

## AMBS Risk Assessment for Lecture Theatres and Teaching Rooms

<b>Date:</b> 23/09/2021	<b>Assessed by:</b> AMBS School Safety Advisor	<b>Approved by:</b> Janine Ellis, Head of School Operations Fiona Devine, Head of School	<b>Building / Location:</b> AMBS Building AMBS Executive Education Centre	<b>Assessment ref no:</b> AMBS Generic RA Teaching Rooms Sept 2021	<b>Expiry date:</b> December 2021 or earlier if significant changes occur
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### Task/Premises: AMBS Building and AMBS Executive Education Centre

Scope: The use of lecture theatres and teaching rooms.

COVID restrictions have eased in England following the government's COVID-19 roadmap. This risk assessment aligns with guidance from the government, the Department of Further Education and the University. To reflect the dynamic nature of the pandemic, this assessment will be reviewed regularly and revised accordingly, with decisions being managed appropriately by senior leaders.

From 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. It is expected that building users will continue to wear face masks in crowded areas and while transiting in circulation areas. COVID-19 hygiene of hand sanitising, face mask wearing continue to be important safety measures against COVID-19 transmission.

This risk assessment applies to AMBS staff and students and their visitors.

**It is expected that in lecture theatres and teaching spaces masks will be worn by everyone. If individuals are teaching or presenting they have the option to remove face coverings. Clear signage will be in display in all rooms.**

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Being on campus	Transmission of COVID-19 from infectious individuals	Staff, students, visitors  Infection of respiratory illness	<ul style="list-style-type: none"> <li>All personnel coming onto campus must be free from COVID-19 symptoms and not be under any self-isolation or quarantine order.</li> <li>University strongly encourages all personnel who are eligible to <a href="#">get vaccinated before coming on to campus</a>. Further information can be found here <a href="#">FAQs on COVID-19 vaccination</a></li> <li>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</li> </ul>	Medium	A

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
			<p>flow home testing kits are available from campus catering outlets or from the NHS <a href="#">home test kits online</a>.</p> <ul style="list-style-type: none"> <li>• All personnel tested positive or have symptoms must isolate, according to guidance from the <a href="#">Government COVID-19 pages</a> and <a href="#">NHS COVID-19 pages</a>.</li> <li>• Any staff or students who have had a positive Covid-19 test or are isolating/quarantining should report using this <a href="#">online form</a></li> <li>• All staff and students to follow latest national advice and guidance on public transport found on the <a href="#">safer travel guidance for passengers</a> site.</li> </ul>		
Working in University buildings	Transmission of COVID-19	Building users if good COVID hygiene is not carried out	<ul style="list-style-type: none"> <li>• Building signage is provided to remind of effective COVID hygiene.</li> <li>• Hand sanitisers are available throughout all University buildings.</li> <li>• All personnel are expected to sanitise hands upon arrival to the building, at regular intervals whilst in these areas and before departure.</li> <li>• House services continues to clean communal areas and frequently touched surfaces</li> <li>• Sanitising wipes are available for building users to use in their work area to clean down communal items.</li> <li>• Face coverings are expected to be worn while transiting inside buildings or in crowded areas, e.g. corridors and foyers.</li> </ul>	Medium	A
Working in University buildings	Transmission of COVID-19	Users of lecture theatres	<ul style="list-style-type: none"> <li>• Estates controlled mechanical ventilation has been set to operate at increased levels.</li> <li>• The Cambridge Airborne tool is used to assess ventilation risk. This tool has been applied to all rooms in this category in AMBS and has indicated that no additional safety measures need to be implemented.</li> <li>• Lectures must be finished on time to allow time for change-over and venting of the rooms.</li> <li>• Due to the high number of occupants in a lecture theatre and teaching rooms and the close proximity of the seating arrangement, face masks are expected to be worn by the students, unless medically exempt.</li> <li>• All users should arrive and depart promptly according to the timetable, to minimise crowding on corridors, stairwells and foyers.</li> <li>• Users should disperse promptly once a lecture is finished.</li> <li>• Further information from estates is available here: <a href="https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=56440">https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=56440</a></li> </ul>	Medium	A

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Fire prevention and protection	Fire  Smoke	Staff, students, visitors  If present within the building during fire  Burns, Smoke inhalation	<ul style="list-style-type: none"> <li>• 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).</li> <li>• All new staff complete fire awareness e-training.</li> <li>• Fire alarm systems are in place and tested weekly to enable users to identify the sound of the alarm, see fire action notice at entrance to buildings. For AMBS, alarms are tested as follows: <ul style="list-style-type: none"> <li>◦ Executive Education Centre – Wednesdays at 13:10</li> <li>◦ AMBS building – Wednesdays at 13:20</li> </ul> </li> <li>• Fire evacuation practices are carried out annually</li> <li>• 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.</li> <li>• Ready access to fire extinguishers is available for use by trained users.</li> <li>• Staff 'hosts' responsible for safety and, if required, evacuation of visitors.</li> <li>• Evacuation marshals attend suitable training and assist where possible during evacuations during normal working hours.</li> <li>• Requests to work out of hours include emergency action in case of fire and use of fire routes and doors.</li> </ul>	Medium	A
Action in the event of an emergency	Not being aware of the evacuation procedure in the event of an emergency.  Injuries/chemical contamination  Lack of assistance out of hours	Staff, students, visitors  Lack of awareness /unacceptable behaviours when the fire alarm sounds resulting in delay evacuation /trapped by fire or other life threatening incident.	<ul style="list-style-type: none"> <li>• Users are instructed and empowered to act if they suspect an emergency situation to activate the fire alarm to trigger evacuation of the building.</li> <li>• First aiders are available and First Aid Notices are situated in prominent places around the building if first aid is required.</li> <li>• 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.</li> <li>• All Security staff are first aid trained.</li> <li>• Defibrillators are located throughout campus, please see <a href="#">map</a> for nearest location <ul style="list-style-type: none"> <li>◦ A defibrillator is located in the ground floor Reception area of the AMBS building</li> </ul> </li> <li>• The School Safety Advisor, Joann Slater can advise regarding emergency evacuation procedures and health and safety issues in general. Please contact her <a href="mailto:joann.slater@manchester.ac.uk">joann.slater@manchester.ac.uk</a></li> </ul>	Low	A
Building security	Suspicious people in and around campus	Staff, students, visitors	<ul style="list-style-type: none"> <li>• If you see any suspicious activities in and around the premises, get yourself to a safe place and call Campus Security immediately on 0161 3069966 – this number is displayed on the rear of your Staff ID card</li> <li>• Must not enter into any area unauthorised</li> <li>• When entering and exiting the building, keep to well-lit area and be vigilant of surroundings</li> </ul>	Low	A

