

	<b>GENERAL RISK ASSESSMENT</b>	<b>Assessment Ref: COVID-Teaching-Spaces</b>
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<b>Title of Assessment: Covid-19 central teaching spaces</b>	
<b>Date assessment issued: 10/09/2020</b> 20/01/2021 and then 3 months from issue or as a result of significant change	<b>Description of area or activity being assessed:</b> <b>Face-to-face teaching activities conducted in University Centrally timetabled spaces to ensure social distancing and personal hygiene requirements to limit risk of exposure to Covid-19 virus (SARS-CoV-2)</b>
<b>Planned review date: 3 months from issue</b>	
<b>Retention period (+4 yrs from issue):</b>	

<b>Summary of assessment:</b> The area / activity have been assessed against the existing control measures. The assessment has identified (number) issues and made (number) non-H&S recommendations. These findings are detailed in the action plan.		
<b>Signature of assessor .....</b>	<b>Name (print) Chris Bradley, Biological Safety Officer</b>	<b>Date: 11/09/2020</b>
<b>Managers Approval:</b> I have reviewed this risk assessment in consultation with the assessor and accept the issues identified. The actions defined in this risk assessment will be taken in order to reduce residual risks to a level that is as low as reasonably practicable.		
<b>Signature of manager .....</b>	<b>Name (print) Lucy Evans, Chief Student Officer</b>	<b>Date: 11/09/2020</b>
<b>Health and Safety Adviser Approval:</b> <u>(Only required when a High Residual Risk is identified within the assessment.</u> Work must not be started until advice from H&S has been sought): I have reviewed this risk assessment in consultation with the assessor and HoD.		
<b>Signature of Health and Safety Adviser .....</b>	<b>Name (print) Chris Bradley, Biological Safety Officer Matt Purcell, Director of Health and Safety</b>	<b>Date: 11/09/2020 Date: 11/09/2020</b>

<b>Version Control:</b> Risk assessments require review and in some cases revision to ensure the assessment continues to reflect current working practices e.g. a review should be initiated in response to significant changes to the area / activity or if an accident / incident has occurred.			
Version Number	Date of Review	Reviewer	Brief Description of Changes
1	11/09/2020	Matt Purcell	New document
2	17/11/2020	Matt Purcell, Chris Bradley	Reviewed and updated to reflect current face-to-face teaching activities (changes highlighted in grey).

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3	26/01/2021	Matt Purcell	Reviewed and updated to reflect current arrangements, updates in Government guidelines, and consideration of the new Covid variant (changes highlighted in grey).
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**COVID-Teaching-Spaces****DESCRIPTION OF ACTIVITY or FACILITY AND ITS USE****Use this area to describe the area and/or the main activities to be covered by this risk assessment:**

All Centrally timetabled spaces where staff and PGR students provide face-to-face teaching to taught students during the Covid-19 pandemic.

Applies to all lecture theatres, teaching classrooms, seminar rooms, computing laboratories.

It also applies to comparable teaching spaces in Faculties areas. Specialist teaching spaces such as laboratories have separate risk assessments to detail the specific controls applicable in those areas.

Applies whilst Covid-19 social distancing restrictions are in place.

Potential exposure to SARS-CoV-2 virus on surfaces or transmission from University personnel with asymptomatic or pre-symptomatic Covid-19 infections.

**SAFETY RULES AND GENERAL COMMENTS****Key Findings:**

Social distancing rules apply (2 metres separation or 1 metre with mitigations and minimisation of time spent at closer proximity).

Personal hygiene is mandatory (regular washing of hands for 20 seconds with soap and water or hand sanitiser).

Face coverings usage (not PPE/RPE) is required in accordance with Covid-19 Secure Policy to assist in containment of virus and transmission of virus from those not exhibiting symptoms (i.e. pre-symptomatic and asymptomatic).

**Key Comments:**

The University has introduced a Hybrid education model for teaching for the academic year 2020/21 as part of its recovery plan. This model is a mix of online course delivery with face-to-face sessions which can be delivered safely in person and in accordance with government guidelines.

As a campus university, we wish to enable as much face-to-face teaching as possible to ensure student experience and quality of interactions between peers and tutors/lecturers. Content-capture and live-streaming will be conducted to enable students to experience the teaching remotely for the agreed exceptions where students cannot return to campus, mainly due to Covid-19.

