



Covid-19 Secure - Safety Operating Procedure

Building: Millburn House

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COVID-19 Safety Operating Procedure

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- A Risk assessment for the Faculty of Arts' areas in Millburn House

1.0 Introduction

This Safety Operating Procedure (SOP) is for Faculty of Arts spaces in Millburn House and general shared areas to ensure that the correct measures are in place to enable staff and users to return to the building and operate safely during the restrictions put in place for the COVID-19 pandemic.

The SOP is the output of a rigorous review of the activities to be carried out in the space and has received input from colleagues from: the Faculty of Arts and two of its constituent departments (SCAPVC and Film & TV Studies) – Space Planning – CTRs, Health and Safety, Estates, Space Management, Human Resources and representatives from the UCU Trade Union. This document should be read in conjunction with the 'Risk Assessment for Working Safely during COVID-19.

Health and Safety Services have created a designated COVID-19 [webpage](#), which offers a wide range of information and FAQ's.

If a member of staff is unsure about the arrangements or feels that the control measures are not adequate, or are not working, they should discuss them with their line manager in the first instance. If necessary, a member of staff can escalate concerns to the [Health and Safety Representative](#) and/or the [H&S Helpdesk](#).

2.0 Staff Working in SCAPVC and Film & TV Studies, Millburn House

It is very important that all staff ensure they continue to stay up-to-date with the current University and Government guidance. Any changes to safety arrangements and SOPs will be communicated through Heads of Department and line managers. The SOPs will be updated to reflect these changes.

In line with updated Government guidance for term 3, students undertaking practical and practice-based courses who require specialist equipment and facilities can attend in-person teaching and learning where reasonably necessary. Providers should not ask students to return if their course can reasonably be continued online. All other students should continue to learn remotely.

2.1 Staff Re-Induction to Work

Millburn House been open on card access during term 2 to allow Physics and Chemistry to undertake essential practical research work. From the 8 March 2021, students on CCMPS and Theatre courses were able to return for some face-to-face teaching. From 12 April, it was confirmed that staff who are required to teach on practical and practice-based courses can begin to return to make preparations for teaching and learning to be undertaken during term 3.

Between 12 April and 21 June 2021, staff who are struggling to work remotely, e.g. due to issues related to physical or mental wellbeing or working environment, or who cannot deliver services effectively and therefore want to return to campus, should talk to their line manager about the possibility of working on campus. The manager should then:

- Make the necessary checks to ensure the workplace in question can safely accommodate the staff member or team's return
- Advise on Risk Assessments and Standard/Building Operating Procedures in place and provide copies, along with policy on lone working



- Advise staff member or team of all Covid19 safety guidelines and recommend staff member(s) to take 2 Lateral Flow Tests 3 days apart at a local or campus test centre before returning to work

Prior to returning to work *all* staff should receive from their line manager:

- A copy of the COVID-19 Standard Operating Procedure for the building(s) they work in.
- A copy of the Risk Assessment for Working Safely during COVID-19 for the building(s) they work in.
- A copy of the departmental Standard Operating Procedures and any Risk Assessments for discipline-based activities not included in this document.
- A copy of the [re-induction checklist to complete and return](#).

All staff need to ensure that they have:

- Watched the [Working safely during Covid-19 video](#) (3 minutes).
- Watched the Fire Awareness video [Fire Safety Awareness course](#) (20 minutes)

In order to reduce the risk of asymptomatic transmission of Covid-19, the University operates an Asymptomatic Testing Site for students and staff who do not have symptoms to undergo twice-weekly testing using a so-called Lateral Flow Test (LFT). All staff and students should be strongly encouraged to use this service routinely. Local authorities have also set up similar sites which may be more convenient for off-campus staff and students, and parents of school-age children are entitled to home LFT kits.

Asymptomatic testing is still encouraged for those who have already received the Covid-19 vaccine, as this does not prevent a person from contracting or spreading the virus.

Anyone who receives a positive LFT result must get a PCR test as soon as possible and they, and anyone they live with must self-isolate for 10 days from the day of their LFT, or until a PCR test comes back as negative.

Advice for 21 June onwards will follow further information from the government.

2.2 Staff Attendance on Campus

Staff attendance on campus will continue to be closely monitored and reviewed by Heads of Departments and line managers in order to manage staff and student safety and campus and building capacity levels.

The overarching guidance is that attendance on campus should be restricted to those activities that cannot be conducted whilst working from home. By this, we mean approved practice-based teaching and learning and student support associated with the approved teaching and learning or assessment activity. Research that has to take place on campus because of access to particular resources or other requirements. PGRs that need to be on campus in order to access particular resources, or because they need study space and/or are have some teaching. This description will not cover all circumstances and any cases not covered should be referred to the line manager for clarification.

The guidance for staff is as follows:

- Teaching and learning - academic staff and sessional staff are not expected to be on campus unless they are undertaking scheduled face-to-face seminars or tutorial delivery, or practice-based/practical



classes. Departments are working to University guidance on the level of face-to-face teaching available for students. Lectures, most personal tutoring, student surgeries, and other academic support will be scheduled and conducted online.

