**SAFE OPERATING PROCEDURE**

**Learning and Teaching**

1. **Introduction**

This document applies to Staff working in University learning and teaching (L&T) environments. Please read this document in conjunction with the L&T generic risk assessment.

There is guidance and information on the measures in place at the university to prevent symptomatic and asymptomatic COVID transmission on the Health and Safety Intranet page <https://staff.swansea.ac.uk/healthsafety/covid-19/> and the University Coronavirus information page <https://staff.swansea.ac.uk/>

* 1. **Academic Staff responsibility**

L&T staff have responsibility for ensuring that health and safety risks associated with L&T activity are assessed and that appropriate control measures are implemented and communicated to students and others affected.

The generic L&T Risk assessment has identified many of the COVID related L&T risks and control measures. However, if you are carrying out activity other than general face to face teaching as identified in the L&T risk assessment, then you are required to carry out a specific risk assessment of that activity. Please get in touch with the health and safety team if you require assistance with developing a specific risk assessment.

Student information has been developed on the COVID related risk and appropriate control measures at the University. This is available to all students on MyUni hub and in the [Health and Safety COVID Recovery Induction](https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/undergraduates/covid-19/) for students. In addition students are required to sign the updated [student charter](https://myuni.swansea.ac.uk/student-voice/student-charter/).

L&T staff are asked to remind students of specific requirements and control measures at the start of lectures. A suggested student information presentation has been put together and is available for use or adaptation by the L&T staff. This does not replace the COVID recovery induction for students.

The H&S team has developed a checklist as an aide memoir for L&T staff in section 3 of this document. Prior to returning to teaching it is recommended that L&T staff familiarise themselves with buildings and L&T spaces, including the practical control measures in place as identified in this document.

1. **Preventing COVID transmission in L&T environments**

The following paragraphs identify the University control measures in place for preventing COVID transmission in L&T environments, including PC labs. Specific L&T activity other than general face to face teaching is to be risk assessed by the person responsible for the activity, this is usually the lecturer responsible for the activity.

One to one teaching in offices or staff spaces will require a specific risk assessment by the person responsible for the activity. Consideration will need to be given to social distancing, ventilation, cleaning and sanitising of the space, as well as personal hand hygiene and sanitising.

Local arrangements must be developed for the user of *cluster* teaching classrooms taking into account the requirements of this document. In the case of cluster teaching, only the lecturer should go between rooms and students must be made aware of their responsibility to comply with University guidance to prevent COVID transmission. Cluster teaching spaces should be used for general teaching or staff led demonstrations.

1. **Social distancing**

L&T spaces have been risk assessed in line with Government guidance and arrangements are in place to ensure 2 metre social distancing is in place. Please ensure that you maintain 2 metre social distance from others at all times (see information below for instances where this may not be possible):

* Appropriate maximum capacities have been identified for centrally timetabled L&T spaces and this information is available on the door to the space. The seating plans are available on the E&FM intranet page.
* In general centrally timetabled L&T environments (with the exception of specialist spaces) 2m social distancing plans will be displayed in the room. Fixed seating will have stickers on the seats to indicate which seats may be used, moveable furniture will be stacked to the side or removed.
* Please do not alter room layouts and do not add any additional seats or furniture to any learning environments under any circumstances, as it places all users of the rooms and the University at risk if social distancing capacities are exceeded.
* Specialist spaces are the responsibility of the College/ School, as are departmental spaces that are not centrally timetabled.
* In computer suites, the ISS team have disabled the keyboard and mouse on the computers that should not be used. These computers will remain switched on and spaces will be used for remote dial in.
* Students will not be permitted to sit together in L&T spaces, even if they are living in the same household.

**Where it is not possible to maintain 2 metre social distancing** i.e. during clinical assessment activity, assessing work and assisting students, then specific risk assessment is to be carried out and appropriate control measures implemented. The Health and safety team can support in the development of specific risk assessment. The risk assessment must be documented and further controls should include;

* + Minimising the time spent within 2 metres of others.
  + Avoid working face to face. Instead work side by side or back to back.
  + Ensure that you are both wearing a face covering.
  + Partner students into groups/ bubbles and maintain these for all activity within 2 metres. Keep a record of the members in the group/ bubble and the duration of the time spent within 2 metres.

