

IHTM MSc Teaching Risk Assessment

This document is provided as a template that departments might wish to adopt and/or adapt for risk assessment and work plans for individual research groups/areas.

1. DEPARTMENT DETAILS		
Building: Wellcome Centre for Human Genetics	Rooms or area: Ground floor Rooms A&B	Risk assessment Version/Date V1.0 / 23/09/2020
Head of Department	Professor Richard Cornall	
Department:	Nuffield Department of Medicine - WHG	
Academic/Line Manager	Proochista Ariana	
People returning to working on site (status/names)	Staff	STAFF NAME(S) Christelle Kervella-Jones Magdalena Molina Montero
	Post graduate students	Aronrag Meeyai Roger Nascimento STUDENT NAMES 1. Aaradhana ADHIKARI 2. Humayra BASHIR 3. Lydia BERNARD-JONES 4. Nurul Ezzaty BINTI HASBULLAH 5. Samprita CHAKMA 6. Rutuja CHHAJED 7. Karine DARBINIAN 8. Achama ELUWA 9. Lynda FARMA 10. Zakiul HASSAN 11. Samuel Cade HOWARD 12. Mohamed JALLOH 13. Lisha JEENA 14. Susan KHADER 15. Greco MALIJAN 16. Tafadzwa MATIKA 17. Dennis MAZINGI 18. Asha Mohamoud Haji MOHAMMED 19. Sanana MUBEBO 20. MaryJane NWEJE 21. Ayesha RAGUNATHAN 22. Tamarie ROCKE 23. Natasha SAID ALI 24. Phoebe SARFO 25. Roisin TAYLOR 26. Phuc TRAN

Activity Summary (Types of activities expected & authorised to take place – brief description of the experiments and equipment used)

Teaching for the MSc in International Health and Tropical Medicine

As per <https://www.ox.ac.uk/coronavirus/status>,

the University remains “committed to offering our students as much in-person contact and teaching as we reasonably can”.

We are using several methods of teaching with lecturers either:

- teaching in-person
- using a pre-recording of their lectures and then coming in for a discussion with the students in person
- delivering their sessions via Zoom/Teams with the students present in the teaching rooms.

Michaelmas Term Timetable and room layout are attached [Hilary Term timetable not confirmed at this stage]. Michaelmas Term runs from Monday 5th October to Friday 11th December. Hilary Term runs from 11th January to Friday 19th March.

Shared use? NOT APPLICABLE

Is the space shared with individuals from other departments? If yes, please list the departments concerned

Rooms A&B will be solely used by the MSc students, staff and lecturers for the duration on the onsite teaching.

Extent of on-site activity (Indicate all that apply)	Yes or No?
Continually with a single individual occupying the space	No
Continually with different individuals occupying the space one at a time	No
Continually with different individuals occupying the space simultaneously with appropriate physical distancing measures	Yes
Occasionally (e.g., a few short visits per day or week to check equipment)	No

2. REDUCING THE SPREAD OF COVID-19

Travelling To/From Work:

Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<p>30 MSc IHTM students mostly travelling from the centre of Oxford to the ORC</p> <p>Monitoring of COVID symptoms in staff that return to work.</p>	<p>We can ask the students to cycle to ORC or ask them to ensure they social distance as much as possible on the bus and wear their face coverings.</p> <p>Students will be told that if they need to use public transport that they should change their face covering on entering the building and dispose/pack away the one used for travel.</p> <p>All MSc students and staff will be encouraged to wash their hands promptly on arrival and departure to/from the building (signage will be displayed).</p> <p>Individuals must not work on-site if experiencing COVID-19 symptoms. Individuals must not work on-site if they or anyone else in their household is self-isolating. Everyone to be reminded of this during their induction back to the building.</p>

Outdoor coats	Outdoor coats to be stored on individuals assigned chairs or at coat racks at rear of room.
Safe Distancing in the Building	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Students not following the social distancing rules	<p>All staff and students will have the building wide RTOSW risk assessment circulated to them.</p> <p>We will write a protocol to be circulated to the students prior to the induction.</p> <p>We will provide each student with 4 face coverings.</p> <p>Rooms A&B have 2 doors, the students sitting on the side of room A will use the Room A door to enter and exit and will use the facilities closest to Room A door.</p> <p>Same routine for Room B door and students sitting in Room B. Students will have allocated desks and will enter and exit the room according to the location of their desk to reduce the risk of students walking past each other at less than 2m.</p>
Safe Distancing in the Lab	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
N/A	N/A
Cleaning Regimes	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken e.g. availability of hand washing facilities and hand sanitizers
Students not taking care of their space in the teaching rooms	Hand sanitisers will be available at the entrance of the room. We will also provide further cleaning products in the room. Students will be responsible for cleaning their small individual tables.
Personal Protective Equipment	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken: <i>This is Covid-19 specific PPE beyond that needed for usual lab work</i>
Students forgetting their face coverings	<p>Wearing of masks or face coverings are now mandatory in communal, shared, and laboratory areas in WHG.</p> <p>We will provide the students with 4 reusable face coverings each but we will also have disposable face coverings available in the teaching rooms, should they forget to bring their own.</p>

Lone Working Additional Precautions	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
N/A	N/A
Communication with the team	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
	<p>Some team members will still be based at home and in the WHG the Peter Medawar Building. Two desks for use by 2-3 members of the MSc team will be available by the start of term in the Wellcome Centre Social-distancing and the use of face covering will remain at all times.</p> <p>Communications to students/staff, is a comms tree in place if we go in to shutdown.</p> <p>Key members of MSc staff to be added to everyone@well.ox.ac.uk to received general COVID communications.</p>
Equipment checks	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
First Aid Cover	
Are staff aware of how to summon first aid and from where?	Outline risk reduction measures to be taken
	<p>Posters with first aider contact details are displayed in many places across the WHG. If a first aider cannot be summoned in the vicinity, the posters all include the contact details for the main reception desk who will, providing that is manned, assist in summoning a first aider in the building. In the event that a first aid incident happens out of hours, usual out of hours procedures apply (OUSS number on the posters).</p> <p>All students to complete induction before access is granted to the building. Details of first aiders to be on display inside Rooms A&B and MSc team on-site will also be able to sign post to support if needed.</p>

3. MANAGING EXISTING RISKS	
Have existing risk assessment been reviewed:	Yes
Are additional control measures required?	No
Outline any additional control measures below:	
<p>Perspex Screens for lecturers</p> <p>2 mobile plexi-glass screens have been ordered to be used by the lecturers. This is in lieu of a face covering should they prefer to do so, to aid communication with the students. The lecturer will remain behind the screen during their lecture.</p>	

4. INTERNAL DEPARTMENTAL REVIEW			
Role	Name	Signature	Date
Manager (proposing risk assessment/work plan)	Proochista Ariana		
Buildings Manager (reviewing buildings related elements)	Boyd Rodger		
DSO / DSAC review	Mike Challen		

5. HEAD OF DEPARTMENT APPROVAL			
Head of Department: (approving risk assessment/work plan)	John Todd		
Approval Comments			

6. FURTHER REVIEW STAGE	
Review Date	

Modifications:

Review Date

Modifications: