**Genera**



| **Date:** 27/01/2022  | **Assessed by:** FSE Safety Advisors  | **Approved by:** FSE Campus Management Group  | **Building / Location:** FSE Buildings   | **Assessment ref no:** FSE\_Generic RA Practical Teaching\_Jan 2022 | **Expiry date:** March 2022 or if significant changes occur  |
| --- | --- | --- | --- | --- | --- |
| Task / premises: (7)COVID-19: Practical teaching (laboratories, workshops, etc.)Since September 2021, all staff and students can return to campus to work and study. Communications have been disseminated to remind all personnel of their responsibility to themselves and others to maintain and promote expectable behaviours. In November 2021, the new COVID variant Omicron has led to government in England to re-introduce mandatory face masks in shops and on public transport. The University has aligned with the government, with face masks being mandatory indoors, unless medically exempt. COVID-19 hygiene of hand sanitising, face mask wearing continue to be important safety measures against COVID-19 transmission. Medical exemptions of face masks require confirmation by Occupational Health. They can be found in [Directorate for Student Experience](http://www.dse.manchester.ac.uk/our-directorate/campuslife/) Proof of exemption may be required.In January 2022, UK Prime Minister confirmed that most Plan B measures introduced for England in December will expire on the 26 January. The University follow the new [Department for Education guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1048605/180122_Higher_education_COVID-19_operational_guidance.pdf). Face masks are highly encouraged indoors, are expected in lecture theatres/ teaching spaces, and are mandatory in areas if a risk assessment specifies it. Medical exemptions of face mask require confirmation by Occupational Health as per above.Practical activities and spaces that are high-risk areas should be assessed separately. This risk assessment applies to FSE staff and students and their visitors.  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Hazard** | **Who might be harmed and how?** | **Measures to control risk** | **Risk rating** | **Result** |
| Being on campus  | Transmission of COVID-19 from infectious individuals    | Staff, students, visitors Infection of respiratory illness    | * All personnel coming onto campus must be free from COVID-19 symptoms and not be under any self-isolation or quarantine order.
* University strongly encourages all personnel who are eligible to [get vaccinated before coming on to campus](https://www.manchester.ac.uk/coronavirus/support-current-students/covid-19-testing/). Further information can be found here [FAQs on COVID-19 vaccination](https://www.staffnet.manchester.ac.uk/campus-management/faqs/#COVIDvaccination)
* University strongly encourages all personnel working on campus to get tested twice a week, irrespective of whether they display COVID symptoms or not.  Free rapid lateral flow home testing kits are available from campus catering outlets or from the NHS [home test kits online](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests).
* All personnel tested positive or have symptoms must isolate, according to guidance from the [Government COVID-19 pages](https://www.gov.uk/coronavirus) and [NHS COVID-19 pages](https://www.nhs.uk/conditions/coronavirus-covid-19/). Any staff or students who have had a positive Covid-19 test or are isolating/quarantining should report using this [online form](https://www.qualtrics.manchester.ac.uk/jfe/form/SV_ero5ZwsafR9UW90)
* All staff and students to follow latest national advice and guidance on public transport found on the [safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) site.
* If tested positive or need to self -isolate within 48hrs after being a close contact with a colleague, please notify them so they can follow the government and NHS guidance
 | Medium  | A  |
| Working in University buildings     | Transmission of COVID-19  | Building users if good COVID hygiene is not carried out  | * Building signage is provided to remind of effective COVID hygiene.
* Hand sanitisers are available throughout all University buildings.
* All personnel are expected to sanities hands upon arrival to the building, at regular intervals whilst in these areas and before departure.
* House services continues to clean communal areas and frequently touched surfaces
* Sanitising wipes are available for building users to use in their work area to clean down communal items.
* Face masks are highly encouraged indoors, are expected in lecture theatres/ teaching spaces, and are mandatory in areas if a risk assessment specifies it. Exemptions can be due to medical reasons, or if face masks will negatively impact on PPE required for practical work. In this case a separate risk assessment should already be in place.
* Medical exemptions of face masks require confirmation by Occupational Health. They can be found in [Directorate for Student Experience](http://www.dse.manchester.ac.uk/our-directorate/campuslife/) Proof of exemption may be required.
* Face coverings are available from building entrances
 | Medium  | A  |
| Working in University buildings    | Transmission of COVID-19  | Building users due to inadequate ventilation  | * Estates controlled mechanical ventilation has been set to operate at increased levels. Wherever possible, building users are encouraged to increase supply of fresh air by opening windows and doors (except fire doors)
* Wherever possible, room vents and windows should be opened for 15 minutes prior to and after room use.
