

Risk Assessment for Returning to Work during the Covid-19 Lockdown Easing Period (for Research Departments)

Department/ Group/Team	Chemistry	Date of assessment	29/05/20 (1 st review: 13/10/2020) (2 nd review: 21/04/2021)
Building	A/B/C blocks in Chemistry	Reduced Occupancy Level (Maximum)	State max. number: <u>4</u> <u>A111a, C115a, C115, B602, B604: Maximum 2 person at any given time</u> <u>B121: Maximum 4 person at any given time.</u> Managers should consult their Estates Building Manager regarding 'reduced' occupancy figures (where applicable) in order to determine how many people can safely use each space. This should be used as an initial guide alongside knowledge of the space itself. Consultation may also be required with other managers who share the space or with Health and Safety Services.
Space(s) in use	A111a, B121, C115a, C115, B602, B604	Number of People	Insert the number of people to be involved in the 'Critical Activity': <u>2</u>

'Critical
Activities' to
be carried out

State your critical activity here: **Provide essential mass spectrometry service to all critical research activities in Chemistry, including UKRI, charity and industrially funded research projects and PhD student research projects**

Critical Activity - Any activity which has critical business consequences for the University if were to be delayed any further after Government 'lockdown' rules start to be relaxed. In terms of Research departments that would include:

1. Externally funded laboratory research activity (and the lab support services it relies on), including UKRI or similarly funded work, RTP activities, or work funded by industrial partners or similar sponsors.
2. Research required to prepare for (or bid for) future externally funded laboratory research activity (and the lab support services it relies on).

3. Laboratory based PhD student projects.

Ensure that your Head of Department/Director is satisfied that your work falls into one of these categories above prior to completing this form.

Anything other than work falling into the categories above, and which is therefore not a critical activity, will be expected to take place remotely or continue to be paused (e.g. all data analysis and other desk based carried out by work by researchers to be undertaken remotely).

Line Manager carrying out the assessment

Insert the name of Manager/Supervisor/ PI carrying out the Risk Assessment: **Dr. Lijiang Song**

Further information on Risk Assessment, Covid 19 and general health and safety are available at:

<https://warwick.ac.uk/services/healthsafetywellbeing/managingrisks/>

<https://warwick.ac.uk/services/healthsafetywellbeing/a-z/healthandsafetyguidanceoncovid19>

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.

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

Insert the name of those people supporting the Manager/Supervisor/ PI in carrying out the Risk Assessment: **Lynette Walsh and trained users of the facilities (all users of the MS facility will need to confirm that they have read and agree to the most up-to-date mass spectrometry facility risk assessment and the Standard Operating Procedures before they are allowed to use any instrument within the facility)**

You must consult with your staff in carrying out this Risk Assessment and your recognised Trades' Union Safety Representatives in particular. A list of union representatives is included at the end of this document. Carry out a MS Teams (or similar on-line) meeting with your team before starting this assessment and ask for their input and support. Encourage collaboration and cooperation and seek to provide re-assurance that control measures agreed with the team will be implemented and maintained. You will also need their help to ensure that they support each other in maintaining the agreed control measures.

Re-assure staff that in preparing this template the H&S Services Team have taken Government and TUC guidance into account. Particular assurance might be required for those or are vulnerable, living with vulnerable people, pregnant, in the BAME community, are disabled or who might have childcare (or other care provision) challenges at this point in time.

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 on-line 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.

