

Risk Assessment Form Flat Teaching Spaces in the Social Sciences Building

Title of Risk Assessment	Face to Face Teaching in a Flat Floor Lecture Space / Seminar Room	Date of assessment	14/09/2020
Risk Assessment Reference	SS-FFT-001	Date review due	Week 4, Term 1
Description of Task/Process	This covers teaching activities within a flat floor lecture space, where the teacher is leading the teaching session or group discussion and has been specifically developed in response to the Covid-19 outbreak.		
Assessment carried out by	Sarah Duggan		

Additional information

This covers the following rooms:

FME block (Applied Linguistics): A0.14/A0.18 = 10 students + 1 teacher = **11**; A1.11 = 15 students + 1 teacher = **16**
North and South block (Economics): S2.86 = 4 students + 1 teacher = **5**; S2.79 = 13 students + 1 teacher = **14**
North and South block (Law); S2.12 = **7** students + 1 teacher = **8**

****Room Occupancy in Red****

This is a 'blueprint' risk assessment so it needs to be tailored to the specific space as several proposed mitigations are given. These have been put in priority order following the recognised health and safety hierarchy of control. It is expected that you will require a number of these to work for your space and style of teaching delivery. Any additional hazards present connected with the activity, the materials used, the people involved, or the environment should be covered by a separate risk assessment (to be read in conjunction with this one).

Teacher is defined as the person who is providing the face to face teaching or who is engaging the group in discussion. At this time, teaching will be to a smaller student group as per the Returning to Work during Covid-19

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 for Returning to Work during Covid-19

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, 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.

This document should be read in conjunction with the risk assessments associated with this are;

- Social Sciences Building Operating Procedures.
- Department Operating Procedures.
- Department specific risk assessments

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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>	<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 & by when?</u>	<u>Final Risk Level</u>
<p>Transmission of Covid-19.</p> <p>An infected person could be present in the lecture space / seminar room who could transmit the virus to others.</p>	<p>Attendees and Teacher.</p> <p>Cleaning staff.</p>	<ul style="list-style-type: none"> • (Eliminate) Anyone feeling unwell will not to come into the University. • (Reduce) There is a reduced the number of face-to-face teaching sessions within the overall teaching programme, with the rest being carried out online. • (Reduce) Chairs and tables are laid out to separate everyone by 2m, so far as reasonably practicable, reducing the likely spread of the virus. • (Reduce) Class sizes have been reduced; where this is the case the same teacher may have to teach more instances of the same class format to repeat delivery of the teaching to other groups. • (Reduce) Un-necessary furniture has been removed from flat floor teaching spaces where possible so that 2m distancing is easier to achieve. If it is not possible to remove the furniture, it will be marked as not to be used. • (Reduce) Ventilation will be via open windows, or via forced ventilation, where Estates have confirmed that the systems should not transmit the 	<p>L</p>			<p>Low</p>

		<p>virus, otherwise the systems will be switched off.</p> <ul style="list-style-type: none"> • (Reduce) Department support staff to ensure that there is an adequate supply of disinfectant wipes for teachers. • (Control) Students arriving at the room before the end of the previous session, should queue outside the room in accordance with signage instructions, until the previous session has exited. • (Control) Students arriving at the room before the teacher arrives, and so access to the room cannot be supervised by the teacher, should file into the room occupying the seats furthest from the door or closest to the front first to avoid unnecessary crossing-path with other students. • (Control) Teaching staff must explain to students, at the start of the session the procedures for engaging with others and for leaving the room at the end. • (Control) In this type of environment, the teacher may stand or move around in the space. Teacher to be mindful to maintain a 2m distance from others, wear the appropriate face coverings and avoid face-to-face interaction, so far as reasonably practicable. 				
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		<ul style="list-style-type: none"> • (Control) Where it is necessary for the teacher to speak independently to a student, the teacher should maintain a distance of at least 2m. The time visiting individual students should be limited to as short a duration as possible. • (Control) Students should not leave their seat without permission from the teacher. • (Control) If a student requires assistance or needs to leave their seat, they should first attract the attention of a teacher so that they can be safely advised or directed. • (Control) All teaching staff to use hand sanitiser and disinfectant wipes before they touch any IT or AV equipment provided in the space (or any other equipment that they may be demonstrating). • (Control) Students encouraged to take a disinfectant wipe and wipe down any hard surfaces where they are sitting. The wipe should be disposed of immediately in the bin provided, ensuring a 2m distance is maintained while moving to/from the bin.. • (Control) Students are encouraged to disinfectant hands using sanitiser before entering teaching spaces. • (Control) Touchpoints regularly cleaned by Estates Cleaning team. 				
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		<ul style="list-style-type: none"> • (Control) Teacher will wear a face shield and/or a face covering. • (Control) Attendees will wear face coverings (unless they carry an exemption). • (Control) Teacher to follow the guidance on the Stay Safe at Warwick webpages if anyone reports they or members of their household have Covid-19 symptoms. • (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. 				
<p>Inadequate Distancing / Uncontrolled contact</p> <p>Attendees unable or not following the 2m distance separation</p>	Attendees and Teacher	<ul style="list-style-type: none"> • (Eliminate) There should be fewer who attend, c. 30% from the norm (where there are no other physical controls in place), and only those who are timetabled to be in the space should be present. • (Eliminate) Students who arrive at a lecture which they have not been timetabled to attend to be turned away by the teacher if they cannot be accommodated in the space safely. • (Reduce) There is a 10-minute gap between each class, which should permit students to leave and move between classes without encountering the next group of students. 	L			Low

