

Risk Assessment (RA) Title	Low-risk teaching activities / seminars taking place in a bookable timetabled space and other similar locations. Assessment may also be utilised or amended for standard meetings and small seminars/conferences.	Date of RA:	6 th March 2023	Version Number	1
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Summary of Activity RA Covers
General low-risk teaching activities and seminars taking place in a general timetabled space and other similar locations. The Risk Assessment does not include specialist teaching taking place in a higher risk environment, for example, laboratories and workshops. <i>Assessment to be adapted where required by appropriate local H&S Officers / Coordinators.</i>

Location(s) RA Covers	All timetabled spaces and similar locations, such as seminar rooms	Person(s) RA Covers	Teaching staff and students, support staff
College / Service	All Colleges / Services	School / Section	Applicable to all
RA Assessor(s)	Gareth W. Jones, S. Barnes. Health, Safety & Campus Wellbeing	Contact Details	www.bangor.ac.uk/hss and relevant College H&S contacts

Ref No	What are the Hazards or Issues?	Who/What is at Risk?	Existing Controls	Any further actions	Action By
1.	Building / Lecture Space Infrastructure: Statutory compliance and maintenance (Campus Services)	All users, maintenance staff, contractors	a. Campus Services undertakes all general and statutory maintenance. E.g., gas, passenger lifts, fire alarm detection and notification systems, emergency lighting, test and inspections of electrical systems (up to the socket) and water (legionella).	a. Staff are asked to report building related concerns promptly to the Campus Services Helpdesk.	All staff – as applicable

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			<ul style="list-style-type: none"> b. Campus Services maintains safe buildings to an appropriate standard; for example, floor surfaces free from slips, trips, and fall risks, suitable heating and ventilation systems, suitable lighting. 		
2.	Cleaning Provision: Maintaining cleanliness standards in University buildings	All users	<ul style="list-style-type: none"> a. Campus Services, Facilities Staff undertake regular cleaning of communal areas and along circulation routes. Lecture and Seminar rooms are also cleaned to an agreed level, with regular bin emptying. b. Spray disinfectant or wipes and/or paper towel are provided in teaching areas for self-cleaning (by staff) of lecterns, podium etc. c. Additional cleaning can be arranged on request from the Campus Services, Facilities Operation Team. 	<ul style="list-style-type: none"> a. Staff to contact Campus Services if cleaning materials and / or enhanced cleaning is required via the Campus Services Helpdesk. 	All staff – as applicable
3.	Capacity: Using a venue with sufficient capacity for the numbers attending the lecture / seminar to ensure the general comfort of students. Capacities are stated on the timetable room schedule	Staff, students	<p>See Accessibility below</p> <ul style="list-style-type: none"> a. Lecturers / Timetable Unit must ensure a space, with sufficient capacity is booked for their lecture / seminar. This to ensure fire evacuation limits are adhered to and to ensure the general comfort of students and staff during a lecture. b. The Timetable Unit and the Conferencing Office have capacity details for all timetabled lecture spaces, and most Seminar Rooms. Capacity details of some local Seminar Rooms will be held by College Admin staff. c. Standard teaching set ups and furniture are in place in many timetabled lecture spaces, with no need to manually handle furniture. 	<ul style="list-style-type: none"> a. Lecturers must contact the Timetable Unit (Conferencing if out of teaching term) if it becomes clear the space is unsuitable for the numbers. b. Lecturers / Organiser must contact the Campus Services Helpdesk, in plenty of time, if a different layout, or furniture is required e.g., exam desks. 	Staff

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			d. Alternative layouts and furniture can be arranged by Campus Services on request. NOTE: This may affect capacity numbers and the comfort of attendees.		
4.	Accessibility: Ensuring the lecture space and associated facilities (i.e., welfare) are inclusive	Staff, students	<p>a. Although most Teaching buildings have passenger lifts, some lecture spaces exist which are inaccessible. The Timetable Unit can advise on inaccessible timetabled spaces and recommend / supply an alternative if required.</p> <p>b. Staff must ensure a suitable, accessible timetabled space is booked when required.</p> <p>c. Most Timetabled Teaching buildings are accessible, most with accessible welfare facilities available in the building.</p> <p>d. Disability Services will liaise with Schools for students who 'declare' a disability. This, so a specific Personal Learning Support Plan is developed and put in place.</p> <p>e. The Getting Around Bangor Document (H&S Website) provides some information about accessible arrangements in a building. https://my.bangor.ac.uk/hss/inflink/disabilityhs.php.en</p> <p>f. Every support will be provided, as practicable, to ensure students and staff are not discriminated against because of a disability</p>	<p>a. Lecturers must be mindful of student needs and arrange a suitable lecture space and / or a relocation of a lecture when required.</p> <p>b. Lecturers should 'signpost' students to the support of Disability Services if required e.g., for students who have not formally 'declared' a disability.</p> <p>c. Where staff have musculoskeletal problems and require additional / different seating or presenting equipment they should contact Campus Services / Digital Services as soon as possible so</p>	Staff and Students