- Research – where it is not essential for a research activity to take place on campus, i.e. does not require access to specialist facilities of staff support, staff should not come on campus. Staff should discuss with their line manager if they have a research activity that needs to take place on campus. A risk assessment will need to be completed by the researcher(s) for this activity and Head of Department approval obtained before return to campus.
- PGR supervision and assessment – will primarily remain online. Departments need to continue the on-going dialogue with their PGR students to find out whether there is a need for them to come on campus. Shared spaces will be subject to social distancing capacity arrangements and availability of space. Departments will need to consider whether to operate an access rota for any shared spaces that are made available.
- Student support - departments are required to ensure that they have clearly communicated the arrangements for student support to students and staff ensuring that up-to-date information appears on websites. This should include telephone contact details if teams are continuing to work remotely. Where student support staff are working on campus, a reduced departmental support service will be available during office hours. Line managers should ensure that rota arrangements and lone working risk assessments are in place where staff may be working on campus.
- IT and Technical Support – departments are required to ensure that they have clearly communicated the arrangements for any IT and Technical Support to students and staff ensuring that up-to-date information appears on websites. This should include telephone contact details if teams are continuing to work remotely. Line managers should ensure that rota arrangements and lone working risk assessments are in place where staff may be working on campus.
- Other professional support – all other professional support will continue to work online until further guidance on returning to campus is advised. See 2.1 for guidance for those staff struggling to work remotely.
- Estates support team – Estates’ maintenance staff will continue to operate around the building and will liaise with staff if their tasks require cooperation.
- Meetings – all formal meetings will continue to be scheduled online until further notice.

2.3 Working from Home

Staff should discuss their return to campus with their line manager. If it is agreed that they can continue to work from home, whether using a desktop PC, laptop or with paper-based activities, then staff should continue to follow the guidance available for [Working from home \(warwick.ac.uk\)](http://warwick.ac.uk/working-from-home).

2.4 Travel to Work

Wherever possible people should travel to campus alone or with those that they live with using their own transport, or by walking or cycling. Should there be a need to reference government



documentation about this, refer to: Coronavirus (COVID-19): [Coronavirus \(COVID-19\): safer travel guidance for Passengers](#).

Those that drive to work or to study must:

- Wherever possible park their vehicle in a space away from other vehicles, or park so that cars are not positioned driver door to driver door.
- Consider staggering their arrival and departure times in order to avoid congestion (times will need agreement with a line manager / supervisor).

2.5 Personal Protection

In order to stay safe on return to campus, staff are advised to:

- Continue to wash their hands regularly.
- Use the hand sanitiser that will be made available throughout the Milburn House and other University buildings.
- The University has mandated that face coverings will be worn in all buildings and similar spaces on campus. Staff, students, and visitors to the campus must adhere to this policy.
- Face coverings shall be of high quality, including fluid-resistant surgical masks conforming to BS EN 14683, and should consist of three layers. Face coverings should not be home-made.
- Only those who are exempt, will be permitted to be excluded from the need to wear face coverings. The only other time when it may not be appropriate to wear a face covering will be where an activity risk assessment has deemed that wearing a face covering could make the situation unsafe, or where respiratory protection needs to be worn.
- Other arrangements are in place for teaching staff. Consult the relevant risk assessment for further information.

2.6 Personal Hygiene

- Staff and students should not come in to work or on to campus if showing symptoms of Covid-19 and should self-isolate for ten days if other members of their household have symptoms until a test has determined that it is not Covid-19. (See University [‘Test and Trace’](#) guidance).
- Avoid skin to skin and face to face contact.
- Everyone must follow the hand washing guidelines and regularly wash hands with soap and water.
- Those that are required to wear protective gloves for their work to ensure they are removed so to avoid cross-contamination.
- Tissues and other waste to be disposed of in local waste bins regularly.
- Everyone to follow the Government’s advice: Catch it, Bin it, Kill it



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2.7 Offices

Staff attendance guidelines are outlined in 2.1-3. Any queries should be raised with the Head of Department or line manager.

To ensure a safe working environment departments are required to ensure that the following has been put into place for office space:

- Unless the line manager has confirmed that the member of staff is expected to return to work on campus for specific duties, staff should continue to work from home.
- A maximum office capacity has been applied to each office space. Single staff offices normally have a maximum capacity of one member of staff and should not normally be used for meetings.
- Shared offices also have a maximum capacity. Where the capacity in a shared office is reduced to one then the department will put in place a rota system to share the space to support activities where staff are required to come in to campus to work.
- Where a shared office is large enough to have more than one member of staff, a revised office layout has been designed in consultation with the building manager and the department.
- Hand Sanitiser will be provided for shared offices.
- Staff need to ensure that they wipe down all surfaces in shared offices before and after use.

Personal responsibility in shared spaces:

- Remove personal belongings and all other items from desk surfaces.
- Prior to starting work - clean the desk surface, chair arm rests, keyboard and mouse before you start AND at the end of the day.

3.0 Building Operations

3.1 Building Capacity

The building has been assessed and given a reduced capacity in line with current social distancing guidelines: see risk assessment for building. Capacity in the building has been calculated to allow for scheduled face-to-face teaching, occupancy of staff and student dwell space.

3.2 Building Signage

To ensure that building users are reminded of the guidelines and 'rules' of the building, temporary signage has been put in place throughout the building. Noticeboards will be requisitioned to ensure that the signage is clearly visible and flyposting will be discouraged. Persistent flyposting needs to be reported to the manager of the group concerned e.g. department, SU, etc.

