**Risk assessment**

**Where this document refers to lecturer, this should be the staff member present at the event. This could be the GTA or GLA if they are being asked to lead an event and will be in the room when another academic is not present.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of activity / area being assessed** | **This risk assessment covers face to face teaching events taking place in centrally managed rooms (under Targeted Protection Level) with reference to the** [University of Essex COVID-19 Strategic Risk Assessment](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/covid19-returning-to-campus/covid-strategic-risk-assessment.pdf)**.** **This also covers the use of rooms in non-standard layouts and where rotation, interaction or group work is required during the session.****For zero-distance teaching where close contact is necessary (such as for physiotherapy or acting classes) a separate teaching Covid-19 risk assessment is required.****All room occupancies must be adhered to, as defined in the COVID-19 Premises Policy.** | **Department** | **All** |
| **Location(s)** | **All campuses** |
| **Manager responsible** | Lara Carmel | **Signature & date** | **28/02/22** |
| **Assessed by (name & role)** | **Caroline Smith/Richard Green** | **Signature & assessment date** | **28/02/22** |

| **Hazard (H)****hazardous event (HE)****consequence (C)** | **Who might be harmed** | **Current controls** | **Current risk****LxC=R** | **Additional controls needed to reduce risk** | **Residual** **risk****LxC=R** | **Target Date**  | **Date achieved** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **General requirements for standard face to face teaching:*** **An opening statement is available if required, for all attendees informing them of the arrangements and requirements for the event they are attending.**
* All attendees are expected to follow current University COVID-19 procedures and rules.
* Lecturer will maintain overall control of event. Activity within event will be managed by lecturer to encourage social distancing where practical.
* Room will only be used in accordance with booked event details.
 |  |  |  |  |  |
| H – COVID-19 virus.HE - Exposure to, and transmission of virus through air dropletspassing from one person to another whilst at work C - Illness and at least 7 days off work | StaffStudents VisitorsContractorsVulnerable personsPeople with a disabilityMembers of the public | **Occupancy:** * All rooms have the maximum number of room occupants. **Attendees will adhere to room signage.**
* Capacity/occupancy level will not be exceeded.
* All in person event attendees to be included in numbers for the timetabled event (e.g. student scribes) to ensure room capacity is not exceeded.
* Rooms should be booked through Timetabling and Room Booking Team (TRBT) where possible, to ensure scheduled events do not exceed the room capacity. For other room bookings, the organiser must check the room capacity is suitable for their event.

**Ventilation:*** Compliance to ventilation requirements (e.g. opening windows), as stated in the UoE Premises Policy. Ventilation arrangements must not be changed or adapted.
* All multi-occupancy environments with opening windows should have such windows open to maximize air changes. This is particularly important before and after a room is occupied.
* Where applicable, ventilation systems have been adjusted to maximise “fresh air” input and minimise/remove air recirculation.
* Supplementary stand-alone air filtration units will be deployed in teaching spaces without openable windows where air changes are/have been considered to require additional support. These air filtration units need to be on a minimum setting of 3 and if there are windows that can be opened they need to remain open. They must not be turned off.

