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Local Risk Assessment Record No.:

**uni/all/0921/SF/v7/General\_Teaching**

**COVID-19 Generic Risk Assessment for General Teaching Activities**

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| **How to use this risk assessment** | This is a Risk Assessment for general (non-specialised) teaching activities across LJMU in relation to COVID-19 additional risks.  The university has an institutional COVID risk assessment on the ‘Working’ tile of the [microsite](https://www.ljmu.ac.uk/microsites/moving-forward/on-campus). It describes the institutional arrangements for COVID-19 security.  This general teaching risk assessment will not cover all scenarios and each location/service will consider their own unique circumstances and complete a specific risk assessment for teaching purposes (where not covered by this generic teaching risk assessment and safe operating procedure). Similarly, due consideration will be given to individuals by considering of individual risk issues.  Alongside this risk assessment, an equality impact assessment has been undertaken. |

**General information about the team, its location and activities**

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| **Building(s)** | All university premises | **Date of Risk Assessment** | 10 September 2021 (updated) |
| **School/Service Department** | All Faculties and Schools | **Assessment carried out by** | Steve Fisher (SHE Department) |
| **Location(s)** | All general teaching spaces, lecture rooms and IT suites | **Signed** | *S C Fisher* |
| **Activities** *(the tasks/scope that this risk assessment covers):* | Teaching activities in general (non-specialist) teaching spaces and lecture rooms, and general IT suites | **Persons consulted during completion / revisions of the Risk Assessment** | John Gillin, Head of Safety, Health and Environment, Sean Holdsworth, Barry Smylie, Oliver Irving, Lisa McCleary (SHE Department), Mark Nevitt, Kerry Bailey and Paul Bradford (E&FM Department), Samantha Birkett and Barbara Steele (HR Department), Alison Leigh (Faculty of Science), Dr Simon Brooman, Dr Bee Hughes, Dr Cynthia Akwei and Elaine McNeil (UCU), Andy Beech, Moira Helbert and Ray Burns (Unison) and Dave Marsden (GMB), Incident Management Team. |
| I have consulted a local staff or trade union representative. | Yes |
| I have discussed the completed risk assessment with staff (either collectively or individually) | Yes |
| Faculties have or will ensure that teaching staff have completed a [record sheet](#record_sheet) as part of the Safe Operating Procedure ([SOP](#SOP)) to confirm that they have been instructed on and understand this risk assessment.  Students will have received information and guidance as part of their return to university. | Yes |

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| **Reason for a risk assessment specifically for COVID-19** | The COVID-19 pandemic is a hazard that requires additional controls and changes in behaviour to reduce the risk of infections and ongoing transmission. The overarching hazard is:   * Staff/students/visitor/contractor introduces COVID-19 infection to the premises, leading to other premises users become infected (and subsequent transfer of infection onwards). Infection transfer is by:   + Transfer or inhalation of droplets or aerosols that contain the virus when near to someone infected   + Touching contaminated surfaces and then touching their eyes, nose or mouth.   Vulnerable and Clinically Extremely Vulnerable (CEV) people are particularly at risk, due to weakened immune response. **Staff who are vulnerable/CEV or believe they are at greater risk from the COVID virus should have a discussion with their GP about any medical advice to form individual actions and follow this up with a discussion with their line manager about any specific arrangements necessary can be agreed and implemented.**  The main standard controls against COVID-19 and variants are:   * Ventilation (let fresh air in) * Good hygiene * Wearing a face covering * Regular COVID testing * Self-isolate if you have COVID-19 symptoms or a positive COVID-19 test result * Self-isolate if you live with someone or are a contact of someone who has COVID-19, unless you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS – or you're not able to get vaccinated for medical reasons. But you should get a PCR test on GOV.UK to check if you have COVID-19 * Double vaccination |

