

**Covid-19 Secure - Safety Operating Procedure****Building:** Millburn House**Date:** produced August 2020**DOCUMENT CONTROL**

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COVID-19 Safety Operating Procedure

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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 – CTTRs, 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, [Stay safe at Warwick](#), 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 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 SOP's will be updated to reflect these changes.

2.1 Staff Re-Induction 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 COVIO-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)



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2.2 Staff Attendance on Campus

Staff attendance on campus will continue to be closely monitored and reviewed by Heads of Departments, discipline leads 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 for business critical activity. By this, we mean scheduled teaching and learning and student support for academic staff, GTAs and other sessional teachers. A reduced student support function (professional and technical). 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, personal tutoring, student surgeries, and other academic support will be scheduled and conducted online.
- Research – where it is not business critical for a research activity to take place on campus, staff should not come on campus. Staff should discuss with their line manager if they have a business critical 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. The University has confirmed that it is possible for 1:1 meetings to take place on campus in individual staff offices providing both parties are in agreement to this arrangement, social distancing is observed and face coverings are in place. 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 - a reduced departmental support service will be available from the beginning of Welcome Week during office hours. This service will be comprised of a front-of-house general enquiry service that can deal with student and staff queries and activities that need to be completed in person. More extensive professional services will continue to be provided online or by telephone. Supervisory support for the front of house team should be present as part of the departmental management rota. Departments will rota administrative staff to create working ‘bubbles’ to allow for the University’s [Test and Trace](#) service to more easily identify those who have been in close contact with someone who has tested positive for COVID-19.

- IT and Technical Support – a reduced departmental IT and technical service will be available from early September 2020. Departments will, where possible, rota IT and technical staff to create working ‘bubbles’ to allow for the University’s [Test and Trace](#) service easier to identify those who have been in close contact with someone who has tested positive for COVID-19.
- Other professional support – all other professional support that does not have a business critical requirement to be on campus will continue to work online.
- 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 primarily continue to be scheduled online. The University has confirmed that it is possible for 1:1 meetings to take place on campus in individual staff offices providing both parties are in agreement to this arrangement, social distancing is observed and face coverings are in place. Otherwise smaller meetings with students can take place face-to-face but must be formally scheduled through your departmental administrative support office into a suitable room (LTTR or CTTR) with sufficient capacity for social distancing.

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](#).

2.4 Travel to Work

Wherever possible staff should travel to campus alone or with those that they live with using their own transport, or by walking or cycling. Staff should continue to keep up-to-date with the most current guidance at the following link.

[Coronavirus \(COVID-19\): safer travel guidance for Passengers.](#)

Staff who drive to work should:

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

Warwick Conferences are offering special B&B rates for staff who would prefer to stay on campus. The new arrangements are in place between September and the end of December. Details and booking information can be found on the [Warwick Conferences website](#).

2.5 Personal Protection

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

- Continue to wash their hands regularly.

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- Use the hand sanitiser that will be made available throughout Millburn House and other University buildings.
- Face coverings – The wearing of face coverings is required in any interaction lasting 15 minutes or longer, even where 2m distancing is possible.
- All students and staff therefore will be required to wear face coverings during face to face teaching and in indoor shared spaces such as the Library or teaching/research buildings, with exceptions for individuals where they are not appropriate (for example, on the grounds of disability).
- Visors will be available for those staff who will need to engage with students and colleagues with hearing and communication differences.
- Face coverings are not necessary in sole occupancy environments (for example offices, cars and vans) where a student or staff member is working alone.
- Face coverings are not necessary in outside spaces, where 2m social distancing is observed unless a risk assessment identifies the need.
- Face coverings should not be a substitute for social distancing measures put into place and more effective hygiene measures (regular handwashing, use of sanitisers, and catching coughs and sneezes in a tissue). To ensure the effective use of face coverings. See [Guidance on the use of Face Coverings](#).

2.6 Personal Hygiene

- Staff should not come in to work if they, or another member(s) of their household, are showing symptoms of Covid-19. The staff member should self-isolate for 14 days until a test has determined that it is not Covid-19. (See University [Covid-19 testing guidance](#)).
- Avoid skin-to-skin and face-to-face contact.
- Staff should follow the hand washing guidelines and regularly wash hands with soap and water.
- Tissues and other waste should be disposed of in local waste bins.
- Follow the Government's advice: Catch it, Bin it, Kill it



2.7 Offices

Staff attendance guidelines are outlined in 2.3. Any queries should be raised with the Head of Department or line manager.

To ensure a safe working environment the following have 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, however, the University has confirmed that it is possible for 1:1 meetings to take place on campus in individual

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staff offices providing both parties are in agreement to this arrangement, social distancing is observed and face coverings are in place.

- 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.
- Wipes will be provided for shared offices.
- Staff need to ensure that they wipe down all surfaces before and after use.

Personal Responsibility (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 as indicated at the beginning of this document. All room capacity has been reduced in line with guidelines. Staff occupancy of space has also been reduced to meet capacity requirements, but also provide scheduled teaching and to support the student experience and manage building safety.

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 “Ambassadors” will be present in the first few weeks of term helping to guide 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.