L&T staff must inform timetabling of any room changes to enable the effective management of incidents and assist Test and Trace.

For more information: <https://staff.swansea.ac.uk/media/information-sheet-social-distancing.pdf>

**3.1 Arrival at lectures and managing the L&T space**

Where possible, L&T spaces are to be open all day to enable staff and students to enter the room and avoid queuing in corridors. It will be the responsibility of all University staff to manage corridor and common spaces. Challenging groups and requesting them to maintain social distancing is acceptable.

* When arriving at L&T Environments, if possible, the staff member is to enter the space first and leave the space last. Where this is not possible, ensure that you maintain social distancing when entering and leaving the space.
* Always avoid moving around the space, whenever possible. L&T staff should occupy the space at the front of the room i.e. behind the lectern and at least 2 metres from anyone else. If it is not possible at all times see information on social distancing above.
* Remind students to arrive at sessions on time (not early) and to avoid gathering/ queuing in corridors or elsewhere in the building.
* Remind students that they are required to leave and enter the L&T space in an organised fashion and to comply with the 2 metre distance requirements. For example;
  + To enter the room, fill the rows/ seating from the back of the room to the front. Students should go to the furthest seat available and avoid passing others in the process.
  + To leave the room, leave the rows/ seating from the front of the room to the back.
* Remind students that once seated they are not permitted to move seats.
* The majority of non-specialist teaching is organised in 2 hour blocks. Ninety minutes is available for teaching, with time allocated at the beginning and end of the teaching session for arrival/ leaving and sanitising work areas. Teaching staff and students should vacate the space 15 minutes before the end of the 2 hour slot to allow adequate time for the arrival of the next cohort. For longer teaching sessions, plan scheduled rest breaks and inform students. Follow the guidance on entering and leaving the space for breaks and remind students to sanitise hands when leaving and entering.
* Students who may require additional rest breaks are asked to sit in a space (i.e. front of the room/ end of an aisle) that will enable them to exit and enter the room safely.

1. **Cleaning and Sanitising**

The University has arrangements in place for enhanced cleaning and sanitising and details can be found in the Cleaning and Sanitising risk assessment.

In addition to cleaning by the Campus Services team, the following arrangements are in place;

* Sanitising wipes (Sanisafe 3) will be available in all (non-specialist) L&T environments.
* The sanitising wipe dispenser buckets are fixed to the surface so please do not attempt to remove.
* The sanitising wipes will be frequently checked and replenished. Please advise the E&FM Helpdesk of any supply issues.
* Staff and students are required to wipe their immediate space and any shared equipment before use. The following process is required;
  + Collect a wipe from the wipe bucket/ dispenser when entering the room and proceed to work space/ seating area.
  + Wipe the lectern/ IT screen/ remote controls/ computer equipment with a Sanisafe 3 wipe (do not use other types of wipes on the IT equipment).
  + Wipe your desk and other hard surfaces such as chair arms with a sanitiser wipe.
  + Dispose of the wipes in the bins provided. See Waste Guidance notes for details.
  + Sanitise hands after wiping the equipment using the personal hand sanitiser provided to you by the University.
* L&T staff are required to remind students to collect a sanitising wipe when entering the space and to sanitise their immediate area before use in line with the process outlined above.

Please refer to the E&FM intranet page for a link to the live document identifying the sanitising solution in place for each Learning Environment space. Please contact the E&FM Helpdesk for queries and/ or updates to the list.

1. **Symptomatic individuals**

All staff and students who are feeling unwell with identified COVID symptoms are required to stay at home and not come in to campus. The most common symptoms include; a high temperature, new or continuous cough or loss of taste or smell. Other symptoms can be identified on the [NHS website](https://www.nhs.uk/conditions/coronavirus-covid-19/) and advice should be always sought before attending University. Staff are asked to report symptoms and absence in the usual way to their line manager or HR. Students are asked to report symptoms and absence via [MyUni Support](mailto:myunisupport@swansea.ac.uk). All staff and students are encouraged to follow Welsh Government guidelines for isolation and get a test as part of the national test, trace and protect strategy.