3.3 Building Access/Exit

It is not practicable to introduce a one-way system to move round Millburn House. Instead, the building will operate a strict keep left system and staff and students should follow this protocol, where at all possible. (There will be keep left signage on the walls and a Student Experience Ambassador will be present to help students round the buildings and to explain the building rules.) In order to meet social



distancing requirements, staff and students will be required to keep moving and not to congregate in groups to chat when in the corridors, stairwells or entrances and exits.

3.4 Stairs

Signage on the stairs will indicate the flow on the stairs. The recommendation is a keep left scheme. In order to meet social distancing requirements, staff and students will be required to keep moving and not to linger on stairs and stair landings.

3.5 Cleaning and Sanitiser

Enhanced cleaning procedures will be in place across Millburn House, particularly in communal areas and high 'touch points', which will be carried out by both Campus Cleaning Services and staff in their own personal spaces. The cleaning guidance poster will be displayed in the building.

As well as an increased cleaning regime, hand sanitiser will be located at key points throughout the building.

3.6 Lifts

- The use of lifts in buildings should be avoided at all times where possible and used only by disabled persons, or for the transport of large/heavy/hazardous materials where transport on stairways would not be possible or safe.
- Each lift in the building under Covid 19 social distancing has a maximum capacity of one person per lift carriage unless a carer is travelling with member of staff or student included in the point above.
- There will be signage on the lifts to explain under which circumstances they may be used.

4.0 Building Facilities

4.1 Toilets and Hand Washing Facilities

Campus cleaning services will ensure that there is an adequate supply of soap and fresh water in toilets for you to wash your hands regularly. Signage near the toilet facilities will indicate the following:

- Maintain 2 m social distancing where possible.
- Where you cannot maintain social distancing within the facility, please queue outside the space.
- Adjacent cubicles may be used simultaneously.
- Avoid standing directly next to others at urinals.
- Ensure you wash your hands with soap for 20 seconds.
- Hand-dryers are safe to use after hand washing.
- These facilities will be regularly cleaned throughout the day.

Specific guidance for Millburn House

- In the majority of areas in Millburn House, it will be impossible to restrict the number of people using the toilets at any given time. A maximum occupancy figure will be indicated on the door. Staff and students will be asked to make a visual check on the number of people in the spaces and not to enter if it is apparent that the space is already at capacity.



- An enhanced cleaning regime will be in place for toilet facilities, focusing particularly on key touch points such as door handles, locks and the toilet flushes.
- Campus Cleaning Services (CCS) staff will empty toilet facility waste receptacles regularly.

4.2 Showers

Guidance on usage of showers:

- Single showers and changing spaces can be used on-site by staff and students
- Signage will indicate that users should not leave any personal items in the showers
- Spaces that have more than one shower or changing facilities for multiple people will be limited to single occupancy or closed.

4.3 Kitchens and Common Rooms

To ensure the safety of staff within the kitchen area the following will be in place:

- The maximum number of people permitted in the kitchen at any one time will be indicated on the kitchen door/wall outside. Most of the Millburn House kitchen facilities are very small and will involve a “one out, one in” procedure with only one person permitted in the kitchen at a time and one waiting outside 2 metres from the entrance.
- *Shared kettle and fridge facilities* - prior to the handling of communal items in the kitchen (or offices), such as kettles and fridges, all staff should wash their hands for at least 20 seconds in accordance with government guidance to prevent contamination of surfaces.
- Staff should bring their own crockery/cutlery to work. These items can be washed in the kitchen, but must be removed immediately after washing. Crockery/cutlery and food must not be left out in kitchens or offices.
- All areas being used must be cleaned before and after use. Wipes will be provided.
- Staff should not congregate near the kitchen and shared facilities.
- Staff will be asked that, where practical, breaks should be taken in ‘open’ spaces such as outdoors.

Where departments have staff common rooms:

- Staff Common rooms have been assessed and given a maximum capacity under social distancing guidelines. Staff using these facilities should ensure that the occupancy is not exceeded and they maintain the 2 m social distancing requirement. Specific guidance for departmental areas is included in the departmental SOP. Departments may introduce a rota or booking system to ensure that the capacity of the common room is managed appropriately. (See departmental SOPs for further information.)
- *Shared kettle and fridge facilities* - prior to the handling of communal items in the kitchen (or offices), such as kettles and fridges, all staff should wash their hands for at least 20 seconds in accordance with government guidance to prevent contamination of surfaces. Wipes will be provided.
- All areas being used must be cleaned before and after use.
- Staff should not congregate near the common room and shared facilities.



5.0 Centrally and Locally Timetabled Teaching Spaces

Space Management and Planning has created risk assessments for centrally timetabled teaching rooms. These are available at the following [link](#). Departments have produced specific risk assessments and SOPs for discipline-specific teaching and learning spaces, which are published on the departmental websites.

6.0 Emergency Evacuation Plans

6.1 First-aid

The primary purpose of First Aid is to preserve life and first aid should be administered if required and until the emergency services attend.

The likelihood of a first-aider being called to a first aid incident in the University which involves a person who is infected with novel coronavirus (COVID-19) is low, due to its current circulation rate in the population, the reduced number of people on campus (compared to normal) and the government instruction for anyone with symptoms to self-isolate at home.

First Aiders have been offered a special first aid pack and [guidance](#) to deliver first aid safely.

Departmental first-aid coverage will be reduced due to building capacity restrictions, so if your departmental first-aider is not available then you can call Security for help. Security staff are all First Aiders and can be called in an emergency.

