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

Department/ Group/Team	Occupants of Humanities Building - Faculty of Arts – Faculty Hub, Dept of English and CLS, Dept of History, Dept of Classics & AH, School of Modern Languages; SEM Faculty - Dept of Psychology; Humanities Cafe	Date of assessment	August 2020 Reviewed 19 October 2020 Reviewed 21 April 2021
Building	Humanities Building and Humanities Extension	Reduced Occupancy Level (Maximum)	The planned Covid 19 fire safety occupancy is a maximum of 1200. The original fire safety occupancy was 4000 individuals. In a Covid 19 review of the capacity of the building, this has been reduced to 1200. The figure of 1200 includes occupancy of office, teaching spaces, café and dwell spaces as well as flow: toilets, stairwells, foyers, etc.
Space(s) in use	Faculty and departmental areas; departmental LTTRs and specialist space; CTTRs; common areas (kitchens, toilets circulation space); café and garden	Number of People	Up to 1200.

'Critical Activities' to be carried out	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. 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.

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).

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 Humanities Building 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 Professor Penny Roberts VP/Chair of the Faculty of Arts in consultation with the Heads of the Departments of Classics and Ancient History, English and Comparative Literary Studies, History, Psychology, Modern Languages and the Director of Food and Retail Strategy. There is also 'Covid-19 Risk Assessment Guidance' available via Moodle to support this process and another short Moodle course, 'Working Safely during Covid' which needs to be completed by staff who are returning to campus. 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	Andy Bastable – Building Manager, Simon Watson – Health and Safety, Helen Way and Sue Horner from – HR, Hywel Rowles – SPA The UCU representative on the building meetings and included in the building SOP and RA development correspondence has been Dr Nick Lawrence. 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 Humanities Building 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	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

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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'.

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.

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.

Meetings on campus

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. | 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.

Where teaching or student quiet study is taking place in the building it will be in CTTRs and LTTRs that have been set up for the approved social distancing. Otherwise teaching will continue to take place online. Lectures, personal tutoring and student surgeries will all be delivered online. PGR supervision and assessment will be delivered online unless there is any specialist practical element.

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 CTTRs and LTTRs may be commissioned for this purpose.

Professional support – a limited face-to-face student support service is being provided by academic departments that are teaching face-to-face.

The Student Experience Ambassadors (SEAS) will monitor the building and provide information and assistance to students and staff users.

Café - only café staff required to manage the minimum service will be on site.

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 . |

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		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.

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.

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. |
| **Reduce** | For staff returning to campus, please see Starting up work activities

Where 'elimination' cannot be applied consider whether you can 'reduce' the likelihood of persons coming into contact with one another:

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.

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. | The overall planned building operations for the Humanities Building have been scaled back to a maximum of 30% of previous activity levels. Fire safety occupancy of the building(s) has been reduced from 4000 to 1200.

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.

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.

In order to reduce the risk of asymptomatic transmission of Covid-19, the University operates an Asymptomatic Testing Site for students and staff who don't have symptoms to undergo twice-weekly testing using a |

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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. People must be encouraged to leave the University as soon as they have finished the activity which cannot be conducted from home. Wherever possible, all data should be uploaded to a shared drive or system which allows the analysis or work to be undertaken at home. Writing-up of experiments, results and reports must be conducted at home.	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. 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. 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. 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 and the café) to manage social distancing and potential transmission of the virus.

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		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. 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. PPE and face covering 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.
Isolate	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: 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. 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. Consider access for cleaners, IT staff, Estates staff, etc. and how such activities can be carried out safely. Ventilation and fresh air is important – desk top humidifiers must not be used in the workplace. 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,	Screens have been provided for student support offices and café service areas. The building will adhere to the University's face covering policy as outlined in the SOP. Floor markings will help guide staff and students where queuing is required. The maximum capacity for kitchens and toilets will be clearly displayed outside these facilities. 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 rota/room booking process will be initiated by the department for these spaces. 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.

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	and where 2 metres distancing can take place? Use Teams/Zoom/Skype, etc. for meetings.	The Humanities Building 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 adjusted. 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 with the Building Manager and Estates.
Control	Where 'critical activity' work within 2 metres just cannot be avoided: • 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 • 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)	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. 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. 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. 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. 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. 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

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	• Keep work to short durations e.g. less than 15 minutes. • 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.	case, then for short periods of interaction the 2 metre social distancing guideline may be 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.
First Aid and Fire Safety	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 email to "Ask for H&S Advice" via the SHE Assure portal. 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. 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.	The high risk activities that take place in this building are as follows: - Psychology – see Psychology detailed risk assessments for specific disciplinary activities associated with labs. - Café – see Warwick Retail risk assessment for the café facilities. 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 been informed of how to contact Security in the event of a first-aid incident. 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. 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. The risk assessments for centrally timetabled teaching spaces (CTTRs) are available from https://warwick.ac.uk/services/sg/spa/spacemanagement/cttrcovid19

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		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.
Behaviours	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. 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. 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.	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. 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	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.	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.

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	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.	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.
	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.	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.
	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.	
	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)	Use the link to see University and Government Guidance on the use of Face Coverings	The building will be operating to the mandatory guidance on face coverings as detailed in the SOP.
	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.	Screens have been provided for staff working in face-to-face student support areas and in the café.
		Transparent face visors MAY be issued to staff who will need to engage with students and colleagues with hearing and communication differences.
		Face coverings must be of high quality, consisting of at least three layers, and must NOT be home-made.
		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.
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	The building SOP and risk assessment are located on the Faculty of Arts website (accessible to all University staff and students) at

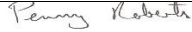| Hierarchy of Control Measures to be used (these are listed in order of priority, but a combination of controls may be required)		Control Measure (Please answer the questions in this column)
	General principles to be applied for those coming in to work to carry out 'critical activities') Have you arranged briefing sessions on the risk assessment and SOP with staff? Have you arranged 1:2:1 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?	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. 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) 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 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**	

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