

Risk Assessment (RA) Title	Covid-19: In-person Student Contact Groups teaching activities
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Date of RA	01/04/2022
Replacing version dated:	17/09/2021

Version Number	3
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Summary of Activity RA Covers

All teaching activities for the remainder of the 2021/22 academic year, except for specialist teaching such as laboratories and practicals.

The Teaching model operating and considered by this risk assessment are single contact-groups for smaller rooms (capacities 30 and under) and multiples of small student contact-groups for larger rooms (capacities above 30), with a maximum occupancy for lecture/seminar rooms of between 50-65% pre-covid levels.

The document should be read along with the University-level Covid-19 Risk Assessment and other more detailed University guidance as required.

Location(s) RA Covers	All timetabled and similar activities	Person(s) RA Covers	Staff and students
College / Service	All Colleges	School / Section	All Schools
RA Assessor(s)	Gareth W. Jones, S. Barnes	Contact Details	College H&S contacts

¹ As per *Covid-19 Risk Categorisation for "in-Person" Activity* agreed by the Executive August 2021 for contact-groups with limited or no social distancing and in accordance with the Welsh Government's Infection Control Guidance for Universities.

Ref No	What are the Hazards or Issues?	Who/What is at Risk?	Existing and additional Covid-19 Controls	Any further actions	Action By
1.	People with Heightened Health Concerns		<p>Students with increased health risks should contact Student Services for an initial assessment and a personal learning support plan produced to safeguard and support the student to participate, where possible, and to achieve their academic targets.</p> <p>Members of staff should discuss any heightened health concerns with their Line Manager.</p> <p><i>All considerations and decisions reached should ensure equality and accessibility issues are paramount.</i></p>		
2.	<p>PEOPLE</p> <p>Covid-19 Symptoms and Persons at Risk</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back • a new, continuous cough –coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if worse than usual) • cold & flu like symptoms • shortness of breath • anosmia 	Staff and Students	<p>The University advises that all persons with Covid-19 or suspect they have Covid-19 should self-isolate, in line with UK and Welsh governments advice, and should not partake in any University activity.</p> <p>If a student or member of staff advises they are Covid-19 positive they should upload their details onto the Covid-App BU Covid Related Apps (bangor.ac.uk)</p>		
3.	Test, Trace & Protect: Informing others of possible contact with a	Staff, students, public	It remains good practice to record attendance at an event wherever practicable as there is a possibility the University will		

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	Covid-19 positive case if required in a timely manner		<p>need to share contact information if someone subsequently tests positive for Covid-19.</p> <p>If staff and students are attending the activity, the University Check-In App can be utilised to maintain records of attendance.</p> <p>If the activity involves non-University personnel, other means, such as on-line booking portals, can be used to record attendance/lead-person in accordance with the University's Data Protection Policy.</p> <p>If a student or member of staff advises they are Covid-19 positive they should upload their details onto the Covid-App BU Covid Related Apps (bangor.ac.uk).</p> <p>Although Government guidance has changed regarding self-isolation, in line with UK and Welsh Government advice, the University still asks that staff, students and visitors who are Covid-19 positive or who are displaying symptoms do not come onto campus and, where possible, should work from home. If staff are unable to work from home, they are asked to contact their Line Manager to discuss options.</p> <p>Staff and students testing positive for Covid-19 should:</p> <ul style="list-style-type: none"> • Still self-isolate for a minimum of five full days. • Take lateral flow tests on day five and day six (if both negative) before leaving isolation and returning to campus. <p>LFT Test Kits for symptomatic testing are available through ordering online (gov.uk) or calling 119.</p>		
4.	Recording Attendance: Lack of arrangements to support TTP would result	Staff, students	a. Each teaching session should be recorded on the Check-in App (Attendance Monitoring Tutor App), with each student recording their attendance.	a. Lecturers must ensure the Check-In App is used to record attendees	Staff

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	in an increase transmission risk.		b. Staff must ensure students use the correct 'Check-in' code and specific Contact Group ID as required (i.e. for lecture spaces operating multiple contact groups), with the Activity Risk recorded as Low Risk.		
5.	Numbers of people on-site, increasing transmission risk	Staff, students	<p>a. Reduced numbers on-site reduce the likelihood of transmission; operating both the Dynamic Working protocols and implementation of maximum numbers lecture groups will reduce footfall on-site and reduce interactions.</p> <p>b. Having lectures end 20 minutes before the next lecture reduces cross interactions usually found outside of lectures. If staff witness congestion, restricting the flow of people, they are asked to advise health and safety of these at healthandsafety@bangor.ac.uk.</p> <p>c. SALTO is installed in most University buildings and which can control staff and student access.</p> <p>d. Covid-19 information regarding arrangements is available on the H&S Website and Covid Staff and Student FAQ Page.</p> <p>e. Colleges / Schools provide additional, local H&S information as required (a general College H&S Student Induction template is available).</p> <p>f. Students should sit in their chosen Contact-Group and if possible remain in this throughout the lecture.</p> <p>g. Staff and students must follow all local Covid-19 controls e.g. floor markings, signage, capacity limits.</p>		
6.	The Timetabled Teaching Space: safe use of timetabled spaces under Covid-19	Staff, students	<p>See Ventilation below</p> <p>a. Each timetabled space has been set up in either a single contact group of up to 30 students, or in multiples of smaller contact groups.</p>		