* Where an individual starts to feel unwell whilst on campus, they are asked to comply with the following;
* Make arrangements to immediately leave campus and return home. Avoid public transport, maintain social distance of 2 metres at all times, wear a face covering and do not touch anything.
* Staff members are to inform their line manager immediately (remotely i.e. by telephone).
* Students to inform their lecturer (if in a lecture at the time. Students are to inform MyUni support on leaving campus or returning to their accommodation).
* Staff and students are advised to access the test, trace and protect service.
* If a student starts to feel unwell with COVID symptoms during a lecture;
* Maintain 2 metre social distance at all times and ensure face coverings are worn.
* Excuse the student and anyone who has been within close contact with them i.e. another household member. Remind them to go straight to their accommodation, avoid public transport, maintain social distance of 2 metres at all times, wear a face covering and do not touch anything.
* Make a note of their name and inform Academic Services.
* Ensure that the space they have occupied remains un-touched/ isolated.
* Report immediately to the E&FM Helpdesk who will arrange for the appropriate cleaning of the space.
* In the unlikely event that the student is too unwell to leave the space and requires medical assistance, or the space is contaminated with bodily fluids, evacuate the room and contact security on 333 for support. Inform the E&FM Helpdesk who will arrange for the space to be sanitised.

It is foreseeable that during the winter months, some staff and students will have symptoms such as a cough. This does not mean that they have COVID, however, these individuals are encouraged to comply with the Welsh Government guidance and get a test. Where the test is negative but the symptoms persist, the student is asked to inform [MyUni Support](mailto:myunisupport@swansea.ac.uk) and their lecturer. Where students have chronic conditions such as asthma that can cause symptoms likely to be mistaken for COVID, they are asked to inform MyUni Support and their lecturer.

Where a student is persistently coughing during a lecture, the L&T staff member is entitled to ask them if the cough is new or continuous and to leave the L&T space until a test proves negative.

Staff are required to report confirmed cases of COVID-19 to HR and students are required to report confirmed cases of COVID-19 to [MyUni Support](mailto:myunisupport@swansea.ac.uk). The University has arrangements in place to support the test, trace and protect strategy.

1. **Personal Hygiene**

Hand sanitiser stations are placed at every entrance to all buildings and staff and students will be issued with a small personal bottle of sanitiser for their use. Refill stations are in place across the University.

Staff and students are reminded to comply with the University requirements to wash and/ or sanitise hands frequently in accordance with the guidance and avoid touching their eyes and face.

* Staff and students are required to wash or sanitise hands when;
  + Entering and leaving buildings.
  + When entering and leaving L&T spaces
  + After cleaning/ wiping shared equipment or touching a high frequency touch point.

L&T staff are required to remind students of the need to sanitise their hands as outlined above

It is recommended that staff change and wash work clothing on a daily basis.

For more information: <https://staff.swansea.ac.uk/media/information-sheet-hand-washing-and-hand-sanitising.pdf>

1. **Face coverings and PPE**

The University expect face coverings or masks to be worn by staff and students on campus, particularly when moving around or in spaces where social distancing may be more difficult. This

includes in communal areas within buildings such as entrances, corridors, toilets and learning environments, such as lecture theatres and PC labs.

It is not feasible to wear a face covering in all situations, particularly where there is a risk associated with wearing a face covering, for example, in some laboratories or where physical hazards may be present e.g. use of a Bunsen burner. **It is essential that all relevant risk assessments are reviewed to take into account wearing face coverings i.e. to consider whether it is appropriate to wear them or whether they create an additional risk.** The default position is that face coverings must be worn unless the risk assessment identifies they should not. In laboratories, where face coverings are deemed appropriate to be worn, consideration must be given as to whether personal face coverings are suitable or disposable face coverings must be provided.

Where personal protective equipment (PPE) must be worn, PPE takes precedence and compatibility of wearing a face covering with other PPE must be reviewed

Some individuals may not be able to wear a face covering for medical reasons or a disability. In these instances, individuals may be anxious about being challenged for not wearing a face covering and are encouraged to wear a sunflower lanyard, carry an exemption card or [download a digital exemption](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903452/Exemption_from_face_covering_badge_for_mobile_phone.pdf) on to a mobile phone. Wearing/ carrying the [Hidden Disabilities Sunflower](https://hiddendisabilitiesstore.com/) discreetly indicates to people around you including staff, colleagues and health professionals that you have a hidden disability and you are unable to wear a face covering, that you may need additional support, help or more time. Please see the information sheet on face coverings on the H&S intranet page. Inform your line manager if for any reason you are not able to wear a face covering.

