed, on lanyard, or on mobile phone) if they wish. The only other time the wearing of a face covering may be excused is when an activity risk assessment, or wider departmental decision shows that wearing a face covering could create an unacceptable level of risk, like when working with chemical agents, for example.</p> <p>Face shields would be recommended for staff involved in any teaching (unless a risk assessment for the activity requires another form of personal protective equipment to be worn) as these permit the ability to project your voice and should overcome issues where any student needs to lip-read.</p> <p>Departments will need to issue these to teaching staff.</p> <p>Staff MAY choose to use a home-made face covering in the workplace, but this should NOT be a substitute for 2 metre distancing and more effective hygiene measures (regular handwashing, use of sanitisers, and catching coughs and sneezes in a tissue).</p>	<p>Departments to ensure that teaching staff are provided with face coverings or face shields for the delivery of teaching in readiness for the start of term.</p> <p>Information on Face Coverings is available from the University <i>Stay Safe at Warwick</i> webpages.</p> <p>Departments to ensure information is provided to their teaching staff on the proper use of face visors, including how to use, clean and store them when not being worn.</p>
Personal Protective Equipment (PPE)	<p>Where PPE is deemed necessary as a control measure to ensure the safety of the individual for the work activity that they are undertaking, e.g. work involving hazardous substances or rotating machinery, it must continue to be worn.</p>	<p>Departments to review their class activity risk assessments to ensure that the control measures introduced to manage the risk of transmission of Covid-19 does not introduce any additional risks to the students or those involved in the teaching.</p>

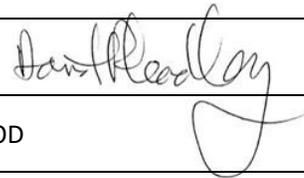
Hierarchy of Control Measures to be used (these are listed in order of priority, but a combination of controls may be required)		Control Measure (Please answer the questions in this column)
Guidance to staff	<p>Have you issued the Covid-19 guidance to all of those that are returning to work for teaching purposes? (See the 'Standard Operating Procedure for those returning to the University during Covid-19' which was developed to support this document and is available to download from the 'Guidance for Managers and Leaders', 'Stay Safe at Warwick' webpages)</p> <p>Have you arranged briefing sessions on the risk assessment and SOP with staff?</p> <p>121 meetings may be required with staff who were 'shielding' or 'shielding others' or have a concern about returning to work in order to provide reassurance.</p> <p>Have you encouraged vulnerable staff to use the Covid-19 Age Tool to assist with these conversations?</p>	<p>Departments to brief their teaching staff on the content of this risk assessment and the implications that these changes will have on teaching provision and lecturer/teacher responsibilities for the new term. Information circulated by email and full briefing and opportunity to ask questions at Physics Staff meeting.</p> <p>Head of Department will identify those staff who have been 'shielding', or shielding others, during the pandemic and provide reassurance to these staff with the support of HR and OH if required.</p>

Tick here to confirm that staff and Trades' Unions have been consulted and that the level of risk is acceptable to allow the work activity to take place (once you have put the control measures above in place)		Line Manager Signature	
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List of people that this assessment has been shared with prior to submission to HOD (you must include at least one Trades Union Representative here):

Review date: this assessment should be reviewed at the start of each term and updated should there be a significant change, should the measures put into place prove to not be working, or a change to Government or Higher Education sector guidance.

Approved By (HOD or Director)	David Leadley
Date	30/09/2020
Review Date	

Signature	
Position	HOD

Sign a copy, then obtain a signature from your HoD or Director, then share electronically with those members of staff involved.

Useful Links:

1. [University of Warwick Health and Safety Services](#)
2. [University of Warwick Lone Working SOP template](#)
3. [UCU Departmental Contacts](#)
4. [Unison Departmental Contacts](#)
5. [Test and Trace](#)
6. [Guidance for Managers and Leaders](#)
7. [Government Guidance on Working Safely during Coronavirus](#)
8. [Health and Safety Executive](#)
9. [TUC](#)

To contact Health and Safety Services e-mail:

HealthSafetyHelpDesk@warwick.ac.uk