* The Cambridge Airborne tool is used to assess ventilation risk. If appropriate, additional safety measures are implemented for rooms that have been identified as needing improved ventilation.
 | Medium  | A  |
| Fire prevention and protection | FireSmoke | Staff, students, visitorsIf present within the building during fire Burns, Smoke inhalation | * Induction arrangements cover security and fire awareness and include how to locate and use a fire door to exit the building and the location of the fire assembly point(s).
* All new staff complete fire awareness e-training.
* Fire alarm system are in place and tested weekly on day at time to enable users to identify the sound of the alarm, see fire action notice at entrance to buildings.
* Fire evacuation practices are carried out annually
* Induction covers the importance of maintaining clear fire exit routes and keeping the doors closed unless essential. Induction also covers the need for high general housekeeping standards.
* Ready access to fire extinguishers is available for use by trained users.
* Staff responsible for the teaching session will evacuate the area.
* Evacuation marshals attend suitable training and assist where possible during evacuations during normal working hours.
 | Medium | A |
| Action in the event of an emergency | Not being aware of the evacuation procedure in the event of an emergency.Injuries/chemical contaminationLack of assistance out of hours | Staff, students, visitorsLack of awareness/unacceptable behaviours when the fire alarm sounds resulting in delay evacuation /trapped by fire or other life threatening incident. | * Users are instructed and empowered to act if they suspect an emergency situation to activate the fire alarm to trigger evacuation of the building.
* First aiders are available and First Aid Notices are situated in prominent places around the building if first aid is required.
* Contact Security using the telephone number on the back of staff/student ID cards. Security contact details are 0161-306-9966, or 69966 from an internal phone.
* All Security staff are first aid trained.
* Defibrillators are located throughout campus, please see [map](https://www.manchester.ac.uk/discover/maps/interactive-map/?defibrillators) for nearest location
 | Low | A |
| Arriving at and exiting teaching spaces – controlling traffic flow (pinch points and gathering) at the start and end of classes | Transmission of COVID-19  | Staff and student in teaching spaces and anyone who they subsequently come into contact with could develop COVID-19.Infected people display a wide range of symptoms from being asymptomatic to severe illness and possible fatal disease | * Signage and instructions displayed around the building should be followed.
* On arrival and on exiting a building people must sanitise or wash their hands following government guidance on doing so.
* Doors to teaching spaces should be opened by teaching staff 15 minutes before the start of the session and at the end of the session
* Class must be finished promptly to allow changeover time and venting
* Students to be instructed to go directly to class, rather than waiting in foyer spaces or corridors
 | Low  | A |
| Laboratory and workshop | Transmission of COVID-19 | Anyone present  | * Users should wash or sanitise their hands thoroughly when entering and exiting the laboratory.
* Students are provided with specific storage space to store their belongings
* A appropriate cleaning regime is in place for equipment, high touch surfaces/items and workstations to be cleaned frequently and at the start and end of the work session/day.
* If ventilation assessment identifies a face mask requirement for COVID, but this is not possible due to PPE needed for the activity, such as safety glasses, then other safety measures should be considered. E.g. social distancing, reduced class sizes, Perspex screens etc. Consult Technical and Safety Teams.
* Waste will be removed to the external bins at the end of each work session/day by the lab users.
* Hazardous waste disposal will be conducted in accordance with guidelines.
* The laboratory will meet and maintain high housekeeping standards
 | Low  | A |
| Personal Protective Equipment | Transmission of COVID-19 | Anyone present COVID-19, through close contact or the contact with surfaces which may have been contaminated  | * Where PPE is already specified for a work activity to protect against non-COVID-19 risks, this will continue.
* Face masks for mitigating COVID should only be used if it does not interfere with PPE required for the activity.
* Wherever possible PPE will be assigned to an individual and not be shared. This may entail further procurement of additional PPE.
* Where new PPE is required this will be ordered from stores. Specific risk assessments arrangements must be put in place for sharing of specialist PPE, e.g. thermal gloves.
* Any existing left over/visitor PPE will be stored away or sent for laundering.
* Lab coats should be left within the individual workstations where safe to do so until the end of the session/day but must be stored away prior to any class change. Individual and separate storage space will be provided for this.
* Wherever possible, PPE should be assigned to individual students to minimise sharing.
* All shared items must be sanitised before and after use.
 | Low  | A |
| Laboratory Activities | Refer to Activity Specific Risk Assessment |