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				suitable support can be provided.	
5.	Teaching Activity: Ensuring the method of teaching and any materials and equipment used do not place students at risk	Staff, students	<ul style="list-style-type: none"> a. The Lecturer is responsible for the activity being undertaken and ensuring any materials and equipment directly associated with the lecture (i.e., provided by the Lecturer) are fit for purpose and used correctly. b. During the lecture, the Lecturer must ensure all walkways, doors and fire exit routes in the lecture space remain unobstructed, as reasonable, and free of trip hazards. 	a. Lecturer to monitor and take action if required.	Staff
6.	Ventilation: Lack of adequate ventilation, combined with multiple occupation, may increase the risk to health from airborne transmissible illnesses	All users	<ul style="list-style-type: none"> a. Where available, the opening of windows is encouraged to promote ventilation. Staff are asked to ensure windows are open where additional ventilation is necessary and particularly if the CO2 sensor indicates higher levels. b. Large, timetabled spaces have been assessed to quantify ventilation levels per person and per space and where appropriate, suitable ventilation levels confirmed. c. For timetabled areas without forced-air ventilation systems, a CO2 monitor has been placed to evaluate the ventilation levels. These will provide an indication of air quality and CO2 levels may prompt the Lecturer to open windows. d. In some areas, HEPA filter units operate in conjunction with opening windows and doors and 'clean' the air. Where a HEPA unit has been provided, the Lecturer should confirm they are operating and have not been accidentally switched-off. If the Warning/Alarm light is activated this should be reported to Campus Services. 	a. Lecturers to report issues with windows, ventilation systems, HEPA Units to the Campus Services Helpdesk.	Staff
7.	General Hygiene: Awareness of general	Staff, students	a. Sign-posted hand sanitiser points are available at all building entrances/exits and across all buildings.		

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	good hygiene practice whilst in University buildings		<ul style="list-style-type: none"> b. Anti-bacterial / viral soap is provided in welfare areas (toilets). c. Posters and information showing how to wash or sanitise hands correctly are displayed in all buildings. d. Toilet and kitchen facilities within buildings are cleaned regularly, Any issues or concerns should be reported to Campus Services. 		
8.	Emergencies: Fire alarm activations, first aid assistance	All users	<ul style="list-style-type: none"> a. The Lecturer / Lead Person is reminded they are in charge of the group and when there is a fire alarm activation should seek to ensure they know what to do, and safely evacuate those under their guidance or control. b. Staff are asked to encourage others, as they are proceeding to evacuate, to leave the building swiftly and to direct those who seem unaware of safe evacuation protocols. c. In the event of a fire alarm, all building users should evacuate via the nearest safe exit route and proceed to the building's nearest outside Assembly Point. d. Details of the action to take in a fire alarm / fire, and the location of a building's Fire Assembly Point found on Fire Action Notices displayed in all buildings. e. Passenger Lifts must not be used during a fire alarm. Users unable to evacuate via the stairs should go to a Refuge Point and activate. Most Refuge Points have communication linked to Security staff, who will advise on the action to take. f. Those unable to descend the stairs due to mobility restrictions and disabilities, should familiarise themselves 	<ul style="list-style-type: none"> a. Staff / Lead Person to ensure students are informed of refuge points if required i.e., those unable to evacuate a building via the stairs. b. Lecturers must ensure students know the action to take if the fire alarm sounds. 	Staff

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			<p>with the location of Refuge Points available on the Getting Around Bangor document (see H&S Website), and be aware of the Refuge Point procedures.</p> <p>g. On leaving the building, users must wait at the Assembly Point and not reenter the building until instructed to do so by University Security or the Emergency Services.</p> <p>h. First Aid cover is available via University Security, and in some cases from local First Aiders.</p> <p>i. First Aid posters, with details of local first aid arrangements displayed in most buildings.</p> <p>j. Security staff are available 24/7 via 02148 38 2795.</p>		
9.	For meetings and Seminars, etc there may be people in attendance who are not familiar with University protocols and procedures	Staff, visitors and participants	a. The lead party (member of staff) should ensure that they suitably brief those in attendance of welfare arrangements and of fire safety arrangements.	a. Lead Party to ensure suitable information is provided	Staff

Version	Date
Initial	6/3/23

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1	

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