6.2 Emergency Evacuations

Emergency evacuations – all staff have a duty to take care of their own health and safety and that of others who may be affected.

Departments should review any personal emergency evacuation plans (PEEPS) for individuals who may need assistance during an evacuation.

The key message to building users is as follows.

- emergency Fire Routes – fire doors should *not* be propped open
- if the continuous alarm is sounded staff and students should leave the building immediately using the nearest exit
- staff teaching a class should help to lead their class out of the building
- once outside, staff and students should move well away from the building and should not linger in groups in front of the entrances and exits. Social distancing should be observed outside the building
- Security will come out to check the building and to guide the fire service
- staff and students should not attempt to re-enter the building after the evacuation alarm has been sounded. They should only re-enter the building once Security has given the all clear and permission to return.



7.0 External Visitors and Travel

At the current time, we are advising that visitors should be discouraged from visiting the campus and instead should communicate and work with us online. Where a department has to have an external visitor for a business critical activity, a separate activity risk assessment will have to be completed and approved by the Head of Department/senior line manager with the building Health and Safety Advisor.

The University is recommending that only business critical travel should be undertaken and that this has to be signed off through the Head of Department.

8.0 Reporting a potential Covid 19 outbreak or showing symptoms

If someone develops a high temperature, a change to their usual sense of taste or smell, or a persistent cough while on University premises, they should:

- Ensure their manager/supervisor, personal tutor or principal investigator is informed
- Return home or to their place of residence immediately and self-isolate there for 10 days unless a PCR test is negative beforehand
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- Arrange a Covid-19 test following the University [Test and Trace](#) arrangements.

Follow the advice on what to do next [“I feel unwell with Covid-19 symptoms”](#) Ensure you follow the guidance on self-isolation (see below) and do not return on to campus until their period of self-isolation has been completed or test has been proven negative. See also the University FAQ on [‘Do I need to self-isolate?’](#). If a member of staff, to report sickness absence, follow the [‘Recording Coronavirus absence and isolation in SuccessFactors’](#) guidance

9. How to raise any concerns

If you are unsure or feel that the control measures are not adequate, or are not working, you should discuss these concerns with your line manager in the first instance. If necessary, you can escalate concerns to our Health and Safety Representative and/or our Health and Safety Office/Adviser or the [H&S Helpdesk](#).

Appendices

A Risk assessment for the Faculty of Arts areas in Millburn House

Department specific SOP and Risk Assessments

B Department of Film & TV Studies

C School of Creative Arts, Performance and Visual Cultures



Risk Assessment for Returning to Work during the Covid-19 Lockdown Easing Period

Department/ Group/Team	Occupants of Millburn House – Faculty of Arts Department of Film & TV Studies and School of Creative Arts, Performance and Visual Cultures	Date of assessment	August 2020 Reviewed October 2020 Reviewed: for 20 April 2021
Building	Millburn House – Arts Faculty areas and general circulation space and facilities.	Reduced Occupancy Level (Maximum)	Total fire safety occupancy reduced for SD (including flow) would be 315. Faculty of Arts office and teaching space capacity only is 167 plus flow.
Space(s) in use	Faculty and departmental areas; departmental LTTRs and specialist space; CTRs; common areas (kitchens, toilets circulation space); specialist teaching spaces	Number of People	So maximum possible core Arts population of staff is 84 headcount. The ARC 2020/21 planning figures give the estimated student load for the Arts Faculty areas in the building as 651 FTEs. Plans to manage capacity and occupancy are included in the SOP and RA.
'Critical Activities' to be carried out	<p>In line with updated Government guidance, students undertaking practical and practice-based courses who require specialist equipment and facilities can attend in-person teaching and learning where reasonably necessary. Providers should not ask students to return if their course can reasonably be continued online. All other students should continue to learn remotely.</p> <p>Where practical teaching has been approved: the critical activities are to deliver face-to-face teaching and learning and student support in the locally timetabled rooms, specialist teaching rooms and centrally timetabled rooms and to provide a limited on-site student support and guidance service.</p> <p>For term 3 2021, the University will be opening the centrally timetabled teaching spaces in the building to be used by students for quiet study. These spaces will be monitored by the Student Experience Ambassadors (SEAS).</p>		

Between 12 April and 21 June 2021, staff and PGR students who are struggling to work remotely, e.g. due to issues related to physical or mental wellbeing or working environment, or cannot deliver services effectively and therefore want to return to campus, can talk to their line manager about the possibility of working on campus

Management oversight of the building activities will be overseen by the VP/Chair of Faculty and Director of Administration for Arts and the Arts HoDs' Forum working collaboratively with management colleagues in the Department of Psychology, Faculty of SEM and Warwick Retail with the support and advice of colleagues from Estates, Health and Safety, HR and SPA.

Risk assessments for centrally timetabled spaces in the Milburn House and other University buildings are available from <https://warwick.ac.uk/services/sg/spa/spacemanagement/cttrcovid19>

Line Manager carrying out the assessment

The Faculty of Arts Director of Administration has completed this overarching building risk assessment for the VP/Chair of Arts in consultation with the Heads of the Departments of Film & Television Studies and the School of Creative Arts, Performance and Visual Cultures.

There is also '[Covid-19 Risk Assessment Guidance](#)' available via Moodle to support the risk assessment process. There are two other short Moodle courses, '[Working Safely during Covid](#)' and '[Fire Safety Awareness course](#)' that need to be completed by staff who are returning to campus.