All persons entering the Department of Chemistry must read and follow the information as described in Building Operation Procedures SHE Assure documents 406 and 414 located in the following link under 'Overarching BOPS':

https://warwick.ac.uk/fac/sci/chemistry/chemintra/techservices/covid/covid_ra/approved_ra

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	<p>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’.</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.</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>Does your workforce need to come onto campus to carry out this critical work or can they continue to work from home?</p> <p>Majority of our work will be instrument based; hence, we have to come to campus to carry out the critical work, where possible, data processing and report generating will continue to be done remotely from home.</p> <p>Have staff been fully informed of the needs for self-isolation should they have any symptoms whatsoever, or positive SARS-CoV-2 PCR nasal or throat swab?</p> <p>All staff/students are reminded at regular intervals of the University policy and Government recommended guidelines. Prominent notices and signs are displayed around the building highlighting Covid-19 symptoms and request to leave if displaying any of these.</p> <p>Have staff who are ‘extremely vulnerable’ or ‘vulnerable’, or live with such people been fully considered?</p> <p>Vulnerable staff / students, or staff / students living with vulnerable people, will continue to be supported to work from home.</p> <p>Can meetings be held online, eliminating the need for people to be on campus or for them to congregate?</p> <p>Yes. All meetings whether remote or local will be held online or by phone.</p>

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<p>Meetings should continue to be held as on-line 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>Reduce</p> <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><i>How can you reduce the number of people required on campus, whether to carry out tasks or to attend meetings?</i></p> <p>Only people who carry out essential critical work are allowed to come to Campus, all meetings will be on-line though MS teams, all non-lab based activities will be carried out remotely from home where possible.</p> <p><i>How will you stagger working times, so that people do not need to be in the same space at the same time?</i></p> <p>The department is following a two-shift working pattern for all research groups, which means the department will be operating at significantly reduced capacity to follow government and University social distancing guidelines and ensure the safety of all members in the department, hence there will be reduced usage on all mass spectrometry facilities at any given time.</p> <p>To provide sufficient technical support to all users from both shifts, mass spec facility staff will work in the normal way (8.00am-5.00pm, Mon-Fri). Fully trained users who work outside of normal working hours (evenings and weekends) can access the instrument that they are trained on, as long as they still follow government/ University/departmental guidelines and SOPs, maintain social</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>distance and carry out required disinfection procedures after completion of their use of the instrument.</p> <p>For heavily used instrumentation (Agilent 6130B single quad ESI-MS and Agilent GC-MS), we will operate a limited open-access mode, that means trained users can make a maximum of two trips per day to the mass spectrometry lab to submit their samples and view their data, by strictly following the safety rules (wearing gloves, goggles, lab coat and a face covering). No data copying will be allowed, facility staff will deal with any request of raw data, electronically. For new starters, including students, PDRA and staff who are not trained on any of the mass spectrometers, they can submit samples for service; sample preparation procedure will be communicated to them by email, ready to run samples can be dropped off at collection site after the submission forms have been approved. Facility staff will collect the samples at fixed time points (9am, 11am, 1pm and 3pm on week days), data will be returned to users electronically.</p> <p>We will ask research groups to nominate one or two persons from each shift to take all samples from the group to submit on the instrument, which will further reduce unnecessary trips to the mass spec labs.</p> <p>All of these arrangements are put in place to minimise traffic in both the MS labs and the whole chemistry building.</p> <p>For less heavily used instruments, these will be operated in a very similar way to before. All booking requests should be first submitted to facility staff by email, if it is approved, booking can be made by users themselves or by facility staff for users. Through our on-line booking system; we will ensure that at least a one-hour gap is maintained between bookings/users to allow time for thorough disinfection to be done after each use. All users are required to clean up and disinfect all high touch surface, including instrument, computer keyboard and bench top with sanitizer provided.</p>

