

No.	E3 - Small space teaching activity (Supervision, DoS meeting, or similar)	Current Risk Status	Red/Amber/Green	
		Movement	↑/↔/↓	
		Risk Appetite	Open/Moderate/Cautious/Averse	
Small space teaching is the conduct an academic or administrative interaction between one or more teaching staff ('Supervisors') and one or more students in an enclosed area such as a supervision room or other space in use for the purpose. The interaction presents multiple opportunities for transmission of the COVID-19 virus by physical transfer or otherwise.				
Further details and examples				
The teaching model normally requires the supervisor(s) meeting with the student(s) in a room and interacting via conversation, demonstration or drawing of diagrams, sharing of books, papers, screens, examples, specimens and similar. The activity would usually last no longer than one hour. A series of supervisions involving different people might take place in any one room over the course of a day.				
Raw assessment of the Risk (i.e. without controls in place)				
The risk of COVID-19 transmission is significant. Transmission through the activity of small group teaching could have multiple substantial impacts on individuals, Colleges and the University. These include, but are not limited to, health and safety of individuals, operational functionality of the University and wide-ranging financial and reputational repercussions			Impact	5
			Likelihood	4
			Raw Risk Score	20
Current Controls				
<ul style="list-style-type: none"> • Use and layout space to allow social distancing where possible. • Maximum capacity of this room: <ul style="list-style-type: none"> ○ Two students and one supervisor without face coverings; or ○ Three students and one supervisor with face coverings ○ Groups of four or more students cannot be conducted in this room • Maximise potential ventilation by opening windows and provision of fans where appropriate • Reduce potential for physical transfer by: <ul style="list-style-type: none"> ○ Minimising incidental furniture ○ Using wipe-clean surfaces ○ Where possible, avoid exchanging physical materials. Teaching materials should be shared and accessed electronically. ○ Where possible, producing and sharing live demonstrations, diagrams, and workings electronically. • Where keys are required for room entry, they should be disinfected with cleaning wipes before and after collection from the Porter's Lodge. • Pre/post-meeting surface cleaning protocol in place. This should include consideration of entry and exit as well as the activity area and post-teaching cleaning of boards, pens and other equipment. • The supervisor is responsible for ensuring that any pre-meeting or post-meeting cleaning is undertaken. • Rooms should be equipped with a COVID kit comprising all basic materials necessary for the activity. This may include: <ul style="list-style-type: none"> ○ COVID security materials: a copy of the risk assessment for the area including any space organisation diagrams, disposable face coverings ○ Cleaning protocol document and supporting cleaning materials (wipes, sprays etc) ○ Teaching materials: whiteboards, pens • Supervisors should allow 10 minutes between meetings in the same room to leave time for cleaning and to ensure everyone is out of the room before the next group enters. • The supervisor is responsible for ensuring the safe and prompt departure of the students from the building ensuring face coverings are worn as appropriate, lifts are not used and social distancing is maintained. 				

Current assessment of the risk (does the risk status fit within the risk appetite?)		
The risk of COVID-19 transmission needs managing and close monitoring but there is no immediate threat which would have a significant impact.	Impact	5
	Likelihood	1
	Current Risk Score	5
Further Mitigating Actions		
<ul style="list-style-type: none"> • Face-coverings are to be worn in internal areas where social distancing may be problematic. Any member of the group may request that all members of the group wear face coverings for the duration of the session. The supervisor should ask, prior to or at the beginning of the session, whether any member of the group would like face coverings to be worn. • Poster to be displayed outside of every supervision room stating the maximum capacity, when room was last assessed and by whom, location of closest toilet for students and face covering expectation. 		
Risk Owner		