Staff supporting assessment process

Wendy Jenkinson – Building Manager, Simon Watson – Health and Safety, Helen Way and Sue Horner from – HR, Hywel Rowles – SPA

The UCU representatives on the building meetings and included in the building SOP and RA development correspondence have been Dr Chantal Wright and Professor Louise Bourdua.

The building consultation group has included representatives from all the departments. These colleagues have been in turn talking to their colleagues about the creation of the SOP and RA for the building. A two-way process for consultation, feedback and communication has been observed.

It is recognised that the current situation is still evolving and that the SOP and RA will need to be revisited to ensure that they remain current. Any changes will be discussed and then communicated on to the Millburn House constituents.

Additional Information

Staff working on campus

Staff can work on campus where the demands of their roles require them to be on site, such as face-to-face teaching, research activities that cannot be done remotely, wellbeing support, cleaning, catering, security and maintenance.

After 12 April, these staff will also be able to ask to work on campus:

- If the nature of the task means it is easier to do it campus – for example processing teams in finance or admissions, or teams undertaking one-off collaborative sessions;
- If individual circumstances make it easier to work on campus – for example because of personal wellbeing or working environment.

Resources - Face Coverings and Visors

The use of high-quality face coverings is mandatory (other than by medical exemption) in all University buildings. However, it is accepted that obscuring the mouth may be a barrier to communication in the teaching and learning setting. Face coverings with a transparent panel should be used if required. Where the teacher is able to stand well in excess of 2 metres away from the attendees (e.g. at the front of a lecture theatre or flat-floor teaching space), a transparent face visor/shield may be used as an alternative. This will be the individual property of the teacher for their sole use across the University. If the teacher needs to come into closer contact with the attendees (e.g. while moving around the teaching setting or when needing to talk individually to a student), a proper face covering must be worn, other than in exceptional defined circumstances such as a student having different abilities in hearing or communication, when a face visor/shield is acceptable for short periods.

Hierarchy of Control Measures to be used (these are listed in order of priority, but a combination of controls may be required)		Control Measure (Please answer the questions in this column)
Eliminate	Any staff reporting that they are unwell with symptoms of Coronavirus (Covid-19) must be told not travel to or attend the University. Their sickness absence should be recorded within the University HR System SuccessFactors. Testing is	In line with updated Government guidance, students undertaking practical and practice-based courses who require specialist equipment and facilities can attend in-person teaching and learning where reasonably necessary. Providers should not ask students to return if

Hierarchy of Control Measures to be used (these are listed in order of priority, but a combination of controls may be required)	Control Measure (Please answer the questions in this column)
<p>available for any members of staff deemed to be required to come to work by the University for ‘critical activities’.</p> <p>Staff with symptoms must be told to self-isolate, as should staff with members of their household who are showing symptoms, until testing confirms that it is not Covid-19 (see University Covid-19 testing guidance) or the relevant time period has elapsed. See also link to Test and Trace.</p> <p>From 1st April 2021, ‘Clinically Extremely Vulnerable’ staff or those that live with those who are deemed clinically extremely vulnerable are no longer required to shield at home and may come to work.</p> <p>Meetings on campus</p> <p>Meetings should continue to be held as online meetings, even if some or all of the participants are on campus. Where this is not possible meetings must be held where 2 metre distancing can be maintained and preferably in a well ventilated space or outdoors. DO NOT invite visitors to come to campus, other than contractors who need to attend to equipment or systems required for a critical activity.</p>	<p>their course can reasonably be continued online. All other students should continue to learn remotely.</p> <p>This teaching will be scheduled in teaching spaces across the campus as some of the Millburn House CTRs and LTRs are too small to be used for this purpose due to their revised capacity under SD. Note that performance teaching has now been relocated to the Sports Hall to ensure that SD requirements are met. Lectures, personal tutoring and student surgeries will all be delivered online some seminars. PGR supervision and assessment will be delivered online.</p> <p>Sessional staff/GTAs/PGR teaching face-to-face– these part-time staff will be supported in the same way as core employees and be provided with the SOP and risk assessment. Departments will ensure that these staff have access to suitably socially distanced space for breaks and times between teaching. Smaller CTRs and LTRs may be commissioned for this purpose.</p> <p>Professional support – a limited face-to-face student support service is being provided by academic departments that are teaching face-to-face.</p> <p>The Student Experience Ambassadors (SEAS) will monitor the building and provide information and assistance to students and staff users.</p> <p>All staff will receive a copy of the standard operating procedures (SOP) for the building. These include the guidance for staff about self-isolation in the event of any Covid 19 symptoms emerging. The information is available to all staff and students from the following link.</p>