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	<p>We will also monitor room occupancy rate to ensure that they are kept to the minimum, max 4 persons in large lab (B121) and 2 persons in smaller lab (A111a, C115a, C115, B602, B604) at any given time, allowing social distancing guidelines to be maintained. Room occupancies will be checked through the window on each lab door frequently by facility staff or by users themselves. Anyone who is caught in breaking safety rules will be banned from entering the lab, until a meeting with the supervisor and user is taken place to determine the reason of the breach and remedy procedure is established.</p> <p><i>How will you reduce the hours that people need to be on site?</i></p> <p>For service samples, we will arrange sample collection where it is possible (instead of dropping off) and analysis to be done in well-defined hours by grouping submitted samples together for analysis. Any paper work/data processing can be done remotely off campus. We will also manage booking from users to minimise the time users will spend in the MS labs.</p> <p><i>Could a reduction in number result in persons potentially lone working and will you consider development of a Standard Operating Procedure (SOP)?</i></p> <p>Lone working is not encouraged, but allowed under special circumstances, as MS work is instrument-based and not especially hazardous. We have detailed SOPs developed for each lab.</p> <p><i>How does your booking process control the number of people in your facility/space?</i></p> <p>Any booking can only be made after agreement with MS facility staff through email and the on-line system, instrument can only be used after the booking has been approved, we will ensure enough gaps (1-2 hours) to be maintained between booking, so users will not run into each other in the labs unexpectedly, which can efficiently limit the number of occupants at any given time.</p>

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	<p><i>If the spaces you manage are big enough, can you minimise the frequency and time that people could potentially come into contact with each other? What floor markings can be provided to ensure that people maintain 2m distancing? Contact Estates via the Helpdesk if you wish to mark the floor in your area.</i></p> <p>We will use floor markings: in B121, the only large lab within the MS facility, the floor will be clearly marked to remind all users of this lab to keep a minimum 2m distance while working in the lab where it is possible, 1m+ where this is not possible, for example during small group training under exceptional circumstances. We will also use the booking management to reduce the frequency that people may come to contact by inserting a gap up to 1 hour between bookings. All the other labs will have maximum of two occupants at any given time. All users are required to check through door/window to ensure room occupancy rate before entering the lab.</p> <p><u>The majority of the routine mass spec training (anything with training time > 2 hours) is suspended until further notice to minimise the frequency and time people come into contact with each other. Instrument training that takes less than 2 hours on the open access 6130B (LC-ESI-MS) and 5977B (GC-MS) instruments can be arranged through special agreement with facility staff. Group size will be limited to two maximum. Anyone who requests this training will be required to provide a negative LFT test on the day of training, anyone who attend training session will be required to wear lab coat, goggles, gloves, face mask and visor. The theoretical part of the training session will be carried out outdoors or over MS-Teams: trainees will only be inside the MS lab for a short time (< 15 minutes) for practical part of the training session, including loading samples through open access software onto autosampler and data review. Any further Q&A session will be done through email</u></p>

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	<p>or over MS-Teams. During training session, room occupancy rate will be maintained as specified earlier as 4 maximum in B121 at any given time. 1m+ social distancing during the training will be observed at all time, and the time required for this will be kept to a minimum.</p>
<p>Isolate</p> <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</p>	<p><i>Do you need to introduce screens or barriers to separate people?</i> No, this is not necessary given the layout and low occupancy of the laboratories.</p> <p><i>How will you reduce the team size to be as small as possible, or identify fixed teams/partnering?</i> We will keep the number of people (1 or 2) in the smaller rooms to a minimum consistent with maintaining social distancing according to that specific room (maximum of 2 persons in B602, A111a, C115a, C115 at any given time). The only lab that may have more than 2 persons is B121, where floor marking and clear signage will help to limit the room occupancy (no more than 4 persons in B121).</p> <p><i>How will you ensure people conduct their work away from each other?</i> Constant monitoring and floor marking, well separate bookings, 1-2 hour gap will be used between booking to allow sufficient time for over-run experiment and disinfection procedure to be carried out.</p> <p><i>Can you open windows (including in vehicles) or doors to increase ventilation to the space and permit fresh air circulation? [Note: this is not applicable to containment labs or spaces where there is local exhaust ventilation in place as this can affect extraction efficiency]</i> n/a: no window can be opened in mass spectrometry labs.</p>

