Risk assessment TEMPLATE AND GUIDANCE [All text in red is for removal or adoption/adaptation to reflect your use (change to black text) ]

**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.**

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| **Description of activity / area being assessed** | **Non-standard face to face activities taking place in centrally managed rooms (under Targeted Protection Level)****This assessment covers events where non-standard activities are taking place, for example:*** **Teaching, training or similar events in rooms that are not centrally booked**
* **Use of rooms in non-standard layouts**
* **Rotation or interaction is required during the session**

**All room occupancies must be adhered to, as defined in the COVID-19 Premises Policy.****[Insert description of the event in this section - consider the event room capacity and take account of the event profile (e.g. social distancing for interactions, movement during the event, eating/drinking) and the ventilation requirements.** Where circulation of attendees or randomised seating/ standing arrangements are planned, the social distancing considerations should be recorded on the risk assessment]**This risk assessment should be used in conjunction with the** [***Checklist for face to face activities***](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/covid19/checklist-covid-19-risk-assessments.pdf) | **Department** | **All** |
| **Location(s)** | **[List the applicable rooms]** |
| **Manager responsible** | [Name and position] | **Signature & date** | **[Signature and date of approval]** |
| **Assessed by (name & role)** | **[Name and position]** | **Signature & assessment date** | **[Signature and date of assessment]** |

| **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** |
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|  |  | **General requirements for non-standard face to face teaching and events:*** An opening statement is 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.
* Guidance on expectations when attending face to face teaching events to be circulated to students and/or visitors in advance of the event.
* Lecturer/event leader will maintain overall control of event. Activity within event will be managed by lecturer to promote social distancing.
* The lecturer/event leader may cancel the event if at any point they deem it unsafe to continue, including if they are concerned that failure to follow procedures is putting safety at risk.
* Room will only be used in accordance with booked event details.
* Attendees must tap-in on arrival where applicable, or sign a register, even when arriving late, to assist the University COVID-19 Track and Trace procedures.
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| 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 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), 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 circulation.
* Supplementary stand-alone air filtration units will be required if there are no opening windows and where air changes are/have been considered to require additional support. These air filtration units need to be on a maximum setting of 5 and if there are windows that can be opened they need to remain open. If the room is at half COVID capacity the units need to be set to level 3 rather than level 5. They must not be turned off.

**Presentation:*** Consider position of lecturer/presenter during the session and whether social distancing can be maintained throughout. If this is not possible, consider whether extra mitigations are required, e.g. face coverings or mask for the lecturer/presenter, reduced occupancy, reduced duration of close contact.

**Social distancing:*** Social distancing is **strongly encouraged** during arrival and departure times and where possible during the event.
* Start and finish times to be established and adhered to, avoiding cross-over between room occupants.
* All staff and students attending timetabled/booked activities must arrive at the appointed start time and not before.
* Staff operating activities in timetabled/booked rooms must ensure that all attendees depart at the end time of their booking.
* Attendees to follow signage for directional flow and entrance and exit routes, where this is in place.
* Where rotation or interaction is required this will be pre-planned and overseen appropriately during the event.

**Face coverings:*** All students and visitors are strongly encouraged to wear face coverings unless medically exempt, whilst inside the venue and in corridors/waiting areas and within other parts of the buildings. Medically exempt individuals may wish to consider where they sit within the room to minimise their exposure and/or consider use of a visor.
* 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, these should be ordered centrally from central stores. Lecturers may choose to wear FFP2/3 mask, this will need to be [face fit tested](https://www.essex.ac.uk/staff/covid-19/ppe) and disposed of at the end of the event or shift as appropriate.

**Group working:*** Keep movement around the room to a minimum.
* Consider keeping the same groups throughout the session so that people do not change seats more than necessary.
* Participants to wipe down seats and shared equipment before use, using wipes provided.
* If using non-standard layouts, consider how to optimise social distancing.
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| 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 | * Daily professional cleaning will be carried out for all frequently touched surfaces. (Detailed in the ***University of Essex – COVID-19 Premises Policy Guidance document***).
* Hand sanitiser points are available within a reasonable distance of all rooms.
* Wipes are available in, or nearby, all teaching rooms.
* Attendees will be advised to wipe down their area at the start of an event.
* Lecturers/presenters should wipe down the area/equipment they wish to use at the start of the event or between uses, if being used by more than one person.
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| 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.
* Where more than one lecturer/presenter will be involved, suitable arrangements must be in place to duplicate or clean equipment e.g. shared mic/pointers.
* Handouts should be digital where practical.
* Prior to the session, consider what items or equipment will be needed, whether this will be shared during the session, and appropriate sanitising arrangements.
* Consider storage of personal belongings brought to the session, such as bags and coats.
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| 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. For other events, the organiser must ensure that the room capacity is not exceeded and that there is no overcrowding in breakout rooms.
* All in person event attendees must be included in the timetabled event (e.g. student scribes) to ensure the room is not used overcapacity**.**
* Attendees are requested to leave circulation areas as quickly as possible and not to socialise and congregate in these areas.
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| H – COVID-19 virusHE - Person developing / exhibiting Covid-19 symptoms, whilst on campus, leading to transmission 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 will 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 should carry out Lateral Flow Tests (LFT) at least twice weekly. Visitors should take an LFT prior to attending campus.
* All staff and students are encouraged to take the COVID-19 vaccination.
* All staff members must follow the [Individual Staff Covid RA Process](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/covid19/individual-staff-covid-ra-process.pdf?la=en) prior to returning to campus.
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| H – COVID-19 virusHE - Student/staff with individual needs catching Covid-19 due to inability to follow standard processes.C - Illness and at least 7 days off work  | Staff and Students with individual needs in teaching events. | Where students are unable to follow standard processes, individual risk assessments will 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) |  |  |  |  |  |
| H – Fire / Emergency HE - Failure to evacuate due to social distancing requirementsC – serious injury / fatality | StaffStudents VisitorsContractorsVulnerable personsPeople with a disabilityMembers of the public | **Emergency:**If the fire alarm sounds, follow the fire evacuation procedure: <https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/covid19/fire-evacuation-procedure-and-covid-19.docx>If any other unexpected emergency situation arises which cannot be managed by the lecturer/event leader, Security should be contacted on 2222 (Southend: 01702328408). |  |  |  |  |  |

Periodic Review

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| **Review date:** | 30/09/21 | 13/01/2022 | 28/01/2022 |  |  |
| **Review by:** |  | LC | LC/SH |  |  |
| **Signed:** |  | LC | LC/SH |  |  |

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