As part of planning for return to campus, the University has set a target of 50% capacity of teaching spaces to be able to run an effective timetable and allow most students a face-to-face teaching experience. This capacity should only be adhered to when it can be achieved within government guidelines.

In the review of spaces, social distancing at 2 metres cannot be adhered to for several reasons:

1. Logistics to provide multiple repeats of classes is extremely difficult.
2. Lecturers may suffer fatigue and stress from providing multiple repeats and from working longer hours.
3. Smaller group studies may not work in a virtual environment due to the reduced interpersonal interaction.

The current national lockdown which commenced on 5<sup>th</sup> January 2021:

- Permits students who are undertaking training and study for the specified courses to return to face to face learning as planned.
- Requires returning students to be tested twice (asymptomatic lateral flow test) upon their return to university, or they should self-isolate for ten days instead.
- Requires students who are not on the above specified courses to remain where they are wherever possible, and start their term online, as facilitated by their university until at least mid-February.
- Requires students, if they live at university, to not move back and forward between their permanent home and student home during term time.

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- Requires everyone to socially distance from anyone they do not live with, wherever possible.

Social distancing protocols have been developed with controls to reduce the risk of Covid-19 transmission.

As the health and safety of its staff and students is of paramount importance, failure to comply with the University guidance may result in disciplinary action.

*note: see detailed assessment and actions list below*

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<b>STEP 1 – IDENTIFY THE HAZARDS</b>							
<b>Identify significant hazards relevant to this risk assessment</b>							
Flammable / Explosive Substances		Hazardous Waste Disposal		Storage / Housekeeping		Temperature	Travel Health
Ionising / Non-Ionising Radiation		Discharge / Spill		Falling Objects		Humidity	Stress
Exposure to Hazardous Substances	X	Slips, Trips & Falls		Machinery / Power Tools		Lighting	Out of Hours Working
Biological Hazards	X	Electrical Safety		Hygiene		Noise	Personal Security
Cryogenic Hazard		Manual Handling		Welfare	X	Vibration	
Chemical Storage		Working at Height		Pressure / Vacuum Systems		Access / Egress	Display Screen Equipment

<b>STEP 2 – IDENTIFY WHO IS AT RISK</b>									
<b>Identify groups of individuals who need to be considered as part of this risk assessment</b>									
<b>Staff</b>		<b>Contractors</b>		<b>Visitors</b>		<b>Others</b>		<b>Higher Risk groups</b>	
Employees	X	Cleaners	X	Visitors	X	Neighbors		Young Persons	
Temporary Staff	X	Maintenance Engineers	X	Customers		Members of the Public		Disabled Persons	X
Operatives		Security	X	Delivery Staff		Environment		Children	
Academics	X	Catering Staff				Wildlife		Pregnant & Nursing Mothers	X
Students	X	Contractors	X					Lone Workers	

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<b>STEP 3 - ASSESSMENT OF RISK</b>						
<b>Assess the risks against each significant hazard group identified</b>						
Significant Hazard	Perceived Nature of Risk	Existing Control Measures	Likelihood	Severity	Residual Risk (H,M,L,NS)	Further action required Y/N