**Social distancing:**Under Targeted protection the University will no longer be marking which desks can be used. It is expected that staff will take a pragmatic approach to ensure that where possible students in lectures can be spread out within the environment to provide opportunities for continued social distancing.**Face coverings:*** All students and visitors are strongly encouraged to wear face coverings unless medically exempt, during the teaching event.
* Lecturers do not need to wear face coverings during a teaching event. If they choose to wear a face covering, surgical face masks are available from Central Stores.. Lecturers may choose to wear FFP2/3 mask. This will need to be face fit tested and disposed of at the end of the event or shift as appropriate.
* Face covering dispensers are fitted in selected internal areas.
 | Unlikely x Moderate = Low |  |  |  |  |
| H – COVID-19 virusHE - Exposure to, and transmission of virus through contact with fixed surfaces harbouring the virus C - Illness and at least 7 days off work | StaffStudents VisitorsContractorsVulnerable personsPeople with a disabilityMembers of the public | * Cleaning of teaching spaces will continue to be carried out by University cleaning staff.
* Hand sanitiser points are available within a reasonable distance of all rooms.
* Wipes are available in, or nearby, all teaching rooms.
 | Unlikely x Moderate = Low |  |  |  |  |
| H – COVID-19 virusHE - Exposure to, and transmission of virus through contact with equipment or other items harbouring the virus C - Illness and at least 7 days off work | StaffStudents VisitorsContractorsVulnerable personsPeople with a disabilityMembers of the public | * Hand sanitiser points are available within a reasonable distance of all rooms.
* Wipes are available in, or nearby, all teaching rooms.
* Prior to the session, consider what items or equipment will be needed, whether this will be shared during the session, and appropriate sanitising arrangements.
 | Unlikely x Moderate = Low |  |  |  |  |
| H – COVID-19 virusHE - Crowding indoors on campus leading to transmission C - Illness and at least 7 days off work | StaffStudents VisitorsContractorsVulnerable personsPeople with a disabilityMembers of the public | * Timetabling and Room Booking Team will ensure scheduled teaching events do not exceed the room capacity.
* All in person event attendees must be included in the timetabled event (e.g. student scribes) to ensure the room is not used overcapacity**.**
* Lecturer/presenter will ensure that there is no overcrowding in breakout rooms.
 | Unlikely x Moderate = Low |  |  |  |  |
| H – COVID-19 virusHE - Person developing / exhibiting Covid-19 symptoms, whilst on campus, leading to possible spread of Covid-19 and illness. C - Illness and at least 7 days off work | StaffStudents VisitorsContractorsVulnerable personsPeople with a disabilityMembers of the public | * At the start of the event the lecturer/presenter may make an opening statement asking anyone with COVID-19 symptoms to leave the room and follow the current University guidance on the appropriate action to take for testing and self-isolation.
* All staff and students are encouraged to carry out Lateral Flow Tests (LFT) at least twice weekly whilst on campus either through the asymptomatic clinic or by using a home test kit.
* Visitors should take an LFT prior to attending campus.
* Anyone who tests positive is asked to stay away from campus facilities (or self-isolate on campus) whilst infectious for up to seven calendar days or until they have a COVID-19 negative test. They must also report this to the COVID in-box.
* All staff and students are encouraged to take the COVID-19 vaccination.
 | Unlikely x Moderate = Low |  |  |  |  |
| Risk ofvulnerableworkercatchingCOVID-19resulting inserious illnessor fatality. | Anyone atthe Universitywho is atincreasedvulnerabilityof severecomplicationsif contractingthe virus | Staff members who have high vulnerability or high level of anxiety to COVID-19 infection should be referred to the University of Essex Occupational Health team for assessment.If, following clinical review (taking into account vaccinationstatus and local infection rates), additional control measuresor work restrictions are required, then OH will advise the manager of this with the Staff Member’s consent.Students who have high vulnerability or high level of anxiety to COVID-19 infection should refer to their GP or SWIS for support. | Unlikely x Major = Med |  |  |  |  |
| H – COVID-19 virusHE – Student with individual needs catching Covid-19 due to inability to follow standard processes.C - Illness and at least 7 days absent  | Staff and students with individual needs in teaching events. | Where students are unable to follow standard processes, individual risk assessments may be required. Students can contact their Departmental Disability Liaison Officer for support and can get more info from the Student Wellbeing and Inclusivity Service:[essex.ac.uk/life/ student-services/ student-support](https://www.essex.ac.uk/life/student-services/student-support) | Unlikely x Moderate= Low  |  |  |  |  |

Periodic Review

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Review date:** | 13/01/2022 | 28/01/2022 | 01/03/2022 |  |  |
| **Review by:** | LC/CS | LC/SH/CS | LC/CS/RG |  |  |
| **Signed:** | LC/CS | LC/SH/CS | LC/CS/RG |  |  |

If there are changes, please save assessment as a new version and archive previous version