# TEACHING ACTIVITY (COVID19) RISK ASSESSMENT

# Generic text is supplied by the Major Recovery Team – this version August 2021. Additional control measures to be specified locally.

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| **School/Service/Department:** |  |
| **Assessment Reference No.** |  |
| **Assessment date:** |  |
| **Activity assessed:** | In-person (not online) teaching sessions during the Covid19 pandemic for insert *relevant programme/module/class/session - delete as appropriate* |
| **Person(s) at risk** | Staff, students, visiting academics |

| **Task/Activity** | **Hazard** | **Existing control** | **If additional controls are identified, use this space to record what they are and who should take action - otherwise leave blank.** |
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| Advance preparations for teaching session | Lower than usual first aid and fire warden provision in low occupancy buildings | Lecturer to familiarise themselves with available first aid provision in the locality of the teaching session and current guidance on first aid response to common incidents such as fainting (Safety Note 77). Contact the local HSC as necessary. |  |
| Handling of contaminated items | Staff and students to minimise the items brought onto campus to reduce likelihood of leaving personal belongings behind in teaching spaces. |  |
| Lecturer to distribute materials online before session to prevent the distribution of items during the session e.g. handouts. |  |
| Lecturer to design teaching activity to minimise need for multiple handling of items such as white board pens, example artefacts, etc, unless they also planin hand hygiene opportunities. |  |
| Congregation of crowds or congestion in restricted spaces | Lecturer to familiarise themselves with the teaching room/ building layouts beforehand, if possible, to understand arrangements such as one-way systems. Local HSCs can provide further information as required. |  |
| Lecturers to instruct students to prepare their route beforehand, especially if Covid19 arrangements mean changes to pedestrian flow, eg one-way systems or managed queuing zones. |  |
| Induction materials and lecturers to instruct students to arrive just in time for the class, avoid extended loitering or close queuing especially in corridors and stairways, and not enter the teaching space until instructed to do so |  |
| Behaviours which may increase transmission of virus | Inductions to staff and students instructing them not to come to campus if they have relevant symptoms and to maintain sneeze and cough discipline and hand hygiene. (See Covid-19 FAQs on Staff Portal for further info.) |  |
| Where judged necessary to build confidence, teaching staff may remind students, in advance of class, about the University’s disciplinary arrangements and that these can be applicable to health and safety measures |  |
| Students and staff are encouraged to access Lateral Flow Testing up to twice weekly |  |
| Where possible, DTS are arranging AV equipment to display key covid19 messages on screens in teaching spaces |  |
| Inadequate ventilation | Estates have applied current official guidance across academic buildings to optimise ventilation to reduce the risk of virus transmission |  |
| Teaching spaces have had their ventilation assessed and, where necessary, occupancy limits have been reduced. |  |
| Stickers indicate appropriate window openings for ventilation |  |
| Immediately pre-session | Congregation of crowds or congestion in restricted spaces | Current University policy is that staff and students are encouraged to wear face coverings when inside in crowded spaces, and this is being communicated to students. |  |
| Handling of contaminated items | Lecturer brings their own marker pens and pointer as required |  |
| Lecturer aims to ensure their hands are suitably clean before making use of shared equipment such as AV technology |  |
| During teaching session | Inadequate ventilation | Open windows and doors in accordance with instructions on ventilation optimisation stickers |  |
| Behaviours which may increase transmission of virus | Anybody displaying relevant symptoms while in class should be (politely) asked to leave immediately, return home and refer them to NHS and University guidance on the appropriate action for them to take. |  |
| Lecturers makes use of amplification if available to reduce the likelihood of unnecessarily raising their voice and expelling more droplets, using disposable wipes if appropriate |  |
| Ending the session and leaving the teaching room | Congregation of crowds or congestion in restricted spaces | Lecturer ensures the class finishes on time and students exit at the allotted time |  |
| Handling of contaminated items | Lecturer reminds students to take their belongings with them and about regular hand washing/hand sanitisation |  |
| Lecturer checks the room for items that have been left behind. If any are found they should be pushed without handling if possible into a corner and Campus Services is alerted |  |
| Campus Services will supply anti-viral wipes where this has been identified as necessary due to especially higher risk of contamination |  |
| Lecturer leaves the room last having wiped lectern/technology table if used. |  |
| Unexpected emergency | Fire, fire alarm activation or evacuation request | Evacuation and fire procedures take precedence over Covid19 arrangements, such as social distancing and one-way systems. Disabled people should be given appropriate assistance, eg to a refuge. |  |
| Sudden ill-health or injury | Respond in accordance with guidance in Safety Note 77. First responders to apply reasonable judgement to reduce risk of harm to the patient from illness or injury, risk to the patient from Covid19 infection from first responders, and risk of harm to the first responders from infection from the patient. |  |

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| Name of Assessor(s): |  | |
| Department: |  | |
| Review Date:  (maximum 12 months from date of assessment) | |  |

**Advice on Face covering and visors.**

**Face covering**

Includes both single use (disposable) and re-useable textile face coverings. They can include a scarf, bandana, religious garment or handmade cloth.

Face coverings are not PPE (as defined in legislation), are not manufactured to any standard and are not CE quality marked.

Face coverings do not provide any protection against infective agents such as viruses, but are intended to cover the mouth, nose and chin areas to provide protection to others against liquid droplets.

Face coverings do not afford protection to the wearer from liquid droplets from others around them.

Face coverings are encouraged on campus , unless there are personal reasons for not using one.

If worn, face coverings should be worn close to the face and have no cords or ties hanging down.

**Face shield/Visor**

A visor is a rigid plastic shield, which curves around the face of the wearer, and is generally secured around the forehead.

Face visors will prevent transmission of droplets, but effectiveness depends on coverage and fitting.

Design, construction and materials of face visors vary; some (but not all) will be quality CE marked and may be defined as PPE (to protect against chemical splash or low impact projectiles). They are not PPE in the context of protection from COVID-19.

Unless disposable, face visors will need to be washed between uses and stored appropriately.

There is no requirement to wear a face visor. However, for purposes of reassuring staff and students, face visors may be worn as an alternative to face coverings as they may allow easier communication.

NB: Use of any of the above will not be viewed as mitigation when NHS Test and Trace assess whether an individual is a 'close contact'