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Biological hazard	Potential exposure to SARS-CoV-2 virus on surfaces or from personnel with asymptomatic Covid-19 infections	<p>General:</p> <ul style="list-style-type: none"> <li>- Induction of all University personnel coming onto site with records kept.</li> <li>- Teaching spaces operational protocols.</li> <li>- Personal hygiene to be maintained (regular washing of hands with soap and water for 20 seconds or use of hand sanitiser).</li> <li>- Alcohol dispensers located at all entry points to buildings and in lift lobbies.</li> <li>- Rapid Response Team established to ensure tracing of contacts, notification of self-isolation requirements, and provision of support for staff and students who are positive or self-isolating.</li> <li>- Any person with suspected symptoms or member of household with suspected symptoms to follow UK government and NHS guidance on self-isolation and Covid 19 testing and contact the <a href="#">Rapid Response Team</a>.</li> <li>- Personnel diagnosed with Covid-19 infection must self-isolate for the required period (currently 10 days) and only return when any fever has subsided and feel recovered enough to safely perform duties.</li> <li>- Personnel contacted by NHS Test and Trace to self-isolate for the stipulated time (at date of writing 10 days if no symptoms develop, extended as necessary by 10 days from the first day of symptoms developing and confirmed by a Covid-19 test). Staff and students must also notify the Rapid Response Team.</li> <li>- Face coverings to be worn by students in line with University Covid-19 Secure <a href="#">Policy</a>.</li> <li>- Lecturers in lecture theatres and lecture rooms will not be required to wear a face covering but will be socially distanced (2 metres) from the nearest seated student(s).</li> </ul>	Possible	Moderate	Low	N
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		<p>All teaching spaces:</p> <ul style="list-style-type: none"> <li>- Room occupancies assessed for numbers of students based on assessment of furniture and seating arrangements to maintain social distancing (“1 metre plus” using a minimum of 1.3 metres from centre of seats to account for movement from centre of seat).</li> <li>- Air handling in areas increased to reduce recirculation of air and/or windows opened and maintained open to provide natural ventilation. Additional signage has been added to this effect.</li> <li>- Social distancing to be practiced (2 metre separation from other personnel where practical and use of mitigations when this is not practical, i.e. “1 metre plus”).</li> <li>- Doors to teaching spaces kept open except when teaching is in progress to reduce continual touching. Closed and opened by lecturer only during teaching session.</li> <li>- Disinfectant wipes or spray and tissue to be provided at room entrance for all students to clean hard surfaces of their desk/workstation immediately upon entering room and sitting down. Time will not be added to a lecture for cleaning. It must be done within the allotted lecture period and before any teaching commences.</li> <li>- Lecterns/lecturer’s table located 2 metres from nearest student or screen up to 1 metre high installed to provide additional protection but still enable lecturer’s lips to be read.</li> <li>- Marked space where lecturer can stand to maintain 2 metre separation from nearest seated student(s).</li> <li>- Rows to be filled with furthest seats from entrances to be taken first to prevent unnecessary passing at close proximity.</li> <li>- Signage to remind personnel to keep distance.</li> <li>- Signage to be placed for seating not to be used.</li> <li>- Students to exit by rows, closest to exit first.</li> </ul>	Possible	Moderate	Low	Y
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		<ul style="list-style-type: none"><li>- Lectures scheduled to finish 10 minutes to the hour. This must be adhered to in order to ensure teaching spaces are vacated in good time before next class.</li></ul>				
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		<p>Corridors:</p> <ul style="list-style-type: none"> <li>- Students informed to arrive only short time before lecture and queue to left of door (or as indicated) along corridor if unable to enter room.</li> <li>- “Keep moving” and “No gathering” signage to encourage to not linger pre/post classes.</li> <li>- Personnel to pass where sufficient width allows social distancing or use of one-way systems.</li> <li>- Left side of corridor to be used to enable “lanes” of traffic unless indicated otherwise by directional signage.</li> <li>- Personnel exiting rooms must check for others passing in corridor and wait for them to pass before exiting. Personnel already in corridors have priority.</li> <li>- Kick plates to be used where present to assist opening doors.</li> </ul>	Possible	Moderate	Low	N
		<p>Lecture Theatres with raked seating:</p> <ul style="list-style-type: none"> <li>- Seating assessed to identify which seats can be used. Those seats which cannot be used will be strapped.</li> <li>- Typically using a honeycomb layout, alternating and spacing used seating so students are not sat directly beside one another or behind each other in adjacent rows whilst maintain 1.3 metre separation from midpoint of seat to allow for movement when seated.</li> </ul>	Possible	Moderate	Low	N
		<p>Lecture rooms with moveable furniture</p> <ul style="list-style-type: none"> <li>- Moveable furniture located with markings for table placement to provide 1.3 metre separation from midpoint of seat to allow for movement when seated. Excess furniture removed where possible to indicate only what seats are available for use.</li> <li>- Where screens are provided these will be cleaned by University Estates Services Cleaning Team.</li> </ul>	Possible	Moderate	Low	N