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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. 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.

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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 have undertaken risk assessments of centrally timetabled spaces.

These are available at <https://warwick.ac.uk/services/sg/spa/spacemanagement/ctrcovid19>.

Departments have produced specific risk assessments and SOPs for discipline-specific teaching and learning spaces and these are available for review 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.



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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. These requests need to be forwarded for final approval to the Business Continuity team at the following email address businesscontinuity@warwick.ac.uk. Note. An external visitor or group may need to seek permission from their own employer, etc. if they are visiting campus.

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/senior line manager.

8.0 Reporting a potential Covid 19 outbreak or showing symptoms

If you think you may have contracted coronavirus, you must follow [Public Health England](#) advice. Further details on this can be found [here](#). If there is a reported outbreak associated with the building, this should be immediately reported to your Head of Department/line manager, who will liaise with Health and Safety Services in conjunction with Public Health England in terms of the actions that need to be taken.

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](#) and/or speak to your union representative.

Appendices

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



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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
Building	Millburn House – Arts Faculty areas and general circulation space and facilities.	Reduced Occupancy Level (Maximum)	256 for total building office and teaching space capacity plus flow. Faculty of Arts office and teaching space capacity only is 167 plus flow. Total fire safety occupancy reduced for SD (including flow) would be 315.
Space(s) in use	Faculty and departmental areas; departmental LTTRs and specialist space; CTTRs; 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>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>There will be some usage of individual academic staff offices and shared office space associated with the teaching and learning and student support. In addition, there will be some PGR student usage of individual and shared office space for those students who need to continue to undertake their research on campus.</p> <p>The overarching guidance is that attendance on campus should be for business critical activity. By this, we mean scheduled teaching and learning and student support for academic staff, GTAs and other sessional teachers. A reduced student support function</p>		

(professional and technical). 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 have some teaching. This description will not cover all circumstances and any cases not covered should be referred to the line manager for clarification.

Management oversight of the building activities will be overseen by the Chair of Faculty and Director of Administration for Arts and the Arts HoDs' Forum working collaboratively with management colleagues in the Faculty of SEM departments that also occupy Millburn House with the support and advice of colleagues from Estates, Health and Safety, HR and SPA.

The departmental and faculty professional services presence will be reduced to 25-30% pre-Covid capacity and will be scheduled on a rota.

PGR students – The faculties and Doctoral College recognise that some PGRs will be able to work on their research from home. For those who cannot work from home, or need access to certain on campus facilities, departments will endeavour to provide suitable socially distanced shared working spaces to support their students' needs.

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

Line Manager carrying out the assessment	<p>The Faculty of Arts Director of Administration has completed this overarching building risk assessment for the Chair/VP of Arts in consultation with the Heads of the Departments of Film & Television Studies and the School of Creative Arts, Performance and Visual Cultures.</p> <p>Further information on Risk Assessment, Covid 19 and general health and safety are available at:</p> <p><u>https://warwick.ac.uk/services/healthsafetywellbeing/managingrisks/</u></p> <p><u>https://warwick.ac.uk/services/healthsafetywellbeing/a-z/healthandsafetyguidanceoncovid19</u></p> <p>There is also a Risk Assessment Moodle training module available via Warwick's MyMoodle and another short module which is in development for 'Staying Safe' which may be useful for staff who are returning to campus.</p>
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If you require support or advice on completing this form, please contact your Health and Safety Officer or Health and Safety Adviser:
<https://warwick.ac.uk/services/healthsafetywellbeing/contacts/>

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 has 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 should not be coming into work unless the work is deemed a ‘critical activity’ by the University.

For ‘critical activities’, managers need to examine the spaces that they require people to work in and determine how they can manage the risks associated with Covid-19 in that space and connected with the work involved. Not all tasks need to be completed on campus and staff must only come to campus if they cannot do the work from home, and only then to complete the essential tasks before going home to continue working from there for the rest of the day/week. Managers should be minimising the amount of time they or their staff need to be on campus.

Limiting Durations of Work

Time spent with others, as well as distancing, is an important control measure. People might only need to come to campus to complete their 'critical activity' tasks and then could go home to continue working from there for the rest of the day/week. Wherever possible managers/supervisors should be minimising the amount of time they or their staff need to be on site.

Meetings

Meetings should only be held if absolutely necessary, and should 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.

Other Risk Assessments

Risk assessments already in place (for work activities, chemicals, biological agents, work equipment, etc.) are still applicable and must complement the risks and risk control measures covered in this specific risk assessments. These risks need to be assessed jointly and a holistic approach to ensuring the health and safety of individuals adopted.

Further information

Refer also to the Standard Operating Procedure for staff returning to work to carry out 'Critical Activities' during Covid-19 lockdown easing period, which is included at the end of this assessment.