		<ul style="list-style-type: none"> • (Control) 2m distancing markers to be displayed outside of flat floor spaces for queuing purposes and 2m distance signage. • (Control) Room layouts have been considered for the various teaching styles and maintain 2m distancing so far as reasonably practicable. Wherever possible excess furniture has been removed. • (Control) Building ambassadors will support students and advise them on where to wait, queue and move around the building in a safe manner. • (Control) In this type of environment, the teacher may stand or move around in the space. Teacher to be mindful to try to maintain a 2m distance from others. • (Control) When in class discussion is required, students must use their regular voice and not shout to be heard (when wearing a mask and sitting 2m away for others). (Control) Teacher to assist the movement in / out of the space (where necessary) and to request that attendees sit in the allocated seats only. • (Control) Teachers to manage the class so that students finish on time (to avoid, where possible, the mix of students with the next class). 				
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<p>Inadequate Ventilation, space too hot, too cold, or able to assist the transmission of Covid-19 if present.</p>	<p>All users of the space</p>	<ul style="list-style-type: none"> • (Reduce) Where possible windows should be opened to provide natural ventilation. • (Reduce) Estates will have determined suitability of any forced ventilation operation prior to the start of term. 	<p>L</p>			<p>Low</p>
<p>Poor behaviour Attendees members not abiding by rules laid down by the University in relation to Covid-19.</p>	<p>Attendees members</p>	<ul style="list-style-type: none"> • (Control) Teacher to challenge poor behaviour of those attending the lecture. Repeated poor behaviour to be reported to line manager for their assistance in the matter. • (Control) Departmental staff (line managers) to challenge poor behaviour of staff and consider disciplinary channels. 	<p>L</p>			<p>Low</p>
<p>Unable to support 'Track & Trace' Unknown attendees, incorrect class lists, lost paperwork could mean that the department is unable to provide the data to support Track & Trace. This could result in those using the space not being contacted if there was a confirmed case of Covid-19 and</p>	<p>All users of the space and a University reputational risk</p>	<ul style="list-style-type: none"> • (Control) Attendance sheets to be used by all those running the teaching session/Tabula /MyWBS Software. Collecting records will be the responsibility of the person leading the teaching session. • (Control) Departments to monitor completion of records of attendance. • (Control) Relevant data on students held in SITS which can be made available for 'Track & Trace' purposes. Staff data is held in HR SuccessFactors. 	<p>L</p>	<p>Departments to support the 'Track and Trace' arrangements of the University which are in development with Public Health officials.</p>		<p>Low</p>

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spaces having to be closed unnecessarily.						
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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>There may be resourcing implications as follows:</p> <ul style="list-style-type: none"> • Teaching staff are supplied with face shields 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 and students to use prior to teaching activities. • Disinfectant wipes will need to be routinely ordered and plentiful stocks maintained for staff. 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. • UCU Union Representatives, Claire Daffern and Justine Mercer have been consulted with on the completion of the risk assessment.
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Approved By	Sarah Duggan
Date	15 September 2020

Position	Acting Director of Administration (Faculty of Social Sciences)
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Please Share a copy, sign it, share it with teaching staff and keep for your records

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	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

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

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