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		<p>Computing labs</p> <ul style="list-style-type: none"> <li>- Chairs, keyboards and mice removed at workstations that cannot be used. Monitors may be turned around.</li> <li>- Signage installed indicating workstations not in use.</li> <li>- Checkerboard arrangement used where possible to prevent students directly facing each other where 2 metre spacing can be achieved.</li> <li>- Screens between directly facing workstations installed where 2 metre spacing cannot be achieved to provide face-to-face protection.</li> <li>- Keyboards in use to be provided with silicone covers.</li> <li>- Students to wipe down hard surfaces and computer peripherals with provided disinfectant/anti-microbial wipe/spray onto towel when they arrive and sit down.</li> </ul>	Possible	Moderate	Low	N
		<p>Cleaning</p> <ul style="list-style-type: none"> <li>- Additional cleaning by University Estates Services Cleaning Team: touchpoints will be sanitised daily and screens at lecterns monthly (see also separate Cleaning Requirements risk assessment).</li> <li>- Students to use provided disinfectant wipe entry for use on all hard surfaces that are contact points e.g. desk top.</li> </ul>	Possible	Moderate	Low	N
		<p>Specialist teaching spaces</p> <ul style="list-style-type: none"> <li>- Specific risk assessments to be conducted to identify with appropriate controls to be implemented.</li> <li>- Some teaching tasks may require an additional risk assessment to identify further controls necessary.</li> </ul>	Possible	Moderate	Low	N
Stress	Perception of risk by personnel at being near to other people	<p>Personnel matters:</p> <ul style="list-style-type: none"> <li>- Teaching staff to be informed of control measures implemented.</li> <li>- Communications to all staff and students on measures implemented to protect everyone on campus.</li> <li>- Specific information provided in online Covid inductions.</li> <li>- Monitoring of induction training to provide assurances that University staff and students have received inductions.</li> </ul>	Likely	Moderate	Medium	Y

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Fire	Risk of confusion from Covid-19 measures during emergency evacuation.	<ul style="list-style-type: none"> <li>- Inductions stipulate evacuation of buildings as per standard processes with no exceptions. Ignore any one-way systems in building required for Covid-19. Proceed to assembly point.</li> <li>- At assembly point practice social distancing, stand 2 metres apart. Where they can, people must wear a face covering.</li> <li>- If personnel have information relating to the fire or personnel still inside, approach Security team directly when they arrive to communicate information, still maintaining adequate social distancing.</li> <li>- Wash hands on returning to the building or use hand sanitiser.</li> <li>- Corridors and evacuation routes to be kept clear of clutter/obstructions.</li> <li>- Students to keep bags under seats or tables to not inhibit aisles and spacing between desks.</li> <li>- Aisles between seats to be kept clear of students' bags.</li> <li>- Fire doors must not be wedged open under any circumstances.</li> </ul>	Likely	Moderate	Medium	N
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ACTION PLAN					
Develop a prioritised action plan to support the risk assessment					
Action to be taken to further reduce risk	Person responsible for completing action	Target completion date (Prioritized on risk)		Action closure	
		Date	Priority	Signature	Date
Improve modes of communication and messaging e.g. Messaging on screen in teaching spaces.	Covid-19 Outbreak Control Group	12/02/2021	High		

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**Mitigations for teaching rooms**

**Note: All teaching spaces have for following mitigations in place to assist limiting the risk of virus exposure:**

1. Access to disinfectant wipes
2. Face coverings required (students).

Teaching Room / Lecture Theatre / Laboratory	Normal capacity	Raked/ Flat/ Lab/ Computer	New capacity	Perspex screen(s)	Reduced seating capacity	Side by side seating	1.3metre +	2.0metres	Do not sit desk stickers	Floor markings for furniture to maintain spacing / layout	Silicone keyboard covers	Occupancy / protocol signage	Separate entry / exit points	Openable Windows?	Mechanical Ventilation?	Other notes
26 AA 02	12	FLAT	6	X	X	X	X			X		X			X	
22 AA 04	60	RAKED	15	X	X	X	X	X			X	X	X		X	
24 AA 04	70	RAKED	14	X	X	X	X	X			X	X	X		X	
01 AC 01	204	RAKED	53	X	X	X	X	X			X	X	X		X	
02 AC 01	226	RAKED	59	X	X	X	X	X			X				X	
01 AC 03	24	FLAT	12	X	X	X	X	X		X	X			X	X	
02 AC 03	24	FLAT	12	X	X	X	X	X		X	X	X		X	X	
03 AC 03	24	FLAT	12	X	X	X	X	X		X	X	X		X	X	
04 AC 03	24	FLAT	12	X	X	X	X	X		X	X	X		X	X	
05 AC 03	48	FLAT	19	X	X	X	X	X		X	X	X		X	X	
07 AC 03	30	FLAT	16	X	X	X	X			X	X	X			X	
08 AC 03	34	FLAT	20	X	X	X	X	X		X	X			X	X	
09 AC 03	24	FLAT	16	X	X	X	X			X	X	X			X	
11 AC 03	19	FLAT	11	X	X	X	X			X	X				X	
12 AC 03	18	FLAT	11	X	X	X	X	X		X	X				X	
14 AC 03	14	FLAT	8	X	X	X	X			X	X			X	X	
16 AC 03	14	FLAT	8	X	X	X	X			X	X			X	X	
17 AC 03	14	FLAT	8	X	X	X	X			X	X			X	X	
18 AC 03	14	FLAT	8	X	X	X	X			X	X			X	X	
19 AC 03	32	FLAT	15	X	X	X	X	X		X	X			X	X	
20 AC 03	14	FLAT	11	X	X	X	X			X	X	X		X	X	
21 AC 03	34	FLAT	21	X	X	X	X	X		X	X	X		X	X	
22 AC 03	19	FLAT	11	X	X	X	X	X		X	X			X	X	
35 AC 04	84	RAKED	24		X	X	X	X			X	X	X		X	
40 AD 00	20	FLAT	10		X	X	X	X							X	
AP1	141	RAKED	42		X	X	X	X			X	X	X		X	

