

University of Sussex General Risk Assessment Template

*For Guidance & examples on how to complete this form please see the University of Sussex Health & Safety Website.
This form should only be used for general hazards that are not covered by a specific risk assessment template,
A list of templates can be found on the Health & Safety Website*

Section 1 General Information					
A	School / Department:	Lecture Theatres (with a revised capacity after COVID-19 assessment by Estates and facilities of over 50).			
B	Brief description of the activity: <i>Start to finish, step by step</i>	Teaching in larger spaces e.g. lecture theatres.			
C	Location(s) covered by this risk assessment: <i>Include building and room number if applicable</i>	<ul style="list-style-type: none"> Jubilee Arts A Lecture theatre 1 Arts A lecture theatre 2 Chichester 1 Richmond Fulton A and B Pevensey 1A7 MTB MS1.02 ACCA 			
D	Risk assessment purpose. (Specify equipment and materials used where relevant).	<ul style="list-style-type: none"> This assessment details the changes and additional controls required to control the transmission of COVID 19 infection. The primary routes of exposure are from airborne droplets from close contact with an infected person; and from contact with contaminated surfaces. In addition the assessment details the controls required due to changes in normal building operation e.g. reduced staff numbers. 			
E	Name(s) / Group(s) involved in the activity: <i>Consider Staff, Students, Visitors, Contractors and members of the public</i>	Lecturers, students, and support staff e.g. Estates and Facilities Teams.			
F	Name of person completing this risk assessment: <i>Students and PhD students should only complete risk assessments for their projects. Sign off for all student projects should be by the student's supervisor.</i>	Steven Carter Head of Health and Safety & Alistair Hardwick Senior safety Advisor	Signature	<i>Steven Carter</i>	Date: 04/12/2020
G	Risk assessment approved by:	Alistair Hardwick Senior Safety Advisor	Signature		Date: 04/12/2020

Document Control					
H&S Document No	HS F001	Version	5.0	Date Issued	
Author	Seimon Barton-Jones	Reviewed by	Steven Carter	Department ID code	

<p><i>The individual approving the risk assessment should be familiar with the work being undertaken. This should in most cases be the assessor's supervisor, line manager or the principle investigator.</i></p>					
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Section 2 Record of Risk Assessment reviews

Risk assessments should be reviewed annually, if there is a significant change in the process or after an incident/near miss

Date of review:		Reviewed by:		Comments / date of next review:	•
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Section 3 Hazards & Controls

See the accompanying guidance document on the safety section website for further information on how to complete this form.

		Risk with current control measures			Risk after additional control measures							
Potential hazards	Who might be harmed and how?	What current controls are in place to avoid harm?	Likelihood 1-5	Severity 1-5	Risk (L X R)	What further control measures are required to reduce risk?	Likelihood 1-5	Severity 1-5	Risk (L X R)	Who will do this?	When must this be done?	Completed on:
Building not prepared for reoccupation.	Anyone entering the room.	<ul style="list-style-type: none"> All statutory systems maintained whilst building was unoccupied e.g. water systems; fire systems, ventilation systems. SEF working with Estates and Facilities have marked up one way routes, installed sanitiser stations, and signage. 	1	4	4	The building has been prepared for reoccupation; no further actions required.	1	4	4			
Not exceeding social distancing with lecture theatres.	Anyone entering the room.	<ul style="list-style-type: none"> Plans developed by Estates and facilities based on 1m plus mitigation social distancing with lecture theatres. Spaced seating with marked places to sit. 	1	5	5	<ul style="list-style-type: none"> Maintain register of attendees for 21 days. Complete markings for pre agreed seating positions. 	1	5	5	<ul style="list-style-type: none"> Lecturer or organiser SEF 	<ul style="list-style-type: none"> As part of session Prior to teaching starting. 	

Ventilation	Anyone entering the room.	<ul style="list-style-type: none"> Ventilation systems have been checked by SEF. 	1	5	5		1	5	5			
Unsafe access, egress and transition routes.	Anyone entering the building.	<p>Up to 50 students</p> <ul style="list-style-type: none"> The building route planning will prevent over crowded or unsafe transition routes. This is covered in the induction. Routes and signed, as some routes may be via routes not usually used e.g. using fire escape doors as a route out of a building. Wherever viable 2m separation is maintained. Consideration has been given to other nearby teaching rooms and major access routes on campus 	1	5	5		1	5	5	<p>ACTION</p> <p>If overcrowding or concerns are identified these should be reported to Health and Safety Team.</p>	As concern is noted.	