Hierarchy of Control Measures to be used (these are listed in order of priority, but a combination of controls may be required)		Control Measure (Please answer the questions in this column)
		<p>All departments will ensure that their staff are aware of the Covid-age Self Assessment form and process for discussing their concerns with HoDs and other line managers. This is to ensure that the individual situations of staff that have been identified as extremely vulnerable or vulnerable have been fully considered.</p> <p>The guidance issued to staff in the standard operating procedures for the building clearly indicates that all meetings will continue to be scheduled online as will all student personal tutoring meetings and surgeries.</p> <p>Where, exceptionally, an academic or professional colleague needs to hold a face-to-face meeting with a student, then the guidance is that this normally should be booked by the departmental/service area support office into one of the small teaching spaces to ensure that social distancing is appropriately maintained.</p>
Reduce	<p>Where 'elimination' cannot be applied consider whether you can 'reduce' the likelihood of persons coming into contact with one another:</p> <p>Consideration should be given to rotas or shifts in order to keep the number on campus at any one time to a minimum. Night shifts should be avoided, but early and late shifts, or weekend working might be appropriate.</p> <p>Lone working may also need to be considered at this time with a reduction in numbers. A Lone Working template SOP has been developed which can be adapted for the group to use.</p>	<p>The overall planned building operations for Millburn House have been scaled back to a maximum of 30% of previous activity levels. Lectures will run asynchronously online and only up to the agreed level of seminars will take place face-to-face.</p> <p>Lectures will run asynchronously online and only the practice-based courses that have approved delivery will offer face-to-face seminars or practicals in term 3.</p> <p>Professional support – a limited face-to-face student support service is being provided by academic departments that are teaching face-to-face. Professional staff are being rota-d to minimise the period of time that they have on campus.</p> <p>In order to reduce the risk of asymptomatic transmission of Covid-19, the University operates an Asymptomatic Testing Site for students and</p>

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<p>Booking systems for deliveries or collections, and systems for the use of receptions, should be set up in such a way as to minimise person-to-person contact.</p> <p>People must be encouraged to leave the University as soon as they have finished the activity which cannot be conducted from home.</p> <p>Wherever possible, all data should be uploaded to a shared drive or system which allows the analysis or work to be undertaken at home.</p> <p>Writing-up of experiments, results and reports must be conducted at home.</p>	<p>staff who don't have symptoms to undergo twice-weekly testing using a so-called Lateral Flow Test (LFT). All staff and students should be strongly encouraged to use this service routinely. Local authorities have also set up similar sites which may be more convenient for off-campus staff and students, and parents of school-age children are entitled to home LFT kits.</p> <p>Asymptomatic testing is still encouraged for those who have already received the Covid-19 vaccine, as this does not prevent a person from contracting or spreading the virus.</p> <p>Anyone who receives a positive LFT result must get a PCR test as soon as possible and they, and anyone they live with must self-isolate for 10 days from the day of their LFT, or until a PCR test comes back as negative.</p> <p>Staff are still being encouraged to work from home unless the activity can only be undertaken on campus, or they are having problems working remotely and have agreement with their line manager to work on campus.</p> <p>Departments have been asked to review their operations and to identify when and where lone working may be taking place. The lone working template will be completed by departments with a plan to manage identified activities safely.</p> <p>The University Timetabling team will manage the scheduling of student seminars and student social learning in the building. Capacity for teaching spaces has been set at 10% for tiered spaces and 25% for flat spaces. Maximum capacities have also been issued for offices and other spaces (including dwell spaces) to manage social distancing and potential transmission of the virus.</p>

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		<p>The Building Manager and Estates will work with the occupants to put up signage around the building to help manage capacity, queues, flow and hand washing and sanitisation.</p> <p>PPE supplies are being coordinated on a building basis and will be bulk ordered with the support of the Director of Administration and the Building Manager.</p>
Isolate	<p>Where work activities have to be carried out with others, and persons have to work within relative close proximity to one another for intermittent work activities:</p> <p>Screens (such as Perspex screens) and barriers (to keep people back from reception desks for example) must be deployed where there is regular contact with people which cannot be eliminated.</p> <p>Try to keep staff groups small and consistent as far as possible, forming fixed teams and partnering arrangements for people whilst at work. The number of different contacts people have with others at work should be kept as low as is possible.</p> <p>Consider access for cleaners, IT staff, Estates staff, etc. and how such activities can be carried out safely.</p> <p>Ventilation and fresh air is important – desk top humidifiers must not be used in the workplace.</p> <p>Justify why you cannot conduct a meeting online, AND is there a space where you can meet with a small number of staff that is in the open or where there is good ventilation, and where 2 metres distancing can take place? Use</p>	<p>Screens will be provided for student support offices and café service areas.</p> <p>The building will adhere to the University’s face covering policy as outlined in the SOP.</p> <p>Floor markings will help guide staff and students where queuing is required.</p> <p>The maximum capacity for kitchens and toilets will be clearly displayed outside these facilities.</p> <p>As guided by UEB, the departments have reduced face-to-face teaching transactions so that only the agreed level of seminars are being delivered face-to-face. The rest of the tutorials and seminars and all lectures will be delivered online.</p> <p>Professional staff and management attendance will be on a rota basis</p> <p>Shared spaces will be reviewed and a maximum capacity allocated so that only a fixed number of staff are in the spaces at any one time. A</p>