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Teaching Room / Lecture Theatre / Laboratory	Normal capacity	Raked/ Flat/ Lab/ Computer	New capacity	Perspex screen(s)	Reduced seating capacity	Side by side seating	1.3metre +	2.0metres	Do not sit desk stickers	Floor markings for furniture to maintain spacing / layout	Silicone keyboard covers	Occupancy / protocol signage	Separate entry / exit points	Openable Windows?	Mechanical Ventilation?	Notes
AP2	141	RAKED	42	X	X	X	X	X			X	X	X		X	
APLAB2	52	COMPUTER	26	X	X	X	X	X			X			X	X	
APLAB3	36	COMPUTER	18	X	X	X	X	X			X			X	X	
APLAB4	36	COMPUTER	18	X	X	X	X	X			X			X	X	
APLAB5	18	COMPUTER	10	X	X	X	X	X			X			X	X	
AP 3&4	374	RAKED	112		X	X	X	X	X	X	X	X	X	X	X	
01 AP 02 [Removed from use]	12	FLAT	8		X		X	X				X				Removed from use
19 AP 02	10	FLAT	7		X		X	X				X			X	
28 AP 02	70	FLAT	35		X		X	X	X	X	X	X	X		X	
62 AP 02	30	FLAT	16		X		X	X			X	X			X	
03 AZ 01	70	FLAT	29		X		X	X	X	X	X			X	X	
04 AZ 01	100	RAKED	27		X	X	X	X	X	X	X	X			X	
07 AZ 01	30	FLAT	18		X		X		X					X	X	
21 BA 02	48	FLAT	24		X		X	X	X					X	X	
43 BC 02	81	RAKED	20		X		X	X							X	
15 DK 00	30	COMPUTER	18		X		X	X			X				X	
01 DK 02	79	RAKED	19		X	X	X	X						X	X	
02 DK 02	34	FLAT	25		X	X	X	X	X					X	X	
03 DK 02	70	FLAT	46		X	X	X		X					X	X	
05 DK 02	34	FLAT	26		X	X	X		X					X	X	
06 DK 02	40	FLAT	26		X	X	X		X					X	X	
13 DK 02	34	FLAT	23		X	X	X		X					X	X	
14 DK 02	34	FLAT	25		X	X	X		X					X	X	
15 DK 02	84	FLAT	51		X	X	X		X					X	X	
17 DK 02	40	FLAT	25		X	X	X		X					X	X	
01 DK 03	79	RAKED	20		X	X	X		X					X	X	
02 DK 03	30	FLAT	24		X	X	X		X					X	X	
03 DK 03	30	FLAT	24		X	X	X		X					X	X	
04 DK 03	30	FLAT	24		X	X	X		X					X	X	
05 DK 03	30	FLAT	24		X	X	X		X					X	X	
06 DK 03	30	FLAT	24		X	X	X		X					X	X	