Face coverings are not a substitute for social distancing, good hand sanitising or robust cleaning regimes.

* L&T staff are required to remind students of the need to wear face coverings in L&T spaces.
* Students who are unable to wear a face covering have been asked to inform the [MyUni support team](mailto:myunisupport@swansea.ac.uk).
  + You may be asked by a student or colleague to remove your face covering, or you may ask a student or colleague to remove their face covering to assist with communication. If this is the case, ensure that you maintain 2 metre distance and are in a well ventilated area.
* Students refusing to wear a face covering (apart from those carrying an exemption card/ displaying a hidden disabilities sunflower) should be reminded of the University student charter and reported to academic services.
  + L&T staff are empowered to ask students refusing to wear a face covering (other than for reasons identified above) to leave their lecture. This should be as a last resort and following the University process upheld by Academic Services.
* It is foreseeable that staff and students will forget face coverings from time to time and Colleges can implement their own management controls such as, a supply of disposable face coverings to issue in these circumstances.
* Some activities such as clinical assessment carried out within a 2 metre distance may require the use of medical face masks. Medical face masks are different to the standard issue face coverings and should be supplied in accordance with the H&S guidance on PPE (<https://staff.swansea.ac.uk/media/PPE-Information-Sheet.pdf>) and the activity risk assessment.

1. **Maintaining attendance registers and Test and trace**

The University has arrangements in place for test, trace and protect in line with Public Health Wales and Local Health Board guidance. The University will support the Government UK wide digital app which is due for release on the 24th September. More information will be issued when it is available.

In addition to the Government app, and to assist with test and trace, all staff and students are required to use the Salto system in all campus spaces and to sign in to L&T spaces via the existing TDS points. You are also strongly encouraged to check in to the SafeZone app when attending campus.

1. **The use of shared equipment**

Always avoid sharing equipment if possible. Identify new ways of working such as demonstrating practical activity and the use of large screens. Where equipment is required then the contamination and transmission risk is to be considered and controlled in the activity risk assessment. Always maintain good hand hygiene in accordance with the University guidance when handling shared equipment, issuing hand outs and collecting student work.

**9.1 Sharing IT and AV equipment**

See the AV support RA for teaching spaces and safe operating procedures for recording booths.

Where possible ceiling microphones have been installed and equipment such as goose neck microphones have been fitted with plastic shields.

**9.2 Sharing equipment such as, apparatus, tools, books, calculators, etc.**

All shared equipment is to be cleaned before and after use by the user, using the sanitising equipment provided by the University. Remind students of this requirement as part of the activity.

* Minimize the frequency of sharing and the numbers of people sharing at a time by;
* Purchasing additional equipment.
* Providing electronic books and handouts.
* Allocate equipment to one individual for the duration of the session.
* Develop arrangements for collection of equipment to minimise handling and cross contamination.
* Clean equipment before re-issue using the sanitising equipment provided.

The sharing of stationery such as pens, pencils and note paper is not advised. Students are encouraged to bring all stationery required for lectures with them. Colleges may wish to have a supply of pens, pencils and notepaper that they can issue to those individuals forgetting to bring their own.

**9.3 Issuing and collecting handouts/ paperwork**

Where possible staff to avoid collecting in hand outs and request student work is submitted electronically.

* Develop a process for collecting in equipment, hand-outs and student work. For example;
  + Equipment, student work, etc. for collection to be placed in a box at the front of the room by the student when leaving the room.
  + Staff member to close the box and quarantine the contents for 72 hours (if possible).
* Arrangements for using and cleaning shared equipment must consider the use of PPE and disposal of waste.

1. **Ventilation and Thermal discomfort**

Good ventilation, either mechanical or natural is important in reducing the airborne transmission risk of COVID. The E&FM team has identified all applicable ventilation and air conditioning systems across the estate and taken appropriate action control the risks. All action is in accordance with regulator and industry expert guidance.