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			<ul style="list-style-type: none"> b. Each room has a set maximum capacity (displayed) that seeks to enable physical distancing between contact groups. Most spaces operate at around 50-65% of pre-covid capacity. c. Seating arrangements marked for larger spaces. d. Additional cleaning materials available at lectern points for self-cleaning of lecture points. e. Face coverings are recommended in all University buildings. Schools may provide face masks with clear panels for staff wanting lips to be seen for auditory impaired students. f. Perspex shields are installed at many lecterns to provide added Covid security for all. g. To support TTP, staff must ensure the Attendance Monitoring 'Check-in App' is used for all sessions with details of the specific Contact Group (if relevant) used. h. Students should sanitise hands on entry / exit into the room. i. Staff and students must not exceed the capacity limit. 		
7.	Face Coverings: University Face Covering Policy to reduce risk of transmission	Staff, students	<ul style="list-style-type: none"> a. Face coverings are recommended in all University buildings. b. Signage is displayed reminding about face coverings. c. Staff are encouraged to wear face coverings for lectures. In many lecture areas other mitigations are also in place (Perspex screens, more than 2 m social distancing etc.) d. Schools may provide face masks with clear panels for staff wanting lips to be seen for auditory impaired students. 		
8.	Ventilation: Lack of adequate ventilation, combined with multiple occupation, may increase the risk of Covid-19 aerosol transmission		<ul style="list-style-type: none"> a. The opening of windows is encouraged to promote ventilation. Staff are asked to ensure windows are open where additional ventilation is necessary. b. Timetabled spaces have been assessed to quantify ventilation levels per person and per space. 	a. Report issues with windows, ventilation systems, HEPA Units to Campus Services Helpdesk	Staff

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			<ul style="list-style-type: none"> c. For timetabled areas without forced-air ventilation systems, a Co2 monitor been placed to evaluate the ventilation levels. d. HEPA filter units operate in conjunction with opening windows and doors and 'clean' the air. Where a HEPA unit has been provided, the Lecturer is asked to 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 immediately. 		
9.	Hand Hygiene: Supporting good hand hygiene for staff and students whilst in University buildings	Staff, students	<ul style="list-style-type: none"> a. Sign-posted hand sanitiser points available at all building entrances/exits and across all buildings. b. Anti-bacterial / viral soap provided in welfare areas (toilets). c. Paper towels are available with hand driers isolated. d. Posters and information showing how to wash or sanitise hands correctly are displayed in all buildings. e. H&S information provided promoting good hand hygiene. 		
10.	Building infrastructure: Statutory compliance and maintenance (Campus Services)	All users	Campus Services continues to undertake all general and statutory maintenance. E.g., gas, lifting equipment, fire alarms & detection, emergency lighting, electrical test & inspect and water (legionella). All open buildings are considered safe to occupy.	a. Staff to report building related concerns promptly.	All staff – as applicable
11.	Signage: Awareness of general Covid-19 controls	Staff, students	Signs erected at building entrances and throughout advising on Covid-19 arrangements within that building.		
12.	Cleaning Provision: Maintaining cleanliness standards in University buildings	All users and Domestic staff	<ul style="list-style-type: none"> a. Campus Services, Domestic staff undertake regular cleaning of communal areas and along circulation routes. b. Spray disinfectant, wipes, paper towel are provided in lecture areas for self-cleaning of lecterns, podium etc. c. Suitable communal cleaning materials are provided in all buildings for general self-cleaning e.g. offices, study spaces. 	a. Staff to contact Campus Services if cleaning materials and / or enhanced cleaning is required via campusservices@bangor.ac.uk	All staff – as applicable

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			<ul style="list-style-type: none"> d. Users should clean their own areas/offices, as appropriate and clean shared equipment before / after use. e. Photocopiers: Guidance on safe use and cleaning of photocopiers is displayed and alcohol wipes are provided. 		
13.	Emergencies	All users	<ul style="list-style-type: none"> a. During a fire alarm, users should evacuate as normal, wearing a face covering throughout. b. Lifts must not be used in a fire alarm. Users unable to evacuate via stairs should go to a Refuge Point and activate. c. Users to wait at the Assembly Point and not reenter the building until instructed to do so. d. Users should practice good hand hygiene afterwards. a. There is First Aid cover available via University Security, and in some cases from local First Aiders. 		
14.	Monitoring and Inspections	University/ College	<ul style="list-style-type: none"> a. Colleges / Schools to monitor their activities to confirm Covid-19 controls are being followed. b. University H&S, Campus Services also review compliance and adherence with Covid-19 controls. 	a. Ongoing – monitor / review activities and arrangements.	Colleges / Schools / H&S

Version	Date
Initial	07 Sept 2021
1	13/09/2021

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2	17/09/21
3	01/04/2022

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