No.	Wolfson 1 - Small space teaching activity (Supervision, DoS meeting, or similar)	Current Risk Status	Red/Amber/Green	
		Movement	↑/↔/↓	
		Risk Appetite	Open/Moderate/Cautious/Averse	
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Further details and examples				
The teaching model normally requires the supervisor(s) meeting with the student(s) in a room and interacting via conversation, demonstration or drawing of diagrams, sharing of books, papers, screens, examples, specimens and similar. The activity would usually last no longer than one hour. A series of supervisions involving different people might take place in any one room over the course of a day.				
Raw assessment of the Risk (i.e. without controls in place)				
The risk of COVID-19 transmission is significant. Transmission through the activity of small group teaching could have multiple substantial impacts on individuals, Colleges and the University. These include, but are not limited to, health and safety of individuals, operational functionality of the University and wide-ranging financial and reputational repercussions			Impact	5
			Likelihood	4
			Raw Risk Score	20
Current Controls				
<ul style="list-style-type: none"> • Use and layout space to allow social distancing where possible. • Maximum capacity of this room: <ul style="list-style-type: none"> ○ Two students and one supervisor without face coverings; or ○ Three students and one supervisor with face coverings ○ Groups of four or more students cannot be conducted in this room • Maximise potential ventilation by opening windows and provision of fans where appropriate • Reduce potential for physical transfer by: <ul style="list-style-type: none"> ○ Minimising incidental furniture ○ Using wipe-clean surfaces ○ Where possible, avoid exchanging physical materials. Teaching materials should be shared and accessed electronically. ○ Where possible, producing and sharing live demonstrations, diagrams, and workings electronically. • Where keys are required for room entry, they should be disinfected with cleaning wipes before and after collection from the Porter's Lodge. • Pre/post-meeting surface cleaning protocol in place. This should include consideration of entry and exit as well as the activity area and post-teaching cleaning of boards, pens and other equipment. • The supervisor is responsible for ensuring that any pre-meeting or post-meeting cleaning is undertaken. • Rooms should be equipped with a COVID kit comprising all basic materials necessary for the activity. This may include: <ul style="list-style-type: none"> ○ COVID security materials: a copy of the risk assessment for the area including any space organisation diagrams, disposable face coverings ○ Cleaning protocol document and supporting cleaning materials (wipes, sprays etc) ○ Teaching materials: whiteboards, pens • Supervisors should allow 10 minutes between meetings in the same room to leave time for cleaning and to ensure everyone is out of the room before the next group enters. • The supervisor is responsible for ensuring the safe and prompt departure of the students from the building ensuring face coverings are worn as appropriate, lifts are not used and social distancing is maintained. 				

Current assessment of the risk (does the risk status fit within the risk appetite?)

The risk of COVID-19 transmission needs managing and close monitoring but there is no immediate threat which would have a significant impact.	Impact	5
	Likelihood	1
	Current Risk Score	5

Further Mitigating Actions

- Face-coverings are to be worn in internal areas where social distancing may be problematic. Any member of the group may request that all members of the group wear face coverings for the duration of the session. The supervisor should ask, prior to or at the beginning of the session, whether any member of the group would like face coverings to be worn.
- Poster to be displayed outside of every supervision room stating the maximum capacity, when room was last assessed and by whom, location of closest toilet for students and face covering expectation.

Risk Owner

No.	Wolfson 2 - Small space teaching activity (Supervision, DoS meeting, or similar)	Current Risk Status	Red/Amber/Green	
		Movement	↑/↔/↓	
		Risk Appetite	Open/Moderate/Cautious/Averse	
Small space teaching is the conduct an academic or administrative interaction between one or more teaching staff ('Supervisors') and one or more students in an enclosed area such as a supervision room or other space in use for the purpose. The interaction presents multiple opportunities for transmission of the COVID-19 virus by physical transfer or otherwise.				
Further details and examples				
The teaching model normally requires the supervisor(s) meeting with the student(s) in a room and interacting via conversation, demonstration or drawing of diagrams, sharing of books, papers, screens, examples, specimens and similar. The activity would usually last no longer than one hour. A series of supervisions involving different people might take place in any one room over the course of a day.				
Raw assessment of the Risk (i.e. without controls in place)				
The risk of COVID-19 transmission is significant. Transmission through the activity of small group teaching could have multiple substantial impacts on individuals, Colleges and the University. These include, but are not limited to, health and safety of individuals, operational functionality of the University and wide-ranging financial and reputational repercussions			Impact	5
			Likelihood	4
			Raw Risk Score	20
Current Controls				
<ul style="list-style-type: none"> • Use and layout space to allow social distancing where possible. • Maximum capacity of this room: <ul style="list-style-type: none"> ○ Five students and one supervisor without face coverings; or ○ Seven students and one supervisor with face coverings ○ Groups of four or more students cannot be conducted in this room • Maximise potential ventilation by opening windows and provision of fans where appropriate • Reduce potential for physical transfer by: <ul style="list-style-type: none"> ○ Minimising incidental furniture ○ Using wipe-clean surfaces ○ Where possible, avoid exchanging physical materials. Teaching materials should be shared and accessed electronically. ○ Where possible, producing and sharing live demonstrations, diagrams, and workings electronically. • Where keys are required for room entry, they should be disinfected with cleaning wipes before and after collection from the Porter's Lodge. • Pre/post-meeting surface cleaning protocol in place. This should include consideration of entry and exit as well as the activity area and post-teaching cleaning of boards, pens and other equipment. • The supervisor is responsible for ensuring that any pre-meeting or post-meeting cleaning is undertaken. • Rooms should be equipped with a COVID kit comprising all basic materials necessary for the activity. This may include: <ul style="list-style-type: none"> ○ COVID security materials: a copy of the risk assessment for the area including any space organisation diagrams, disposable face coverings ○ Cleaning protocol document and supporting cleaning materials (wipes, sprays etc) ○ Teaching materials: whiteboards, pens • Supervisors should allow 10 minutes between meetings in the same room to leave time for cleaning and to ensure everyone is out of the room before the next group enters. • The supervisor is responsible for ensuring the safe and prompt departure of the students from the building ensuring face coverings are worn as appropriate, lifts are not used and social distancing is maintained. 				

