**Risk Assessment Template**

**Teaching Spaces**

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| --- | --- |
| School/Department/Unit: | Work activity: |
| Assessment completed by: | Date completed: | Review Period: |

**COVID-19 is a new illness caused by a virus (Coronavirus) which can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.**

This is a **Generic Risk Assessment** for dealing with the current COVID-19 situation in teaching spaces. It is unlikely to cover all workplace scenarios, therefore **each School / Directorate / Unit must consider their own unique circumstances** and adapt the arrangements to address their own activities at a local level.

| **Risk Area** | **Existing Control Measures****(What are you already doing?)** | Severity (1-5)\* | Likelihood (1-4)\* | Risk Level\* (L,M,H, VH) | **What further action is necessary** | Severity (1-5)\* | Likelihood (1-4)\* | **Final risk level\*** | **Action by whom & by when** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Behaviours
 | * Staff/students advised of the:
* Importance of hand washing and personal respiratory hygiene.
* Requirement to self-isolate and arrange testing if they are showing any symptoms of COVID-19.
* Importance of physical distancing.
 |  |  |  |  |  |  |  |  |
| 1. Spread of COVID-19
 | * Staff/students made aware that they must self-assess their symptoms daily and should not come onto campus if they or anyone in their household have any COVID-19 symptoms.
* All staff encouraged to download the HSC NI StopCOVID NI Proximity app.
* All staff / students advised to undertake a lateral flow test and to have received a negative result prior to coming on campus.
* Staff / students required to work continuously on campus advised to undertake lateral flow tests twice per week (every 3 – 7 days).
* If anyone on campus becomes unwell with a new continuous cough, high temperature or other COVID-19 symptoms, they will be sent home and advised to follow the stay at home guidance.
* If necessary, the individual will be isolated in a separate room until they can be collected / arrangements made to transport them home.
* If advised that a member of staff or public that were recently on site has developed COVID-19, staff with whom they have interacted advised to self-isolate as per the Government guidance [Coronavirus (COVID-19): self-isolating | nidirect](https://www.nidirect.gov.uk/articles/coronavirus-covid-19-self-isolating).
 |  |  |  | Designate an isolation room.Communicate Standard Operating Procedure for a suspected case of COVID-19 to all staff. |  |  |  |  |
| 1. Access & Egress

(Buildings) | * Building traffic management plan in place incorporating physical distancing requirements.
* Where possible buildings will operate a one-way system with separate entrance and exit doors utilised.
* Where this is not practicable then the following controls have been put in place:
* General physical distancing
* Keep left system
* Passing places in corridors/stairwells
* Signage for traffic routes, physical distancing etc.
* Reduced movement around buildings by discouraging non-essential trips.
* Hand-sanitising points set up at building entrances / exits.
 |  |  |  | Communicate to staff and students new access / egress arrangements.Directional / Entrance / Exit Signage required. |  |  |  |  |
| 1. Staircases / Lifts
 | * System implemented to ensure that internal staircases are limited to one person at a time.
* Where there are 2 or more staircases one should be access only and the other egress only – signage in place stating direction of flow.
* Reduced maximum occupancy for lifts – signage displayed advising occupancy levels.
 |  |  |  | Directional signage. Communicate to staff and students new access / egress arrangements. |  |  |  |  |
| 1. Access & Egress

(Teaching Spaces) | * Teaching times staggered - 20 minutes changeover time
* Students instructed not to arrive more than 10 minutes early
* Students to maintain physical distancing waiting or entering the teaching space.
* Students to fill up seating furthest away from the entrance first using the aisles/clearways for access.
* Students closest to the exit should leave first.
 |  |  |  |  |  |  |  |  |
| 1. Hand sanitising
 | * Gel sanitisers readily available on entering building and/or teaching space and staff and students encouraged to make use of them.
* Staff reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.
* Posters, leaflets and other materials displayed providing advice on good hand and respiratory hygiene.
 |  |  |  | Levels of hand sanitiser etc. regularly checked and replenished |  |  |  |  |
| 1. Social Distancing
 | * Social distancing guidance as per the NI Executive followed in all teaching spaces – no social distancing.
* Occupancy numbers for each teaching space clearly displayed on entry doors. (Green - no social distancing, red - 1m social distancing).
* Back-to-back or side-to-side working (rather than face-to-face) used whenever possible.
* Teaching station positioned 2m from students, where possible.
* Floor markings in place.
 |  |  |  |  |  |  |  |  |
| 1. Cleaning
 | * Frequent cleaning of teaching spaces and disinfecting of items and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches etc
* Cleaning regime according to Covid-19 Service Level Agreement [https://www.qub.ac.uk/directorates/EstatesDirectorate/UniversitySafetyService/FileStore/Filetoupload,973885,en.docx](https://www.qub.ac.uk/directorates/EstatesDirectorate/UniversitySafetyService/FileStore/Filetoupload%2C973885%2Cen.docx)
* Extra cleaning materials provided in teaching spaces for staff and students to use freely to wipe down surfaces and frequent touch points where they sit, in addition to University cleaning regimes.
* Sanitising materials for each teaching station. See Annex 1 regarding cleaning of AV equipment.
 |  |  |  |  |  |  |  |  |
| 1. Face Coverings
 | * **Face coverings must be worn by students whilst in teaching spaces.**
* Face coverings mandatory in communal spaces such as lobby areas of buildings, social spaces and shared facilities where people tend to gather.
* If a face covering cannot be worn due to a medical condition, staff/students advised to contact their Supervisor to discuss further.
* Face visors are available for teaching staff.
 |  |  |  | Advise staff of the availability of face coverings supplied by the University. |  |  |  |  |
| 1. Ventilation
 | * Teaching space ventilation to meet legislative guidelines [Ventilation and COVID-19 | Health and Safety Executive Northern Ireland (hseni.gov.uk)](https://www.hseni.gov.uk/articles/ventilation-and-covid-19) through mechanical ventilation systems or natural ventilation (opening windows and doors).
* Portable filtration units used to supplement mechanical and natural ventilation, where appropriate.
* Staff advised to open windows / doors as much as possible during teaching and fully during any breaks in teaching to purge the room.
 |  |  |  |  |  |  |  |  |
| 1. Waste Disposal
 | * Waste face coverings, wipes, blue roll etc. disposed of directly into the general waste stream.
 |  |  |  | Ensure sufficient bin capacity to deal with wipes / cleaning materials / waste PPE. |  |  |  |  |