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	Teams/ https://warwickremoteapps.warwick.ac.uk Skype, etc. for meetings.	<p>rota/room booking process will be initiated by the department for these spaces.</p> <p>All staff will receive a copy of the SOP for the building and this risk assessment and will be aware of the guidance for maintaining social distancing and other safety protocol.</p> <p>Millburn House has many naturally ventilated spaces where windows can be opened. There are some internal spaces, which are vented by air conditioning, or other air handling arrangements. These have all been reviewed by Estates and the recycling of air has been turned off. Room capacity will be a quarter of previous levels in these spaces, which will reduce overcrowding and help with ventilation. Any specific queries or concerns about ventilation in spaces are being followed up by the Building Manager and Estates.</p>
Control	<p>Where 'critical activity' work within 2 metres just cannot be avoided:</p> <ul style="list-style-type: none"> • Introduce a local system where you will know who is on site and what work they are doing and increase the level of supervision to monitor and manage compliance with the working arrangements. • People should work from a desk or workstation assigned for their exclusive use, and avoid desk sharing or hot-desking as far as possible: where desks, workstations or equipment have to be shared, these should be cleaned after each use. • Workers should conduct their activities by working side by side, or facing away from each other, rather than face to face wherever possible 	<p>Room capacity has been reduced to make the usage of shared offices as safe as possible. Advice and guidance is available from Health and Safety on the best layout for shared spaces.</p> <p>Staff will be given guidance on cleaning their own desks and other shared spaces such as common rooms and kitchens. Cleaning facilities will be made available to staff in shared offices. It will be up to staff to report to line managers if they find colleagues are not behaving appropriately and keeping their spaces clean.</p> <p>The reduced capacity (25-30% of Pre-Covid 19 capacity) of the building ensures that there are plenty of toilet facilities in which staff and students can wash their hands. These facilities will be cleaned (x 3 a day -1 full clean and 2 additional toilet facilities checks/sanitisation) and the supply of soap and other facilities will be maintained.</p>

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<ul style="list-style-type: none"> • Ensure that there is a means to regularly clean common touchpoints, doors, buttons, handles, tools, equipment etc. in spaces where you do not have routine cleaning by Estates Cleaning staff. • Ensure that there is hand washing facilities in the spaces (with soap and water) to permit people to wash their hands before and after using any equipment? • Introduce hand sanitiser (e.g. where limited access to soap and water) • Reduce the frequency that the lifts are used to reduce congestion and contact at all times including where the lifts are used for the movement of goods from one floor to another. • Cleaning equipment/supplies for IT equipment (including photo-copiers, etc.) might be required, and/or added to the cleaning regime for the area. • Consider access for cleaners, IT staff, Estates staff, etc. and how such activities can be carried out safely. 	<p>Hand sanitiser will be provided in all key points in the building, e.g. entrances, kitchens and toilets and can be requested by departments for shared office spaces.</p> <p>A clear protocol has been established for the usage of the lifts, which means that they can only be used either by a member of staff or a student with a disability (plus carer if appropriate) and/ or for the movement of heavy items from floor-to-floor.</p> <p>It is possible that cleaners, porters, IT Staff or Estates colleagues may need access to spaces where staff are working. In the event this is the case, then for short periods of interaction the 2 metre social distancing guideline may be observed, e.g. when post is being delivered. Where this is not possible and the room capacity would be exceeded, or longer attendance is required, the staff member may need to vacate the space in order for the work to be completed/or to request attendance at another time when the room will be vacant, e.g. cleaning a 1 person office, or a maintenance repair which requires more than one worker in attendance.</p>
<p>First Aid and Fire Safety</p> <p>Have you considered any high risk activities which need particular First Aid or Fire Safety arrangements. If you are concerned about first aid cover or fire safety contact the Health and the Safety Helpdesk.</p> <p>Security will be able to provide emergency First Aid support during this period, but managers should endeavour to provide first aiders as far as is possible at present.</p> <p>Encourage all members of staff to act as temporary Fire Wardens during this period. They can complete the Fire Warden training module available on Moodle (available using the Fire Warden link). They need to know how to flag any concerns relating to fire safety to the Health and Safety</p>	<p>The high risk activities that take place in this building are as follows:</p> <ul style="list-style-type: none"> - Theatre and Performance – see SCAPVC SOP and RAs for this discipline. - London Film School Media module – see Film & TV SOP and RAs for this activity. <p>A list of first-aiders is available for the building, however, due to current government guidance which encourages staff to work from home unless the activity has to be undertaken on campus, very few departmental first-aiders will be present. The staff have therefore</p>

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	<p>Helpdesk. Normal fire escape routes take precedence over one-way routes in an emergency situation.</p>	<p>been informed of how to contact Security in the event of a first-aid incident.</p> <p>The updated SOP for the building has included guidance for staff who are returning to work on campus about retaking the working safely and fire warden moodle training.</p> <p>The Student Experience Ambassadors present in the building will assist the limited departmental staff presence with first aid and fire safety support during week day working hours.</p> <p>The risk assessments for centrally timetabled teaching spaces (CTTRs) are available from https://warwick.ac.uk/services/sg/spa/spacemanagement/cttrcovid19</p> <p>Local risk assessments for specialist activities (e.g. teaching and learning) and locally timetabled teaching spaces (LTTRS) will be publicised with the departmental SOP on the departmental websites.</p>
Behaviours	<p>The measures necessary to minimise the risk of spread of infection rely on everyone taking responsibility for their own actions and behaviours. As a manager you will need to encourage an open and collaborative approach, where any issues can be openly discussed and addressed.</p> <p>Line managers must hold a 'returning to work briefing' with any staff returning to campus at the earliest opportunity, sharing this completed document with them in writing and allowing any questions.</p> <p>Line managers must carry out regular team meetings to review this risk assessment and arrangements with staff. Line Managers should also refer to and follow any relevant HR or OD guidance.</p>	<p>Heads of Department and line managers have been asked to work closely with their staff and to encourage them to raise any concerns that they have about staff or student actions and behaviours with regard to the potential transmission of the virus. They will also be encouraged to report to HoDs and line managers if there are any concerns about cleaning and or availability of hand washing facilities, sanitizer, etc.</p> <p>Any changes to the SOP, risk assessment or other control measures will be discussed virtually with the existing building group and then once confirmed will be given to Heads of Department and line managers for onward transmission to their staff and students.</p>