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02 IFH 01	40	FLAT	70		X	X	X			X					X	
LTA	60	FLAT	33	X	X		X			X		X	X	X	X	
LTB	60	FLAT	33	X	X		X			X		X	X	X	X	
LTD	268	RAKED	83	X	X	X	X	X			X	X	X		X	
LTE	128	RAKED	32	X	X	X	X	X			X	X	X		X	
LTF	128	RAKED	32	X	X	X	X	X			X	X	X		X	
LTG	240	RAKED	65	X	X	X	X	X			X	X	X		X	
LTH	30	FLAT	14	X	X		X			X	X	X	X	X	X	
LTJ	60	FLAT	34	X	X		X	X		X	X	X	X	X	X	
LTL	160	RAKED	40	X	X	X	X	X			X	X	X		X	
LTM	133	RAKED	37	X	X	X	X	X			X	X	X		X	
03 MS 01	450	RAKED	111		X	X	X	X			X	X	X		X	
32 MS 01	60	FLAT	30	X	X		X			X	X	X	X	X	X	
39 MS 02	60	FLAT	29	X	X		X	X		X	X	X	X		X	
75 MS 02	30	FLAT	23	X	X		X			X	X	X		X	X	
80 MS 02	40	FLAT	28	X	X		X			X	X	X	X		X	
81 MS 02	24	FLAT	15	X	X		X			X	X	X	X		X	
32 MS 03	58	FLAT	29	X	X		X	X		X	X	X	X		X	
33 MS 03	30	FLAT	15	X	X		X	X		X	X	X	X		X	
72 MS 03	60	FLAT	30	X	X		X	X		X	X	X	X		X	
TB01	60	RAKED	16	X	X		X	X		X	X	X	X		X	
TB02	60	RAKED	16	X	X		X	X			X	X	X		X	
TB06	100	FLAT	50	X	X		X	X			X	X	X	X	X	
TB10	100	FLAT	46	X	X		X			X	X	X	X	X	X	
TB11	50	FLAT	23	X	X		X			X	X	X	X	X	X	
TB12A	40	FLAT	19	X	X		X			X	X	X	X	X	X	
TB12B	40	FLAT	20	X	X		X			X	X	X	X	X	X	
TB13	60	RAKED	16	X	X		X	X			X	X	X		X	
TB14	60	RAKED	16	X	X		X	X			X	X	X		X	
TB18	100	FLAT	50	X	X		X			X	X	X	X	X		
TB19	100	FLAT	50	X	X		X			X	X	X	X	X		

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TB20A	40	FLAT	19	X	X		X			X	X	X	X	X		
TB20B	40	FLAT	19	X	X		X			X	X	X	X	X		
TB21	50	FLAT	23	X	X		X			X	X	X	X	X		
TB22	40	FLAT	19	X	X		X			X	X	X		X		
TB23	40	FLAT	19	X	X		X			X	X	X		X		
IFH Lab	200	LAB	100		X	X	X	X	X	X	X	X	X		X	
23AX00	35	LAB	18		X		X					X			X	
22AX00	35	LAB	18		X		X					X	X		X	
CIU	15	LAB	12		X		X					X				Open Windows: 06AX00- 10AX00 Ventilation: 11AX00- 12AX00
10DK00 Gait Lab	12	LAB	10		X		X					X			X	
VSM 34a&b Lab	75	LAB	75				X					X			X	
VSM open access	6	LAB	3		X		X					X			X	
Fledglings	15	LAB	8		X		X					X			X	
CSL 13 VSM 00	75	VS	40		X		X					X			X	
VSP Anatomy	75	VS	50		X		X					X			X	
CSL Open access	20	VS	10		X		X					X			X	
VSC open access	36	VS	36		X		X					X		Vents		
VSC teaching	30	VS	15		X		X					X			X	
15HSM00	42	FLAT	21	X	X	X	X			X	X	X		X	X	
16HSM00	42	FLAT	21	X	X	X	X			X	X	X		X	X	
17AHSM00	53	FLAT	29	X	X	X	X	X	X	X	X	X		X	X	
17BHSM00	44	FLAT	22	X	X	X	X	X	X	X	X	X		X	X	
18AHSM00	53	FLAT	29	X	X	X	X	X	X	X	X	X		X	X	
18BHSM00	44	FLAT	23	X	X	X	X	X	X	X	X	X		X	X	
22HSM00	171	COMPUTER	95	X	X	X	X			X	X	X		X	X	
23HSM00	80	FLAT	44	X	X	X	X			X	X	X		X	X	