**Details of persons who will be involved in general teaching activities**

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| **This risk assessment covers the time period (from and to (or next review)):** from September 2021 – until further notice | | |
| The risk assessment covers all teaching staff that have been authorised by their Director of School and all students who have been invited to the teaching sessions by their School.  People’s individual risks and Personal Emergency Evacuation Plans (PEEP) if applicable, may need to be considered and where necessary included in discussions held between the individual and the line manager or student’s supervisor / Student Advice & Wellbeing. | **Those for additional consideration:** | **Notes:** |
| * ‘Vulnerable’ – [see COVID definition](https://www.nidirect.gov.uk/articles/coronavirus-covid-19-definitions-clinically-extremely-vulnerable-and-vulnerable) * Clinically Extremely vulnerable – [see COVID definition](https://www.nidirect.gov.uk/articles/coronavirus-covid-19-definitions-clinically-extremely-vulnerable-and-vulnerable) * Persons with reduced mobility * Blind/partially sighted/ “touch” dependent * People who have been provided with equipment resulting from a referral from Occupational Health | To be covered by reviewing individual’s specific issues under this Risk Assessment with the line manager. |
| Other higher risk groups/categories i.e. those with PEEPS, other health issues, those at comparatively higher risk of COVID etc. | To be covered by reviewing individual’s specific issues under this Risk Assessment with the line manager. |
| Provision of First Aiders/Fire Wardens/ Evacuation Coordinators/Evacuation Chair Operators is co-ordinated centrally with information provided by Faculties and professional services. | Staff with nominated roles will have to rotas by Faculties / Departments and coverage, based on numbers in buildings, will be co-ordinated by the SHE Department.  If needed an availability list will be held on reception or in the event of an emergency contact security on 0151 231 2222. |
| All other protected characteristics as listed in the Equality Act 2010 have been considered. | | |