Action taken by E&FM includes;

* Maintaining and running ventilation systems to ensure maximum volume air changes and ventilation.
* Inspection and maintenance of all ventilation systems including upgrading fans, filters and components to ensure maximum efficiency.
* Optimum settings for heating, cooling and humidification.
* Switching off systems that are not appropriate.
* Securing ventilation of spaces with outdoor air and where possible switch air handling units with recirculation to 100% outdoor air.
* Increased ventilation running time and keep systems running at lower speed out of hours, at evenings and weekends.
* Ensure regular airing with windows (even in mechanically ventilated buildings) apart from toilet facilities where the ventilation will remain in operation 24/7.
* Opening internal doors (unless fire doors) and managing the flow of natural ventilation to avoid pockets of stagnant air in rooms.

College/ L&T staff are required to comply with the following;

* Identify specific learning and teaching spaces that are of concern to their College and inform H&S and E&FM team for specific risk assessment to be completed.
* To read and understand the H&S info sheet on ventilation.
* Do not alter the settings on ventilation systems.
* Ensure natural ventilation by opening windows and internal doors (unless fire doors) to enable the flow of natural ventilation and avoid pockets of stagnant air in rooms. Contact the H&S team for advice when planning to prop open doors.

It is foreseeable that individuals will experience a degree of thermal discomfort as a result of increased natural ventilation. This is a balance of risk between minimising COVID transmission and individuals feeling cold.

Staff and students are advised that teaching and learning spaces may be colder than usual and suitable clothing should be worn.

If thermal discomfort is excessive, report to the H&S team and the E&FM help desk. Reports of thermal discomfort will be managed on a case by case basis in accordance with legislative compliance and risk assessment.

1. **Reporting non compliance**

All student non-compliance with the University requirements should be reported to Academic Services. Students have been informed of the expectation to comply with University requirements at all times, including when not accompanied by lecturing staff i.e. when staff are teaching in cluster rooms.

1. **Emergency situations**

**12.1 Fire**

During the COVID recovery period the availability of fire wardens in buildings may be compromised due to new flexible working arrangements. L&T staff play a key role during the evacuation of a building, as they control students who will generally be un-familiar with evacuation routes and require a stimulus to start the evacuation process.

L&T staff are actively encouraged to become fire wardens. Training can be delivered by Zoom and takes approximately one hour and fifteen minutes to deliver. The training includes information relating to people with disabilities who may require assistance to evacuate a building should a fire alarm activation occur.

For further information on how to become a fire warden contact the H&S team email [corporateresponsibility@swansea.ac.uk](mailto:corporateresponsibility@swansea.ac.uk)

In the event of a fire alarm activation, staff and students should evacuate the building through nearest safe exit.

* The one-way system and social distancing does not have to be adhered to in an emergency.
* Once outside and a safe distance away from the building staff/ students should gather near but not congregate at the muster point.
* Social distancing is to be be maintained once outside of the building.

All Personal Emergency Evacuation Plans will be completed in line with the current process

**12.2 First aid**

Arrangements are in place for the provision of first aid and first aiders are aware of additional COVID control measures. For more information: <https://staff.swansea.ac.uk/media/information-sheet-covid-19-information-for-first-aiders.pdf>

* All staff should be aware of the first aid provision in their College.
* In the event of an emergency contact security (333 from a landline), use the SafeZone app or 999 for the emergency services.

1. **Returning to campus**

**13.1 Staff and students with Vulnerabilities and those at increased risk**

In managing occupational risks of COVID-19, Swansea University has a responsibility to control exposure to the virus so far as is reasonably practicable, taking into account the possibility that some colleagues will be more vulnerable than others should they contract the disease.

* **Staff**: The current advice is that where possible colleagues are to work at home. Where this is not possible, the Attending Campus guidance and checklist for employees is an individual employee health assessment that should be completed by colleagues who feel they may fall within the Government categories of Clinically Extremely Vulnerable, Clinically Vulnerable or consider that they are at increased risk from exposure to COVID-19.

Colleagues who live with someone who is Clinically Extremely Vulnerable or Clinically Vulnerable should contact their line manager or HR Business partner who will discuss options available.

* **Students**: During enrolment, students are asked to inform MyUni support if they are classed as Clinically Extremely Vulnerable or Clinically Vulnerable as per the government guidance.

