

Checklist for COVID-19 Risk Assessments

UOE expectations from August 2021
Rooms to be booked through Timetabling and Room Booking Team
(refer to COVID-19 Premises Policy)

Considerations for planned activities as adopted by UOE September 2021
 Further guidance on activities on our campuses including the responsibilities of the: University, departments, schools, sections, managers, staff, students and visitors is captured in the COVID-19 Premises Policy : <LINK>

Location / Capacity

Follow University guidance regarding **the use of internal spaces maximum numbers permitted within certain spaces** (clear instructions are provided on all entrance doors), and where possible maintaining a personal social distance within spaces where the opportunity to do so exists.

Occupancy Level: - known / available? - see ventilation requirements for percentage occupancy level that applies.	Has occupancy level been based on: - room layout arrangements? - Teaching style arrangements?	Does occupancy level take into account: - all presenters - catering etc.	Is occupancy expectation based on: - limited invitees / registrants? Have additional invitees / dependents been taken into account?	Arrangements in place where occupancy level reached? Use of video screens / posters for finding location?	Waiting areas- crowd control – staggered start times? Avoiding busy times? Time controls. One-way system for arrivals / departures?
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Ventilation / Environmental factors

Good Ventilation- GREEN
 - Pre-Covid occupancy Levels (100% occupancy) will apply to front facing & inward facing teaching rooms up to a maximum: 150
 - For spaces with over 150 occupancy levels (based upon pre-Covid levels) a cap of 80% occupancy will be applied to all front facing & inward facing teaching rooms, labs and any other form of teaching environment.

Adequate Ventilation- AMBER
 -For spaces with under 150 capacity (pre-Covid level) a cap of 60% capacity will be applied to all front & inward facing teaching rooms, labs and any other form of teaching environment.
 - For spaces with over 150 capacity (pre-Covid level) a social distancing measure of 1 metre+ will be maintained and rooms will be set out to this standard.
 - Where the difference between 60% capacity and 1 metre+ social distancing is marginal then the 1 metre+ rule will be maintained.

Less than adequate ventilation- RED
 Specific risk assessments of these areas have been undertaken and the following mitigations will be applied:-
 1 metre+ or 2 metre social distancing requirement. Additional air filtration units.
 A limit of 1 hour on the period of occupation. A gap between occupancy of 1 hour to allow for air change/purging.

Scheduling – timing between to allow departures and arrivals not together	Ventilation arrangements standard Additional ventilation e.g. purifiers	Ventilation arrangements - windows open? Ventilation arrangements building controls	Restriction on numbers? Restrictions on duration?	Ventilation arrangements allows for wind / cold? Temperature control / wet weather provision available?	Ventilation arrangements external 'bridge'? – use of gazebo, external registration etc.
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Set-up / layout

All members of the University community are strongly encouraged to follow this guidance on **face coverings and social distancing** measures. Face coverings are particularly important where social distancing cannot be maintained.

Social distancing measures have been refined where possible in line with government recommendations and University policy. All activities and spaces will be risk assessed in order to identify the appropriate distancing to be used, and to ensure that our response to COVID-19 is measured sustainable and effective.

Standard set-up forward facing addressed from front?	Set-up forward facing: rotation of speakers – use of mic? Static / lapel	Standard set-up cabaret layout? non designated tables with rotation for interaction	Free-flow seated or standing users with unrestricted movement	Standing arrangements with circulating 'waited' food provision	Use of door handles? Use of screens? IT set-up, leads etc.?
Standard set-up forward rotation of speakers?	Standard set-up cabaret layout? (designated tables with static chair settings)	Free-flow seated or standing users, by planned rotation	Fixed seated arrangements with buffet style food provision	Standing arrangements with buffet style food provision	

Activity / proximity - distancing

Social distancing - The University strongly encourages people to maintain a level of social distancing, where possible. To assist with this appropriate signage will remain installed in internal areas and where appropriate in external areas.

Assessment of social distancing challenges? incl. whilst seated?	Intention for face coverings? Challenges?	Activities planned during the event?	Will activities be rotated?	Are the surfaces in use for any activities impermeable?	Will there be photographs – how will crowding close contact be controlled during posing/shoot?
Exemptions from face coverings checks?	Handling of funds / payment required / vouchers etc.	How will activities be managed?	Will activities involve shared space / equipment	What furniture is it anticipated to use?	

Inclusion / control of numbers

Large gatherings - The University strongly encourages people to gather only in small groups.

Hygiene - frequent handwashing encouraged, extra facilities provided.

Pre-arranged / registered attendees	Invitees plus support workers / dependants etc. pre-registered or open access? expectations / - Visitor Agreement shared?	Count / control on numbers in location? Timed attendance at succeeding sessions?	Potential for mixing with late arrivals those leaving during event Guidance for those 'lost'	Proximity to facilities – hand washing / access to water Wiping down for microwaves kettles/ urns	Account taken for storage required for bags / coats / umbrellas etc.
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Leadership / responsibility

Face coverings.- The University strongly encourages the use of face coverings in the following University areas: student teaching spaces, study spaces, library, all circulation areas, toilets, kitchens, retail spaces, (and specifically: all internal corridor, lobby/access areas; all kitchens & WC facilities; Lifts when these are available for general use & more than one occupant is present; internal catering facilities where specifically advised to do so; Library general areas; in all lecture & tutorial spaces; in all face to face meetings and where directed by the risk assessment.)

Particularly important where social distancing cannot be maintained

Who is responsible for the event on the day? Who will recap on expectations and give instruction should anyone feel unwell. How will activities be managed?	If an attendee displays symptoms at the event or thereafter who will manage in accordance with COVID-19 Alert Procedure?	If an attendee displays symptoms who has confirmed the contact details for other attendees?e?	Have all staff attendees received IHRAs / student vulnerabilities been assessed? Are LFT being undertaken @ 2 p.w.?	Is it appropriate to make further assessment of attendees COVID 19 vulnerability status?	Has reference been made to UOE COVID-19 Self Isolation Guidance for double vaccinated staff and students
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Shared use

Training - Staff and Visitor Agreements and Moodle course (Keeping safe on campus - COVID-19).

Availability of wipes and hand sanitiser	How will use of IT – AV equipment, whiteboards, markers, interactive tablets / i-Pads etc. be managed?	Use of shared surfaces - tables / chair trays Use of shared items from participation – flipcharts / pens / laser pointers	Use of shared equipment – textbooks /pens/ paper/ folders / calculators/ reference materials	Use of disposable cutlery / plates or clearance / washing-up arrangements	Disposal of used / waste items, cups, plates, handouts, directions, instructions.	Consider (in a risk assessment) benefits of PPE use PPE : Gloves, face masks (FFP2/3 need to be individually fitted and assessed).
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