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One way Routes and Passing Places	Line Managers must find out any local temporary instructions on any access/egress arrangements, one way routes and passing places. These must be shared with your staff. Normal fire escape routes take precedence over one way routes in an emergency situation.	The standard operating procedures (SOP) for the building will be communicated to all staff through their departments or service area. This includes instructions on access/egress to the building and building flow.
Communal areas	<p>It is important that people continue to take breaks from their work activity. Communal areas which are used for breaks and meals must be arranged to ensure that people maintain 2 metre separation at all times.</p> <p>If people need to remain on campus, they should be encouraged to take their breaks outside in the fresh air, while maintaining 2 metre separation.</p> <p>People should bring their own food, which ideally does not require the use of a microwave, as there will potentially be limited access to kitchen or catering facilities.</p> <p>Kitchenettes, etc. must have floor markings to ensure that they do not become overcrowded and allow queuing, back-to-back working and one-way systems.</p> <p>Toilets, changing rooms, showers, etc. must be managed to ensure that they do not become crowded. ALL personal items MUST be removed from showers and changing rooms unless they are placed in a plastic bag in a locker.</p>	<p>The standard operating procedures (SOP) for the building will be communicated to all staff. This includes overarching guidance on taking breaks from work activity. It also includes guidance on usage of kitchens and common rooms.</p> <p>The SOP also provides guidance on the usage of toilet facilities in the building. Signage for toilets has been provided to indicate maximum capacity of facilities and queuing arrangements.</p> <p>Departments/service areas will provide guidance on the management and, where appropriate, staggering of breaks to help manage access to locally managed kitchen and common room facilities.</p>
Personal Protective Equipment (PPE)	<p>Use the link to see University and Government Guidance on the use of Face Coverings</p> <p>Where PPE is deemed necessary as a control measure to ensure the safety of the individual for the work activity that</p>	<p>The building will be operating to the mandatory guidance on face coverings as detailed in the SOP.</p> <p>Screens have been provided for staff working in face-to-face student support areas.</p>

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	they are undertaking, e.g. work involving hazardous substances, it must continue to be worn.	<p>Transparent face visors MAY be issued to staff who will need to engage with students and colleagues with hearing and communication differences.</p> <p>Face coverings must be of high quality, consisting of at least three layers, and must NOT be home-made.</p> <p>Departments can order PPE and face covering supplies via the Building Manager. The Directors of Administration and Building Managers are members of the Estates Covid 19 PPE working group and meet regularly to discuss supply requirements and locally raised issues and concerns.</p>
Guidance to staff	<p>Have you issued the Covid-19 guidance to all of those that are returning to work to carry out 'critical activities' (see <i>General principles to be applied for those coming in to work to carry out 'critical activities'</i>)</p> <p>Have you arranged briefing sessions on the risk assessment and SOP with staff?</p> <p>Have you arranged 121 meetings with staff who are vulnerable, living with vulnerable people, pregnant, in the BAME community, are disabled or who might have child care (or other care provision) challenges at this point in time?</p>	<p>The building SOP and risk assessment are located on the Faculty of Arts website (accessible to all University staff and students) at https://warwick.ac.uk/fac/arts/people/covid19/ Staff have been made aware of these documents through their departmental meetings and communications and also through core faculty communications. The review of the risk assessments has also been communicated through core faculty and building group meetings.</p> <p>All managers have met with their staff to discuss the plans for the return to campus. Guidance will be given about completing the Covid 19 Age Risk Assessment and raising individual concerns by line managers. Find out your 'Covid-age' (warwick.ac.uk)</p> <p>Staff returning to campus will be required to complete the checklist with their line manager.</p> <p>The situation with regard to Covid 19 continues to be dynamic and all managers are continuing to engage with their staff to listen to concerns. In the academic areas, group concerns are escalated to HoDs' Forum for</p>

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	discussion and then through the VP/Chair to the Provost or direct through Faculty representation on Campus Operations Group. Other areas will report through line managers to their director and up to their UEB representative.

Tick here if the level of risk is acceptable to permit the work activity to take place (once you have put the control measures above in place)	✓	Line Manager Signature	
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List of people that this assessment has been shared with:

Heads of Department/line managers for staff who work in the building and all their staff. Union representatives. Health and Safety, Building Manager, HR Manager or Advisor/ Directors of Administration for other Faculties

Review date: this assessment needs to be reviewed and updated should anything change, should people raise any concerns, or at least once every week

Approved By (HOD or Director)	Professor Penny Roberts, Vice Provost/Chair of Faculty of Arts
Date	21/04/21
Review Date	September 2021

Signature	
Position	Vice-Provost and Chair of the Faculty of Arts

Print and sign a copy, then obtain a signature from your HoD or Director, then share electronically with those involved in the ‘critical activity’ which is requiring them to come in to the University to work.

Send an electronic copy to your Health and Safety Officer or Health and Safety Adviser. Then await approval from the Campus Re-Opening Working Group, noting that until the building is Covid-19 secure and approval has been received, a return to work date should not be established with your staff.

Complete and position the [Covid 19 Secure Poster](#) in your respective workspace(s).