**GENERAL RISK ASSESSMENT**

Assessment Ref:  
**COVID-Teaching-Spaces**

Teaching Room / Lecture Theatre / Laboratory	Normal capacity	Raked/ Flat/ Lab/ Computer	New capacity	Perspex screen(s)	Reduced seating capacity	Side by side seating	1.3metre +	2.0metres	Do not sit desk stickers	Floor markings for furniture to maintain spacing / layout	Silicone keyboard covers	Occupancy / protocol signage	Separate entry / exit points	Openable Windows?	Mechanical Ventilation?	Notes
24HSM00	44	FLAT	23	X	X	X	X			X	X	X		X	X	
25HSM00	44	FLAT	23	X	X	X	X			X	X	X		X	X	
39HSM00	44	COMPUTER	21		X	X	X			X	X	X		X	X	
07HSMLG	30	LAB	20		X		X					X		X	X	
08HSMLG	30	LAB	20		X		X					X		X	X	
09HSMLG	30	LAB	4		X		X					X		X	X	
11HSMLG	30	LAB	21		X		X					X		X	X	
15HSMLG	10	LAB	4		X		X					X		X	X	
17HSMLG	10	LAB	6		X		X					X		X	X	
39AD04	87	COMPUTER	44	X	X		X		X		X	X		X	X	
01AC02	36	FLAT	16	X	X	X	X		X	X	X	X				
05AB04	32		16	X	X	X	X		X		X	X	X	X	X	
32 BB 03 – Penguin Lab	64		42	X	X	X	X		X		X	X	X		X	
30 & 31 AY 01 – Labs	90		54		X	X		X	X		X	X	X	X	X	
21 AZ 01	25		15		X	X		X	X		X	X		X	X	
01IFH02 (Comp Sci Lab) (MM01)	200	COMPUTER	146	X	X	X		X	X		X	X	X		X	
05AA02 (ER01)	38	COMPUTER	22	X	X	X		X	X		X	X		X		
28AA02 (ER01)	38	COMPUTER	24	X	X	X		X	X		X	X	X		X	
29AA02 (ER01)	38	COMPUTER	22	X	X	X		X	X		X	X	X		X	
40AA03 – (ER01/CV01)	50		19		X	X		X				X	X		X	
18BB01 – Design Centre (ER01)	64		31		X	X		X	X		X	X		X	X	
04DK00 – Bench Lab (ER01)	30		28		X	X		X	X		X	X	X		X	
40BC02 (CE03)	36	COMPUTER	18	X	X	X		X			X	X	X		X	
03BC00 (CV01)	16		8		X			X	X			X				
05BC00 (CV01)	14		10		X			X	X			X		X		
39 AA 04 [Removed from use]	20	FLAT	9		X		X									Removed from use
16 AB 04	80	LAB	30	X	X	X	X					X		X	X	

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10 AB 04	48	LAB	14	X	X	X	X				X	X		X	X	
06 AB 04	80	LAB	22	X	X	X	X				X	X		X	X	
01 BB 04 - Otter Lab	112	COMPUTER	62	X	X	X		X			X	X		X	X	
34 BB 04 - Swan Lab	17	COMPUTER	9	X	X	X		X			X	X			X	
34A BB 04 - Duck Lab	15	COMPUTER	10	X	X	X		X			X	X			X	
34 BB 03 - Whale Lab	18	COMPUTER	9		X	X		X			X	X			X	
30 BB 03	40		14		X	X		X			X	X	X	X		
23 BC 04	30		19	X	X	X		X			X	X		X		
11 BC 03	52		33	X	X	X		X			X	X		X		
20LC03	24	FLAT	14		X	X	X		X			X		X	X	
21LC03	24	FLAT	14		X	X	X		X			X		X	X	
22LC03	16	FLAT	9		X	X	X		X			X			X	
26LC03	20	FLAT	10		X	X	X		X			X			X	
30LC03	20	FLAT	10		X	X	X		X			X			X	
31LC03	20	FLAT	10		X	X	X		X			X			X	
41MS02	43	FLAT	23	X	X	X	X		X			X	X		X	
02b AA 01 Mac Lab	23	FLAT	14		X	X	X		X		X	X		X	X	
13 AC 01 (Media Lab Green)	30	FLAT	15		X			X				X			X	
14 AC 01 (Audio Lab)	30	FLAT	16		X	X	X		X			X			X	
07 NC 01 (Media Lab Blue)	15	FLAT	7		X	X	X		X		X	X			X	
10B NC 01 (Media Lab Red)	26	FLAT	18	X	X		X	X	X		X	X		X	X	
63AP02	47	FLAT	28		X	X	X		X		X	X			X	
Grant – 26GSA00	36	FLAT	12		X			X				X		X	X	
Founders A	18	FLAT	12		X			X				X		X	X	
Founders B	18	FLAT	11		X			X				X		X	X	
03GSA00	15	FLAT	7		X			X				X			X	
15GSA01	36	FLAT	12		X			X				X		X	X	
17GSA01	36	FLAT	12		X			X				X		X	X	
18GSA01	36	FLAT	12		X			X				X		X	X	