Current assessment of the risk (does the risk status fit within the risk appetite?)

The risk of COVID-19 transmission needs managing and close monitoring but there is no immediate threat which would have a significant impact.	Impact	5
	Likelihood	1
	Current Risk Score	5

Further Mitigating Actions

- Face-coverings are to be worn in internal areas where social distancing may be problematic. Any member of the group may request that all members of the group wear face coverings for the duration of the session. The supervisor should ask, prior to or at the beginning of the session, whether any member of the group would like face coverings to be worn.
- Poster to be displayed outside of every supervision room stating the maximum capacity, when room was last assessed and by whom, location of closest toilet for students and face covering expectation.

Risk Owner

No.	Woodlark Supervision Room - Small space teaching activity (Supervision, DoS meeting, or similar)	Current Risk Status	Red/Amber/Green	
		Movement	↑/↔/↓	
		Risk Appetite	Open/Moderate/Cautious/Averse	
Small space teaching is the conduct an academic or administrative interaction between one or more teaching staff ('Supervisors') and one or more students in an enclosed area such as a supervision room or other space in use for the purpose. The interaction presents multiple opportunities for transmission of the COVID-19 virus by physical transfer or otherwise.				
Further details and examples				
The teaching model normally requires the supervisor(s) meeting with the student(s) in a room and interacting via conversation, demonstration or drawing of diagrams, sharing of books, papers, screens, examples, specimens and similar. The activity would usually last no longer than one hour. A series of supervisions involving different people might take place in any one room over the course of a day.				
Raw assessment of the Risk (i.e. without controls in place)				
The risk of COVID-19 transmission is significant. Transmission through the activity of small group teaching could have multiple substantial impacts on individuals, Colleges and the University. These include, but are not limited to, health and safety of individuals, operational functionality of the University and wide-ranging financial and reputational repercussions			Impact	5
			Likelihood	4
			Raw Risk Score	20
Current Controls				
<ul style="list-style-type: none"> • Use and layout space to allow social distancing where possible. • Maximum capacity of this room: <ul style="list-style-type: none"> ○ Two students and one supervisor with face coverings ○ Groups of three or more cannot be conducted in this room • Maximise potential ventilation by opening windows and provision of fans where appropriate • Reduce potential for physical transfer by: <ul style="list-style-type: none"> ○ Minimising incidental furniture ○ Using wipe-clean surfaces ○ Where possible, avoid exchanging physical materials. Teaching materials should be shared and accessed electronically. ○ Where possible, producing and sharing live demonstrations, diagrams, and workings electronically. • Where keys are required for room entry, they should be disinfected with cleaning wipes before and after collection from the Porter's Lodge. • Pre/post-meeting surface cleaning protocol in place. This should include consideration of entry and exit as well as the activity area and post-teaching cleaning of boards, pens and other equipment. • The supervisor is responsible for ensuring that any pre-meeting or post-meeting cleaning is undertaken. • Rooms should be equipped with a COVID kit comprising all basic materials necessary for the activity. This may include: <ul style="list-style-type: none"> ○ COVID security materials: a copy of the risk assessment for the area including any space organisation diagrams, disposable face coverings ○ Cleaning protocol document and supporting cleaning materials (wipes, sprays etc) ○ Teaching materials: whiteboards, pens • Supervisors should allow 10 minutes between meetings in the same room to leave time for cleaning and to ensure everyone is out of the room before the next group enters. • The supervisor is responsible for ensuring the safe and prompt departure of the students from the building ensuring face coverings are worn as appropriate, lifts are not used and social distancing is maintained. 				
Current assessment of the risk (does the risk status fit within the risk appetite?)				

The risk of COVID-19 transmission needs managing and close monitoring but there is no immediate threat which would have a significant impact.	Impact	5
	Likelihood	1
	Current Risk Score	5

Further Mitigating Actions

- Face-coverings are to be worn in internal areas where social distancing may be problematic. Any member of the group may request that all members of the group wear face coverings for the duration of the session. The supervisor should ask, prior to or at the beginning of the session, whether any member of the group would like face coverings to be worn.
- Poster to be displayed outside of every supervision room stating the maximum capacity, when room was last assessed and by whom, location of closest toilet for students and face covering expectation.

Risk Owner