**Risk assessment for teaching activities (specifically for COVID-19)**

| What are the hazards? | Who might be harmed and how? | | | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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| **Infection while entering/exiting building** | Teaching staff, students and support staff.  Exposure to  COVID-19 virus by:   * Close contact with persons * Contact with contaminated surface | | | Staff and students must not come to the university if they are COVID positive[, self-isolating](https://www.gov.uk/government/news/self-isolation-removed-for-double-jabbed-close-contacts-from-16-august) or have symptoms  Everyone must wear face coverings when in communal spaces, or in offices, classrooms, or lecture theatres (except when seated, although you may be requested to do so on occasion).  **Note**: Social Distancing is not be required but on stairs and in crowded corridors we are asking that you keep to the left. | Line Manager to remind staff of requirements  Teaching staff to remind students of requirements | Line Manager  Teaching staff | Regular reminders by combination of start of teaching session, supervision, team meetings, email, online etc. | Ongoing |
| Staff and students are encouraged to take a twice weekly Lateral Flow tests and upload the results to the government website. The university will not be providing test kits but you can obtain rapid lateral flow tests from local pharmacies or on-line. Please see [Order coronavirus (COVID-19) rapid lateral flow tests](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests) for further details.  The recommendation is test twice a week (every 3 or 4 days) or the day before you come into the university if it is just an occasional / one-off (a week) visit. | Line Manager to communicate to team members.  Teaching staff to remind students of requirements  Students to follow the [COVID-19 guidance on the microsite.](https://www.ljmu.ac.uk/microsites/moving-forward/covid-19) | Line Manager  Staff  Teaching staff  Students | Regular reminders by combination of start of teaching session, supervision, team meetings, email, online etc | Ongoing |
| There are no restrictions on when staff and students can come into the university premises, other than for locally agreed or disciplinary arrangements.  Specific local [Estate and Facilities Management arrangements for buildings](https://www.ljmu.ac.uk/microsites/moving-forward/on-campus) have been prepared for each building. A risk assessment for communal areas has also been prepared and is available from the COVID 19 risk assessment tile from the ‘[Working’](https://www.ljmu.ac.uk/microsites/moving-forward/on-campus) tile on the microsite. | All staff and students to follow arrangements for entering, exiting and working in the building.  Advocates or student ambassadors will be strategically placed to help direct students/ staff in and around the building – during the first few initial weeks of return to university in the new semester | Line manager  Teaching staff | Regular reminders by combination of start of teaching session, supervision, team meetings, email, online etc | During re-opening process and ongoing during periods of teaching |
| Ensure staff understand and adhere to the up to date rules displayed on the [university’s Covid-19 microsite](https://www.ljmu.ac.uk/microsites/moving-forward)  Ensure staff understand and adhere to the [guidance for being on campus.](https://www.ljmu.ac.uk/microsites/moving-forward/on-campus)  Ensure students understand and adhere to the [guidance for being on campus.](https://www.ljmu.ac.uk/microsites/moving-forward/on-campus)  Ensure all staff and students adhere to University policy on use of face coverings whilst on campus – face coverings are to be worn in communal areas and internal teaching spaces, until seated, unless exempt.  Ensure all staff and students understand and follow the [University’s procedure for the management of suspected and confirmed cases of COVID-19.](https://www.ljmu.ac.uk/microsites/moving-forward/covid-19) | Staff and students to raise any concerns regarding the behaviour of others within the building with their line manager or academic leading the session.  The [University microsite](https://www.ljmu.ac.uk/microsites/moving-forward) is a source of further information to staff and students | Line manager  Teaching staff | Regular reminders by combination of start of teaching session, supervision, team meetings, email, online etc | During re-opening process and ongoing during periods of teaching |
| **Infection while involved with teaching activities** | | Teaching staff, students and support staff.  Exposure to  COVID-19 virus by:   * Close contact with persons * Contact with contaminated surface | Faculties to ensure that teaching staff have completed a [record sheet](#record_sheet) as part of the [Safe Operating Procedure (SOP)](#SOP) to confirm that they have been instructed on and understand this risk assessment, and that the record sheet is stored under local arrangements. | | Line Manager to communicate to team members. | Line manager  Teaching staff | Before start of teaching activities | During re-opening process. |
| If required, wedge open NON-FIRE doors for the beginning and end of sessions to reduce contact points and speed the flow of people into and out of the space. | | Ensure fire doors are NOT wedged open. Advise staff not to use boxes, folded paper or fire extinguishers as door wedges. | Staff involved in teaching. |  | Ongoing |