**This assessment should be reviewed at regular intervals and immediately if there is reason to suspect that it is no longer valid (for**

**example after any accidents or incidents) or if there is a significant change in the work to which it relates.**

\*Please use the risk matrix below for completing the assessment:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Severity** | **Probability** |  | **Risk Rating** | **Action** |
| Unlikely | Possible | Likely | Very Likely | Score | Risk Level |  |
| Minor | 1 | 2 | 3 | 4 | 1-5 | Low | No further action necessary |
| Moderate | 2 | 4 | 6 | 8 | 6 | Medium | Although tolerable – monitor activity |
| Serious | 3 | 6 | 9 | 12 | 8-10 | High | Further measures required |
| Very Serious | 4 | 8 | 12 | 16 | 12-20 | Very High | Immediate action required – cease activity |
| Extreme | 5 | 10 | 15 | 20 |  |  |  |  |

Risk is comprised of two elements, the likelihood of harm occurring and the severity of that harm. In risk assessment, the likelihood of harm is the estimated frequency of the harm occurring and severity is the estimated seriousness of the potential to cause harm. A subjective estimate of both must be made.

Hazard severity should be rated on a scale of 1 to 5.

1 – Minor (Trivial effect or very minor first aid attention required)

2 – Moderate (Likely to require first aid or minor medical attention, short term effect)

3 – Serious (Significant injury or condition, may result in lost time)

4 – Very Serious (Very Serious injury or condition, may have long term effects)

5 – Extreme (Very Serious injury or condition or a fatality, may affect multiple persons)

Likelihood of harm occurring should be rated on a scale of 1 to 4

1 – Unlikely (Unlikely to occur but not impossible)

2 – Possible (Less likely to occur than not to occur)

3 – Likely (More likely to occur than not to occur)

4 – Very Likely (Very likely though not necessarily certain to occur)

The factors for severity and likelihood are multiplied together to give the risk rating. This value will help evaluate the risk as to whether the risk is controlled to the required level. The risk rating enables decisions to be taken on the amount of effort to be expended on the control of a risk, but any hazard that is certain or very likely to cause injury must be attended to and the risk reduced even if the severity is low. All risks must be controlled so far as is reasonably practicable.

ANNEX 1

Cleaning of AV Equipment

* Lapel microphones: The radio component, wire, and the tie-clip mic can be cleaned by a not-very-moist wet wipes.
* Desk microphones:
	+ Desk mics can be disinfected by using wet wipes across the handle and the on/off button.
	+ If the microphone head shield is seen as a risk factor, replaceable covers can be used. IS will need to remove the current clip-on covers, and maybe a supply made available for lecturers to cover the mic and remove the cover and bin it after use.
* AV/media/projector control buttons.
	+ AV control buttons on the lectern or on the wall can be disinfected with wet wipes.
* AV touch control pods:
	+ These can be disinfected with the appropriate wet wipes. We can check with the manufacturer for any recommendations
* Mouse & keyboard.
	+ These can be disinfected with wet wipes, or spraying disinfectant on dry/blue roll wipes and wiping down the equipment.
* Visualisers:
	+ Can be disinfected with wet wipes, however the marking on the controls will need to be covered with clear plastic to avoid removal of markings.
* Light controls. Those can be found next to the projector controls and often used to adjust the lights to enable use of projectors.
	+ Can be disinfected with wet wipes, however the marking on the controls will need to be covered with clear plastic to avoid removal of markings.

The equipment above must not be sprayed on directly as none is waterproof and will be damaged.