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Lone working	Personal safety	Staff	<ul style="list-style-type: none"> <li>Ensure that you are aware of the University's Lone Working Arrangements and useful toolkit documents, available via Staff Net <a href="https://www.healthandsafety.manchester.ac.uk/toolkits/lone_working/">https://www.healthandsafety.manchester.ac.uk/toolkits/lone_working/</a></li> </ul>	Low	A
General comfort	Temperature/ventilation/lighting/furniture	Users of the area. Failure of the infrastructure can result in discomfort	<ul style="list-style-type: none"> <li>Provisions are maintained by Estates</li> <li>Building defects should be reported to <a href="#">Estates Helpdesk</a> or by calling 0161 2752424</li> <li>Access and egress must be kept free from obstructions and trip hazards</li> </ul>	Low	A
Use of electrical equipment both Personal and University Owned	Electric shocks Fire Damage to other electrical equipment Misuse of electrical appliance, faulted electrical appliance.	Staff, students, visitors Burns, Smoke inhalation,	<ul style="list-style-type: none"> <li>All University equipment should undergo Portable Appliance Testing (PAT).</li> <li>Check equipment has a valid PAT label before use.</li> <li>Any damaged equipment should be taken out of service and either replace or repaired.</li> <li>All equipment whether personal or UoM owned must comply with relevant standards such as the British Standard or EU standards.</li> <li>All office equipment used in accordance with the manufacturer's instructions.</li> <li>In lecture theatres eating or drinking is discouraged to minimise the risk of spillage onto electrical equipment. Bottles of water should be kept closed when not in use and should be stored beneath desks to avoid spillage onto any equipment.</li> <li>Liquid spills should be cleaned up immediately. Please contact Reception on Ext 56303 to report spillages.</li> <li>Visual checks before use to make sure equipment, cables and free from defects</li> <li>Defective plugs or AV equipment should not be used and should be reported for repair/replacement via <a href="#">Estates Helpdesk</a></li> </ul>	Low	A
Walking around the buildings	Obstructions and/or spillages	Staff, students and visitors. Slips, trips and falls Bruises Sprains Strains Fractures	<ul style="list-style-type: none"> <li>Reasonable standards of housekeeping are maintained</li> <li>Trailing cables must be positioned neatly away from walkways or highlighted with hazard tape.</li> <li>Faults, repairs and maintenance should be reported immediately to Reception, who will raise the issue with the <a href="#">Estates Helpdesk</a> for repair/replacement</li> <li>Floors kept clean, dry and clear of obstructions particularly exit routes. Spillages to be cleared immediately</li> <li>Cabinet drawers and doors are kept closed when not in use</li> <li>Waste bins are supplied for general and recyclable waste reducing the build-up of rubbish in corridors and spaces.</li> <li>Adequate lighting is based on identified activities/tasks in the areas as deemed sufficient during building design specification.</li> <li>Emergency lighting will turn on if standard lighting system is faulty to ensure there will always be light in the areas.</li> </ul>	Low	A

<b>REMINDER OF EMERGENCY PROCEDURES</b>	
Fire	<ul style="list-style-type: none"> <li>• Fire safety details are displayed on the building Fire Action Notice.</li> <li>• Fire alarms in all University building are tested weekly.</li> <li>• Evacuation plans are located in the stairwells and the building entrance. During an evacuation, follow the green Emergency Exit sign to leave the building via the most direct exit.</li> <li>• Fire refuge points are located in protected stairwells.</li> <li>• Assembly points can be identified by a green Assembly Point sign</li> </ul>
First aid	<ul style="list-style-type: none"> <li>• Should you require a first aider please call reception on Ext 56303, or after 4pm Security on Ext 69966 <ul style="list-style-type: none"> <li>○ In an emergency please dial 999 immediately (9-999 from an internal phone)</li> </ul> </li> <li>• First Aiders within the school are in possession of a first kit, and kits are available within café areas and on Reception.</li> <li>• If in doubt call Campus Security staff who are all trained first aiders</li> </ul>
Personal Security	<ul style="list-style-type: none"> <li>• Avoid lone working</li> <li>• Keep to well-lit places when transiting between buildings, the car park or public transport</li> <li>• During incidents of unease or suspicious activities, users should immediately go to a safe location and report to Security staff on 0161 306 9966.</li> </ul>
Emergency contact details	<ul style="list-style-type: none"> <li>• Campus Security can be contacted 24/7 by internal extension 69966 or external 0161-306-9966</li> <li>• Building users are encouraged to store this contact number on their telephones.</li> </ul>