| Ensure windows are open wherever possible to maximise fresh airflow into the teaching space.  E&FM have optimised ventilation systems for maximum airflow and fresh air input. | |  | Staff involved in teaching. |  | Ongoing |
| Students and staff are to sanitise their hands before entry and on exiting the teaching area.  As advised by staff, students to wipe / sanitise their local area / worktop / equipment before use. | | Submit requests for cleaning equipment via the E&FM Helpdesk where identified by risk assessment as a requirement.  In general areas E&FM will supply and replenish cleaning materials | Line manager, for staff involved in teaching. |  | Ongoing |
| Avoiding the use of shared equipment and high touch items, e.g. portable devices and clickers, where possible. If not viable, staff to ensure hands are clean before distribution and ensure users wipe down items before and after use.  Ensure use of online/digital study aids is maximised and avoid the use of physical aids, e.g. handouts, where possible. If not viable, staff to  ensure hands are clean before distribution and ensure ways of direct contact whilst distributing/collecting are minimised by using the ‘put-down-pick-up’ method rather than passing items to others.  Ensure all staff and students adhere to [University policy on use of face coverings whilst on campus](https://www.ljmu.ac.uk/microsites/moving-forward/information-for-students/face-coverings).  Issues with poor or disruptive behaviours by students or staff will be covered by behavioural guidance as part of the “Respect Always” campaign. If necessary staff leading sessions should seek help from Security.  As advised by staff, students to wipe / sanitise their local area / worktop / equipment after use / before they leave teaching area.  Staff to advise students to leave the area in a controlled manner.  Students and staff are to sanitise they hands on exiting the teaching area | |  | Staff involved in teaching. |  | Ongoing |
| In the event of a **Fire Evacuation (real or false), the supervisor / lecturer leading the teaching session is to direct students and other staff out of the room / area and of the building.** | | **Fire evacuation (real or false):**   * **Over-rides COVID arrangements** * **General evacuation strategy and the emergency fire action plan now apply – i.e. evacuate quickly and safely; assembly at the building evacuation point** * **Persons with Reduced Mobility (PRM) will utilise their Personal Emergency Evacuation Plan (PEEP) i.e. use Fire Evacuation Chairs, located within dedicated Refuge Areas etc** | Staff involved in teaching.  Students |  | Ongoing |
| In general and specialist IT spaces ensure all of the control measures outlined above and, in addition:   * Reiterate before the start of each session the importance of good hand and face hygiene during the session to staff and students. * Ensure hand sanitizer is available in the space for frequent use by staff and students. * Ensure staff and students understand their responsibility for wiping down areas before and after use. * Use appropriate cleaning equipment for wiping down touch points (desk space, keyboard, mouse, etc.). * Ensure equipment that increases the potential for hand/mouth contact, e.g. headsets and mobile phones, is not shared. | |  | Staff involved in teaching. |  | Ongoing |
| Additional information and FAQ’s are available on the [COVID microsite](https://www.ljmu.ac.uk/microsites/moving-forward)  A [Covid Support system](https://www.ljmu.ac.uk/microsites/moving-forward/support) has been implemented. Details are on the Covid-19 microsite. | |  |  |  | Ongoing |
| **Other hazards arising from but not due to COVID-19, from interactions with other hazards** | | Staff and students | **Remember: other health and safety risks may also be present. Think about other standard work tasks and risks in the teaching environment.**  Any tasks that use PPE that may be affected/ interfered with by additional COVID precautionary measures. | | Line Manager to remind staff of requirements  Teaching staff to remind students of requirements  Teaching staff to be aware of potential of issues not in compliance with this risk assessment or additional risks. | Line Manager  Teaching staff | Regular reminders by combination of start of teaching session, supervision, team meetings, email, online etc. | Ongoing |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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| **Infection while**  **interacting with others – students, contractors, delivery drivers and members of the public.** | Team members  and additionally:  *(Nil or detail)*  Exposure to  COVID-19 virus by:   * Being nearby an infectious person * Contact with contaminated surface | **Students**: Nil (any non-general teaching risk are not covered by this risk assessment and will require a bespoke risk assessment process to be undertaken). | Line Manager to remind staff of requirements  Teaching staff to remind students of requirements | Line Manager  Teaching staff | Regular reminders by combination of start of teaching session, supervision, team meetings, email, online etc. | Ongoing |
| **Contractors:** Nil – not involved in general teaching |
| **Delivery drivers:** Nil – not involved in general teaching |
| **Members of the public:** Nil – not involved in general teaching |

