**Risk Assessment**

**Teaching Rooms**

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| School/Department/Unit: Estates | Work activity: Teaching Rooms – Teaching and Meetings | |
| Assessment completed by: Estates | Date completed: 06 January 2022 | Review Period: Continual |

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

This **Risk Assessment** covers the mitigations in place for dealing with the current COVID-19 situation in the currently active 423 centrally bookable teaching spaces. It does not cover teaching and meeting rooms that are not centrally bookable or centrally bookable ones not allocated for teaching and ones that are out of use, 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/continued action is necessary** | Severity (1-5)\* | Likelihood (1-4)\* | **Final risk level\*** | **Action by whom  & by when** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * Spread of COVID-19 | * Staff / students made aware that they must self-assess their symptoms daily and should not come on to campus if they or anyone in their household have any COVID-19 symptoms. * All staff / students 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). * Staff / students advised to take up the COVID-19 vaccination and Booster. * Staff / students advised to remain vigilant and take personal responsibility to ensure transmission of COVID-19 is minimised. * Staff / students feeling unwell with COVID-19 symptoms advised to self-isolate immediately by returning to their home / accommodation, avoiding public transport where possible. * If necessary, the individual can be isolated in a separate room until they can be collected / arrangements made to transport them home. | 3 | 3 | H | Updating signage and information as required. | 3 | 1 | L | Estates |
| * Behaviours | * Staff / students reminded of the importance of hand washing and personal respiratory hygiene. * Staff / students advised that the wearing of face coverings in all teaching spaces is mandatory. * Staff / students advised to familiarise themselves with the information provided on the FAQs on the University web pages. * Staff / students reminded to follow the Government guidance available [Coronavirus (COVID-19): self-isolating | nidirect](https://www.nidirect.gov.uk/articles/coronavirus-covid-19-self-isolating) | 3 | 3 | H | Communications to be regularly updated as necessary. | 3 | 1 | L | University Comms |
| * Access & Egress   (Buildings) | * Where possible buildings will operate a one-way system with separate entrance and exit doors utilised. * Staff / students advised to follow any on-campus signage providing information on COVID-19, including following one-way systems where these are in place. * **For staff –** 2m social distancing applies for transiting buildings. * **For students** - there is no requirement to socially distance when using any area where they are expected to be in, however, 2m social distancing must be maintained between staff and students. * Hand-sanitising points set up at building entrances / exits. | 3 | 2 | M | Signage to be updated as necessary.  Periodic survey of signage requirements. | 3 | 1 | L | Estates |
| * Staircases / Lifts | * Staff / students advised to follow directional signage displayed on staircases. * Reduced maximum occupancy for lifts – signage displayed advising of occupancy levels. | 3 | 2 | M | Communicate to staff and students existing access / egress arrangements | 3 | 1 | L | Estates |
| * Access & Egress   (Teaching Spaces) | * Teaching times staggered by local arrangement with Schools allowing for an adequate changeover time for larger rooms. * Students advised to enter and leave the teaching space in an orderly manner. * Staff / students advised to follow any on-campus signage providing information on COVID-19, including following one-way systems where these are in place. | 3 | 2 | M | Monitor and review as necessary. | 3 | 1 | L | Estates Services |
| * Hand sanitising | * Gel sanitisers and sanitising wipes readily available on entering building and / or teaching space and staff / students encouraged to make use of them. * External hand washing stations also available at key locations on campus. * Staff / students 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. | 3 | 3 | H | Levels of hand sanitiser etc. regularly checked and replenished | 3 | 1 | L | Estates Services |
| * Waste Disposal | * Staff / students advised that waste PPE / RPE / face coverings etc. can be disposed of directly in the general waste stream. | 3 | 2 | M | Ensure sufficient bin capacity to deal with wipes / cleaning materials / waste PPE. | 3 | 1 | L | Estates Services |
| * Social Distancing | * Staff / students advised to continue to keep their distance at all times and when moving around campus. * In line with current NI Executive guidance, students are not required to socially distance when in teaching spaces, study spaces, libraries and communal areas. * All students are asked to respect that this is a workplace for all staff who are providing their on-campus experience and to keep their distance from staff at all times - in both teaching and non-teaching settings. * Staff / students advised to adhere to the room capacity number as stated on the entrance door. * Teaching station positioned to maintain 2m from students. * Where floor markings are in place these should be followed if practicable. * Staff must maintain a social distance of 2m from each other and students. | 3 | 3 | H | Signage to be regularly reviewed.  Staff / students to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.  If the teaching station is not positioned more than 2m from student’s consider using alternative room or advise teaching staff to wear a face covering. | 3 | 1 | L | Estates |
| Cleaning | * Frequent cleaning of meeting rooms 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> * 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 provided for each teaching station. | 3 | 3 | H | Supply of sanitiser and wipes to be monitored by Estates Cleaning and replenished as required. | 3 | 1 | L | Estates Services |
| * Face Coverings | * **Staff / students are required to wear a face covering, at all times, when circulating around campus buildings including corridors and communal spaces.** * Students are required to wear a face covering at all times during teaching / study sessions. * **Teaching staff advised that they may remove their face covering if they can maintain 2m social distancing from students.** * Staff / students who are exempt from wearing a face covering must carry a University exemption card. | 3 | 3 | H | Central stock of disposable face coverings purchased and reviewed as necessary. | 3 | 2 | M | Estates |
| Ventilation – Teaching Space | * All lecture theatres, teaching spaces and laboratories on the campus are ventilated by:   1. Mechanical ventilation  2. Natural ventilation where air changes occur through the opening of windows and doors, or  3. A combination of mechanical and natural ventilation.   * A ventilation survey of teaching spaces has been undertaken in line with Health and Safety Executive Northern Ireland (HSENI) guidance. * In mechanically ventilated rooms, normal capacities have been measured against ventilation requirements and modified, where applicable, to maintain adequate ventilation levels. Safe levels for capacity are noted on the entrance doors. * For rooms with natural or combination ventilation, staff advised to open windows / doors regularly throughout the working day and / or to leave window(s) / door(s) fully or partially open, where possible. * To support the above, University heating systems are carefully monitored and configured to help keep ambient temperatures comfortable for staff / students. * Carbon Dioxide monitoring carried out in as necessary. * HEPA filtered air purifiers available to supplement the ventilation in teaching spaces if necessary. | 3 | 3 | H | Continual monitoring of operational effectiveness of ventilations systems. | 3 | 1 | L | Estates Services |

**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:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.