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 available for any members of staff deemed to be required to come to work by the University for 'critical activities'.	Academic teaching and learning – the Executive has asked departments to provide face-to-face teaching up to a maximum of 75% for 1 st year seminars and a maximum 60% for 2 nd , 3 rd year and PGT seminars. It is these scheduled classes that have been prioritised for delivery and staff are only coming in to deliver these classes. This teaching will be scheduled in teaching spaces across the campus as some of the Millburn House CTTRs and LTTRs are too small to be used

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>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>If a member of staff does fall ill, then the space in which they were working should be left empty and well ventilated for at least 72 hours and extra cleaning be arranged with Cleaning Services by the manager.</p> <p>Staff who are in the 'extremely vulnerable' group (have received a specific letter from the NHS) are shielded and must not come to work. Staff in the 'vulnerable' group need to follow the strictest levels of '2 metre distancing', and they should continue working from home or to stay at home until further notice.</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>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 – 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 CTTRs and LTTRs may be commissioned for this purpose.</p> <p>Professional support – a limited student support service is being provided by academic departments on a rota basis.</p> <p>Management – in order to ensure a safe working environment, management and supervisory representatives will only be on site on a rota basis.</p> <p>Only café staff required to manage the minimum service will be on site.</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> <p>The Provost has, however, confirmed that staff can hold 1:1 meetings in single offices if both parties are in agreement to this arrangement, are wearing masks and sit at least 2m apart during the meeting.</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.</p>	<p>The overall planned building operations for Millburn House have been scaled back to a maximum of 30% of previous activity levels. Fire safety occupancy of the building(s) has been reduced from Lectures will run asynchronously online and only up to the agreed level of seminars will take place face-to-face. Face-to-face professional student support will be front of house only on a rota basis, with additional support available online or by telephone.</p>

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<p>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>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 are still being encouraged to work from home on days where their work is not deemed business critical to provide a face-to-face service.</p> <p>Once the face-to-face activity is completed, staff are being encouraged to leave the campus and return to working from home. Professional staff are being rota-d to minimise the period of time that they have on campus. Rotas will be set up to manage bubbles of staff attendance to further reduce opportunities for transmission.</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 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 and the café) to manage social distancing and potential transmission of the virus.</p> <p>The departments will operate rotas for any shared office spaces with clear guidance on cleaning regimes and the provision of hand sanitiser and other cleaning facilities.</p> <p>The Building Manager and Estates have worked with the occupants to put up signage around the building to help manage capacity, queues, flow and hand washing and sanitisation.</p>

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		<p>Initial PPE supplies have been ordered and distributed and a system is in place to enable departments to order to up supplies through the building manager and Estates procurement.</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. 	<p>For the majority of tasks taking place in the building, it will be possible for staff to work 2 metres from each other. Where possible most transactions will take place online. Paperwork that has exceptionally to be submitted will be quarantined for 72 hours.</p> <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 wipes will be made available to staff in shared offices. If staff have concerns about social distancing or cleaning arrangements in shared spaces, they need</p>

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<ul style="list-style-type: none"> • Workers should conduct their activities by working side by side, or facing away from each other, rather than face to face wherever possible • 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>to discuss these with their colleagues and if necessary escalate their concerns to their line managers or supervisors to resolve the situation.</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> <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>Wipes will be made available to clean shared copier/printers and other equipment.</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>

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First Aid and Fire Safety	<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 Helpdesk. Normal fire escape routes take precedence over one-way routes in an emergency situation.</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 reduced capacity allowed in the building, not all first-aiders will be present. The staff have therefore been informed of how to contact Security in the event of a first-aid incident?</p> <p>The risk assessments for centrally timetabled teaching spaces (CTTRs) are available from</p> <p>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,</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>

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	<p>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>	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.
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>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>

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	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.	
Personal Protective Equipment (PPE)	<p>Workplaces should NOT encourage the precautionary use of extra PPE to protect against Covid-19 (except when responding to suspected or identified cases of Covid-19). 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 they are undertaking, e.g. work involving hazardous substances, it must continue to be worn.</p> <p>Workers MAY choose to use a home-made face covering in the workplace, but this should NOT be a substitute for 2 metre distancing and more effective hygiene measures (regular handwashing, use of sanitisers, and catching coughs and sneezes in a tissue).</p> <p>Workers who choose to use a face covering should be supported in its effective use.</p>	<p>The building will be operating to the mandatory guidance on face coverings as detailed in the SOP.</p> <p>Screens will be provided for staff working in face-to-face student support areas.</p>
Guidance to staff	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>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</p>

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<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>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. Staff returning to campus will be required to complete the checklist with their line manager. 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 discussion and then through the Chair/VP 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.</p>

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)	<input checked="" type="checkbox"/> ✓	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	19/10/20
Review Date	January 2021

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

*Items in red have been updated at October 2020 and are in red in the document:

- (i) The inclusion of the link to the CTTR risk assessments on the University's website.
- (ii) The inclusion of the link to the building standard operating procedures and risk assessments on the Faculty website – available to all.
- (iii) The inclusion of the direct link to the University's test and trace facility.
- (iv) An updated statement on PPE to confirm how top up supplies can be ordered.
- (v) In the guidance to staff, we have included a more detailed note about communication and also how the review of risk assessments will be communicated to staff.

- (vi) In the guidance to staff, we have included an updated note to confirm that managers continue to engage with staff and also the escalation process for staff concerns.