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02GSA01	34	FLAT	12	X			X					X		X	X	
03GSA01	34	FLAT	12	X			X					X		X	X	
11GSA01	34	FLAT	12	X			X					X		X	X	
02GSA02	34	FLAT	12	X			X					X		X	X	
03GSA02	34	FLAT	12	X			X					X		X	X	
11GSA02	34	FLAT	12	X			X					X		X	X	
15GSA02	36	FLAT	12	X			X					X		X	X	
17GSA02	36	FLAT	12	X			X					X		X	X	
18GSA02	36	FLAT	12	X			X					X		X	X	
15GSA01	36	FLAT	12	X			X					X		X	X	
17GSA01	36	FLAT	12	X			X					X		X	X	
18GSA01	36	FLAT	12	X			X					X		X	X	
03SH01	30	FLAT	20	X			X					X			X	
05SH01	30	FLAT	25	X			X					X			X	
13LB00	30	FLAT	7	X	X	X						X			X	
14LB00	30	FLAT	4	X	X	X						X			X	
LTC - LT01	30	FLAT	15	X	X	X		X				X			X	
Scenic studio 01 computer lab	12	FLAT	6	X	X	X		X			X	X		X	X	
Scenic studio 00	30	FLAT	12	X				X				X				Roller shutter must be kept open
40/46AD03	31	FLAT	17	X	X	X	X	X			X	X			X	
66MS03														X	X	

**Risk Ranking Matrix**

<b>RISK MATRIX</b>				
Use the Risk Matrix to classify the perceived level of risk and to prioritise the action plan				
LIKELIHOOD	SEVERITY			
	Slight (first aid injury)	Moderate (Medical Treatment)	Severe (Lost Time/ major injury)	Very Severe (Long Term Disability or fatality)
Very Likely (Common Occurrence)	LOW	MEDIUM	HIGH	HIGH
Likely (Easily Foreseeable)	LOW	MEDIUM	MEDIUM	HIGH
Possible (Foreseeable under certain circumstances)	NOT SIGNIFICANT	LOW	MEDIUM	MEDIUM
Unlikely (Unlikely sequence of events/ Unexplained event)	NOT SIGNIFICANT	NOT SIGNIFICANT	LOW	MEDIUM

**Medium Risk** – More controls may be required to adequately control the hazard

**High Risk** – Task must be stopped immediately. Consult Health and Safety Adviser for further advice.

**NOTES** for Lone and Hazardous Working (see Lone and Hazardous Working Policy for full details)

e.g.

**Low Hazard** - Office based lone working, Lone working collecting routine data/non-hazardous procedure in Laboratory (Avoid use of hazardous materials, sharps, chemicals, etc.).

**Medium Hazard** – Working within Workshop/Laboratory

**High Hazard** - Work within specialised Unit e.g. Containment Level 3, High Toxicity, High Voltage

### **Category Control Measures**

The following risk control measures should be applied for each hazard category along with any other additional measures identified by the risk assessment. The overriding principle is to reduce the risk to the lowest level achievable.

#### **Low Hazard Activities**

- Can only be undertaken by lone workers who are familiar with the premises and are aware of the emergency procedures.
- Must be authorised and suitably controlled by the line manager/supervisor (or equivalent e.g. Principal Investigator) and can be verbal.

#### **Medium Hazard Activities**

- Can only be undertaken by competent persons if there is at least one other person in the vicinity (either in the same area or close by) who is competent to make safe any work being undertaken and is also familiar with any emergency procedures for the area.
- Must be authorised (using risk assessment form) by the line manager/supervisor (or equivalent e.g. Principal Investigator).

#### **High Hazard Activities**

- Can only be undertaken by competent persons if there is at least one other person in the same location who is competent to make safe any work being undertaken and is also familiar with any emergency procedures.
- Suitable emergency arrangements, such as the provision of adequate first aid or fire safety measures must be in place. (additional measures may be required depending on the time of day when the work is undertaken)
- Must be authorised (using risk assessment form) by the Head of Department (or equivalent e.g. Director) after consultation with the Faculty/Area Health & Safety Advisor.