1. **Inductions**

All staff returning to site are required to complete the Health & Safety COVID Recovery Induction which is available on Canvas. For more information: <https://staff.swansea.ac.uk/media/information-sheet-accessing-mandatory-training.pdf>

Students are required to complete the Health & Safety COVID Recovery Induction for students which is available via the [MyUni Health and Safety pages](https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/).

1. **Checklist**

The following checklist can be used by L&T staff as an aide memoir prior to starting L&T activity.

| **Learning and Teaching Health and Safety** | | **Yes** | **No** |
| --- | --- | --- | --- |
| **General information**  **Are you aware of the following? If answering No to any questions, please contact your line manager.** | |  |  |
| 1. | University arrangements for returning to campus, including;   * H&S COVID Recovery Induction for staff * HR Guiding Principles * Attending Campus Guidance and Checklist |  |  |
| 2. | The requirement to use the University Salto system in all spaces on campus, download the SafeZone app and check in to SafeZone whilst on campus to assist with Test, Trace and Protect. |  |  |
| 3. | What to do if you have COVID symptoms   * Accessing a test * When to self–isolate * How to report COVID Symptoms and confirmed cases |  |  |
| 4. | Maintaining social distancing (2m) whilst working in University buildings. |  |  |
| 5. | Importance of good hygiene, including hand washing/ sanitising techniques. |  |  |
| 6. | Avoiding face-to-face meetings where possible. |  |  |
| 7. | Changes to floor/ directional layout within the work area. |  |  |
| 8. | The requirement for face coverings on campus. |  |  |
| 9. | How to raise concerns such as, staff and student non-compliance with University COVID requirements. |  |  |
| 10. | How and when to report an adverse event. |  |  |
| 11. | Fire evacuation arrangements, evacuation routes and assembly points. |  |  |
| 12. | First aid arrangements. |  |  |
| 13. | The information for health and wellbeing on intranet. |  |  |
| **Your L&T activity** | | | |
| 14. | Are you familiar with the L&T environments that you will be using? |  |  |
| 15. | Does the L&T environment have;   * Mechanical ventilation? * Windows for natural ventilation? * Both? |  |  |
| 16. | Are you familiar with the University guidance on ventilation? |  |  |
| 17. | Are you aware of the likelihood of thermal discomfort and the recommended control measures? |  |  |
| 18. | Is the maximum person capacity displayed on the door? |  |  |
| 19. | Has the room been set up with social distancing measures in place?   * Has the furniture been arranged with social distancing in mind? * Are appropriate seats marked with stickers? * In computer suites, has the computer equipment such as keyboard and mouse been disabled on the spaces not to be used? |  |  |
| 20. | Have you reviewed the Generic L&T risk assessment? |  |  |
| 21. | Are you familiar with the user cleaning requirements for the L&T environments? |  |  |
| 22. | Are you familiar with the requirement to wash and sanitise your hands frequently? |  |  |
| 23. | Are you carrying out L&T activity other than face to face teaching?   * If yes, have you completed specific activity risk assessment? |  |  |
| 24. | Are you able to ensure 2 metre social distancing for all teaching activity? |  |  |
| 25. | Do you have arrangements in place for issuing equipment such as books, handouts, equipment? |  |  |
| 26. | Do you have arrangements in place for the collection of equipment such as books, handouts, equipment? |  |  |
| 27. | Do you have arrangements in place for the correct use and disposal of PPE where applicable? |  |  |
| 28. | Are you aware of the action to take if someone in your L&T space presents with COVID symptoms? |  |  |
| 29. | Have you informed students of the control measures required to prevent COVID transmission?   * Student information presentation is available. |  |  |

**Information Presentation**

L&T staff are asked to remind students of specific requirements and control measures at the start of lectures. A suggested student information presentation has been put together and is available for use or adaptation by the L&T Staff. This does not replace the H&S COVID Recovery Induction for students.

**This is a live document and will be subject to regular review and update as guidance changes and new information becomes available.**

**There are a number of useful documents produced to support your safe return to campus on the University staff intranet.**

* <https://staff.swansea.ac.uk/healthsafety/covid-19/>
* https://staff.swansea.ac.uk/professional-services/estates-and-facilities-management/
* <https://staff.swansea.ac.uk/>