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| **Risk Assessment Review** | This risk assessment is to be reviewed by 21st December 2021.  Assessments should also be reviewed in light of local or national changes and reviewed on a continuous basis or as necessitated by required changes to operational procedures. A review of the risk assessment should be undertaken where it is evidenced that the control measures are insufficient i.e. following an incident/accident occurring. |

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| **Liverpool John Moores University** | **COVID-19 Safe Operating Procedure for** **General Teaching Activities** |

**This Safe Operating Procedure (SOP) has been developed in response to the Covid-19 outbreak and the necessary response and recovery requirements for the University**

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| **SOP Identifier:**  General Teaching Activities | | **Frequency:**  Daily process | |
| **Location of task / procedure:**  All university premises, for all Faculties and Schools, using all general teaching spaces, lecture rooms and IT suites.  Teaching activities in general (non-specialist) teaching spaces and lecture rooms, and general IT suites | | **Sources of guidance:**  COVID-19 Generic Risk Assessment for General Teaching Activities from September 2021  [Higher education coronavirus (COVID-19) operational guidance](https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-coronavirus-covid-19-operational-guidance)  [LJMU Moving Forward Together:](https://www.ljmu.ac.uk/microsites/moving-forward) including the FAQs for academic staff | |
| **Version**  SOP01/v02/0921 | | **Next Revision Date**  21 December 2021 | |
| **Person Responsible** | **Name** | **RACI role** | **Date** |
| **Assessor** | Steve Fisher (SHE Advisor) | Responsible | 02/09/21 |
| **Line Manager** | John Gillin (Head of Safety, Health and Environment) | Accountable | 13/09/21 |
| **Description of the activity and change to normal operating procedure**  This is a Safe Operating Procedure (SOP) for general (non-specialised) teaching activities across LJMU in relation to COVID-19 additional risks.  It is one of the controls identified in the Risk Assessment for general (non-specialised) teaching activities across LJMU in relation to COVID-19 additional risks.  .  This SOP only covers COVID-19 risk aspects of low risk teaching – not high physical activity or close positioning, not in specialist areas (e.g. labs). | | | |
| **Hazards and associated risk for the activity**   * Coming into contact with people who may be infected with COVID-19 (via contact, droplets or aerosol) or with contaminated surfaces | | | |
| **Hazardous Materials**   * No specific hazardous substances or material is used when completing this task. | | | |
| **Training Required**   * Staff will be provided with suitable instruction using this safe operating procedure as the basis for providing sufficient information. * Induction on temporary building protocols * University guidance and advice | | | |
| **Tools and Equipment Required**   * Hand sanitiser/hand sanitisation stations. * Viricidal cleaning products and paper towels. | | | |
| **PPE and Hygiene Requirements**   * Current guidance hand washing, and hygiene should be followed. * Staff should follow LJMU guidance on wearing face masks – everyone must wear face coverings when in communal spaces, or in offices, classrooms, or lecture theatres (except when seated, although you may be requested to do so on occasion), unless exempt | | | |
| **Emergency Arrangements**   * Contact Security on ext. 2222 if any emergencies arise. * If you or others require First Aid please alert a First Aider immediately or call Security on extension 2222. * In the event of a Fire Evacuation (real or false), the supervisor / lecturer leading the teaching session is to direct students and other staff out of the room / area and of the building. * **Fire evacuation (real or false):**   + **Over-rides COVID arrangements**   + **General evacuation strategy and the emergency fire action plan now apply – i.e. evacuate quickly and safely; assembly at the building evacuation point**   + **Persons with Reduced Mobility (PRM) will utilise their Personal Emergency Evacuation Plan (PEEP) i.e. use Fire Evacuation Chairs, located within dedicated Refuge Areas etc** | | | |
| **Safe Operating Procedure**  Training and Instruction (before starting the task)   * Staff completing this task should review this Safe Operating Procedure and confirm by signing that they understand the necessary controls required to complete the tasks safely (record sheet below or on local confirmation and storage arrangements as agreed with the Line Manager / Supervisor) * Staff who are vulnerable / Clinically Extremely Vulnerable or believe they are at greater risk from the COVID virus should have a discussion with their line manager so that any appropriate additional controls can be agreed and implemented.   Preparation for the task   * Screens, floor markings, signage and sanitiser stations etc. have been installed * Ventilation has been checked and set for fresh air makeup (no recirculation). * Students/staff will be advised about the access and building requirements prior to university premises * Posters are displayed at Reception highlighting the access policy. * Staff and students should get tested for COVID-19 at least twice a week * Staff and students must not come to the university if they are COVID positive, self-isolating or have symptoms * Staff and students must wear face coverings when in communal spaces, or in offices, classrooms, or lecture theatres (except when seated, although you may be requested to do so on occasion), unless exempt * Staff and students should wash their hands and use hand sanitising gel on a regular basis.   During the teaching activity   * Staff and students must observe the’ keep left’ recommendation when moving around buildings * Staff should clean the lectern, desk, keyboard, telephone etc. with sanitising products before and after use * Wherever possible ensure windows are open to maximise fresh airflow into the teaching space. * Teaching spaces have been laid out to ensure the maximum available use of space. Staff and students must not move or alter furniture layout in teaching spaces * Teaching staff should check that no one is participating in the teaching session if they are suffering with symptoms of coronavirus (COVID-19) or when advised to self-isolate * Ensure use of online/digital study aids is maximised and avoid the use of physical aids, e.g. handouts, where possible. If not viable, staff to ensure hands are clean before distribution and ensure ways of direct contact whilst distributing/collecting are minimised by using the ‘put-down-pick-up’ method rather than passing items to others. * As advised by staff, students to wipe / sanitise their local area / worktop / equipment after use / before they leave teaching area * Keep to the timings for the teaching session. Session have been timetabled to minimise congestion in corridors * Staff to advise students to leave the area in a controlled manner and to wear masks when moving in communal areas * Students and staff are to sanitise they hands on exiting the teaching area * Staff should provide feedback about the teaching room by completing the room survey tool if it appears when closing down the PC / laptop. | | | |
| Responsibilities  Staff:   * All staff have a responsibility for Health and Safety on campus in line with the Health and Safety Policy * Teaching staff are to supervise the activities of students under their control and escalate behavioural/compliance issues, where necessary. Poor behaviour by students or intimidation against staff or other students will not be tolerated * Comply with the arrangements within the Communal Areas Risk Assessment which is available from the COVID 19 risk assessment tile from the ‘[Working’](https://www.ljmu.ac.uk/microsites/moving-forward/on-campus) tile on the microsite.   Students:   * Will not attend university premises if symptomatic, tested positive or required to isolate * Will wear face coverings when in communal spaces, or in offices, classrooms, or lecture theatres (except when seated, although they may be requested to do so on occasion), unless exempt * Follow ‘hands, face, space’ protocol * Comply with the arrangements within the Communal Areas Risk Assessment which is available from the COVID 19 risk assessment tile from the ‘[Working’](https://www.ljmu.ac.uk/microsites/moving-forward/on-campus) tile on the microsite * Will follow instructions from staff, Marshals and student ambassadors * Will adhere to the Student Behaviour Guidance and promote and adopt “Respect Always” * Will raise any issues or problems with their academic supervisors or Student Advice and Wellbeing. | | | |
| **Additional Information**   * If staff are unclear about any of the control measures and processes identified within the Safe Operating Procedure, they should speak to their Line Manager. | | | |

### RECORD OF INSTRUCTION AND UNDERSTANDING FOR THOSE UNDERTAKING THE TASK COVERED BY THE RISK ASSESSMENT

**Record sheet of confirmation of instruction and understanding of the risk assessment.**

**Risk Assessment Ref: uni/all/0921/SF/v7/General\_Teaching**

Prior to undertaking this task, Team Leaders/Supervisors should ensure that a copy of the risk assessment has been communicated to relevant staff and that the specific controls are explained and understood. Individuals should complete the fields below as a record of instruction and understanding.

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| **Building(s)** | All university premises | **Date of Risk Assessment** | 10 September 2021 |
| **School/Service Department** | All Faculties and Schools | **Assessment carried out by** | Steve Fisher (SHE Department) |
| **Location(s)** | All general teaching spaces, lecture rooms and IT suites | **Activities** | Teaching activities in general (non-specialist) teaching spaces and lecture rooms, and general IT suites |

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| **Name** | **Signature** | **Date** |
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**Line Manager to store this signed record sheet locally (there is no requirement to send it to SHE Department, only the completed risk assessment).**

**The SHE Department may check that it has been completed by staff.**