<p>Unsafe access, egress and transition routes.</p>	<p>Anyone entering the building.</p>	<p>Up to 100 students</p> <ul style="list-style-type: none"> All the controls for 50 students plus. 	<p>1</p>	<p>5</p>	<p>5</p>	<p>Up to 100 students</p> <ul style="list-style-type: none"> All the controls for 50 students plus. Plans prepared on loading sequence e.g. both doors, both aisles, middle seats first. Signage to support the loading sequence. Specific instructions sent to the lecturer and students on method to queue and how to access room. Where back to back lectures planned plans should find an alternate route to leave building e.g. fire escapes to avoid clash with arriving group. For the first few lectures of this size specific monitoring to be put in place, with staff to support staff loading if number is too great. This will include how long the loading and unloading actually takes. 	<p>1</p>	<p>5</p>	<p>5</p>	<p>ACTION</p> <p>If overcrowding or concerns are identified these should be reported to Health and Safety Team.</p>	<p>As concern is noted.</p>	
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						<ul style="list-style-type: none"> There will be on-going monitoring by the health and Safety Team to support resolution of issues. 						
Unsafe access, egress and transition routes.	Anyone entering the building.	<p>Up to rooms maximum socially distanced capacity</p> <ul style="list-style-type: none"> All the controls required for up to 100 students, plus. Critical assessment of time to load and unload the room. 	1	5	5	<p>Up to rooms maximum socially distanced capacity</p> <ul style="list-style-type: none"> All the controls required for up to 100 students, plus. Critical assessment of time to load and unload the room. Need for marshals inside and outside lecture theatre, especially first few times large group accommodated. May need to set maximum number ahead of event (which may be less than socially distanced capacity of the room). All of the above recorded and monitored in a lecture theatre specific plan 	1	5	5	<p>ACTION</p> <p>If overcrowding or concerns are identified these should be reported to Health and Safety Team.</p>	As concern is noted.	

Queue management	Anyone entering the building.	<p>Up to 50 students</p> <ul style="list-style-type: none"> • Existing controls should provide safe queuing space. • Will be monitored during the start of term by Health and Safety. 	1	5	5	<p>Over 50 Students</p> <ul style="list-style-type: none"> • Critical assessment of where to queue and any critical interactions e.g. other queues for other rooms. • Detailed queue plan, can be: <ul style="list-style-type: none"> ○ Linear, one straight queue. ○ Double linear, one queue per entrance. ○ Snake queue, where queue, with barriers, folds back and forth on itself. ○ Holding area, space large enough to accommodate numbers in queue in a socially distanced way. • Need to assess if group leaving previous lecture will negatively impact the queue that is forming. 				<p>ACTION</p> <p>If overcrowding or concerns are identified these should be reported to Health and Safety Team.</p>	As concern is noted.	
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Lecturer safety	Lecturer	<ul style="list-style-type: none"> Has greater than 2 metre separation at the front. Should enter first. 	1	5	5		1	5	5	ACTION Report any concerns to Health and Safety Team.	As concern is noted.	
Over building users impacted by large classes	Anyone using the building.	<ul style="list-style-type: none"> Lecture theatres, located within, or linked to other buildings are noted in the overall building risk assessment shared with all building stakeholders. H&S will monitor campus movements as the term starts and work with stakeholders to resolve issues identified. 	1	5	5		1	5	5	ACTION If overcrowding or concerns are identified these should be reported to Health and Safety Team.	As concern is noted.	
People with symptoms coming to site	Anyone coming into contact with the symptomatic individual.	<ul style="list-style-type: none"> The induction covers the need to remain away from campus and follow NHS advice if symptomatic. Social distancing rules will reduce the risk of infection. 	1	5	5	Anyone who develops symptoms must report via the University reporting system (covered during induction).	1	5	5	ACTION 2 Anyone with symptoms.	When symptoms develop or receive positive test result.	

Use of face coverings	All building users	<ul style="list-style-type: none"> At present the use of face coverings is voluntary. Where they are worn they should be used so as not to contaminate surfaces by poor hygiene practices. 	1	5	5		1	5	5			
Control of surface contamination	All occupants of area.	<ul style="list-style-type: none"> Enhanced cleaning regimes e.g. increased focus. Staff to clean items in common areas they handle e.g. in kitchen areas. Staff to maintain clean hands via washing or hand sanitisers. Sanitiser at building entrances. Bins for used wipes. 	1	5	5		1	5	5	Action Person with concern with cleaning or sanitisation to be reported to Health and Safety Team.	As soon as possible after concern identified.	
Control of access to the building for students or staff with mobility issues.	All occupants in the building.	Lecture theatres have accessible routes.	1	5	5	Ensure student have access and egress information.	1	5	5	Student Experience	During induction period.	

Changes to Government, University or School Risk assessment	All building users	Any changes that impact this assessment will be communicated to the School to agree how to update building users.	1	4	4		1	4	4	Action 8 Health and Safety Team; or Estates and Facilities Team to communicate significant changes to the School.	As significant changes occur.	
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Section 4 Communication of Risk Assessment to Users

This assessment should be communicated to groups or Individuals as outlined below.

School or Divisional Process

- Class size up to 50. Induction process will cover the standard arrangements for safe access, egress and use of teaching spaces.
- Class size up to 100. Specific joining instructions for students and staff.
- Class size up to socially distanced capacity. Specific comms plan, likely to include marshals to support students understand how to access and egress safely.