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open or where there is good ventilation, and where 2 metres distancing can take place? Use Teams/Zoom/Skype, etc. for meetings.	<p><i>Is there good general ventilation provided by air handling or air conditioning units where windows cannot be opened?</i></p> <p>Yes, all mass spectrometry labs are equipped with AC system and air handling units.</p>
<p>Control</p> <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 • 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 	<p><i>Identify any essential tasks that will require people to potentially work within 2 metres of each other.</i></p> <p>Most of the routine group mass spectrometry training on instruments is suspended until further notice. Essential face-to-face training will be arranged under exceptional circumstance for <u>maximum 2 users</u> at any time <u>if the training session will take less than 2 hours</u>. 2m social distancing will be observed as far as possible with occasional and brief 1m+ interactions for demonstration purposes mitigated by additional use of face visors. PPE (lab coat, gloves and safety glasses) plus face covering will be used, the time spent <u>for any 1 m+ interactions</u> will be kept to the minimum (< 15 minutes). During the training, people will work side by side and never face to face.</p> <p><i>Can the workplace be rearranged to allow people to work side-by-side or back-to-back, rather than facing each other? How can you rearrange tasks to enable them to be carried out by one person, or by maintaining the 2 metres distancing?</i></p> <p>Low room occupancies will ensure that users will always work at least 2m apart from each other (<u>except during practical training session, where 1m+ will be maintained</u>) and always work side by side. During essential <u>1:1 hands-on</u> training, people will work side by side with all <u>PPE as specified above</u>, plus face coverings. 2 m distancing will be maintained during training as far as possible, with any occasional and brief 1m+ interactions to allow demonstration of instrument use requiring additional use of face visors.</p>

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<p>people to wash their hands before and after using any equipment?</p> <ul style="list-style-type: none"> • Introduce hand sanitiser (e.g. where limited access to soap and water) • 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. 	<p><i>How will you ensure the areas are being cleaned regularly and at the end of the day/shift?</i></p> <p>All users will be required to wipe down high touch point surfaces after each instrument usage by following departmental guidance on frequency and cleaning fluids. This will be communicated to all users by email and clear signage will be displayed in all labs. Facility staff will carry out further disinfection at the end of each shift and working day.</p> <p>Cleaning fluids will be taken from the EPA-approved list https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19.</p> <p><i>Are there enough hand washing facilities for those involved in the 'critical activities'?</i></p> <p>No, only B121 and B602 have sink, liquid soap will be provided for hand washing. For other labs, we will liaison with the tech team to provide hand sanitiser for all users to use before and after touching any instrument/computer.</p> <p><i>Do you need to introduce hand sanitiser?</i></p> <p>Yes but this will be managed internally from our own supplies and does not require action from Estates</p> <p><i>Will you need to use the lift for any activities?</i></p> <p>Yes, gas cylinders transportation</p> <p><i>Will cleaners, IT Staff or Estates need to access your area whilst your staff are working?</i></p> <p>Yes, we will liaise with the Tech Team to keep it to the minimum.</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><i>Are there any high risk activities which need particular First Aid or Fire Safety arrangements?</i></p> <p>No</p> <p><i>Do staff know how to access first aid kits or how to contact Security for emergency first aid?</i></p> <p>Yes. Covered in the existing RAs / SOPs for all research labs</p> <p><i>Do staff know how to access other risk assessments relevant to their area or activity?</i> Yes?</p> <p>Yes. Covered in the existing RAs / SOPs for all research labs</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</p>	<p><i>How will you monitor compliance with the control measures set out in this risk assessment?</i></p> <p>The risk assessment will be clearly communicated to all users, reminders will be sent during the on-line booking process. Regular checks will be carried out in all mass spec labs.</p> <p><i>How often and via what means will you brief and update your team on any changes to this risk assessment or associated control measures?</i></p> <p>Daily email/on-line meeting and when any changes are introduced.</p>

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	<p>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><i>How will you encourage staff to flag any concerns they might have, problems or deviations from the arrangements?</i></p> <p>Staff can report problem to line-manager any time and can escalate to higher level if it is necessary though email, phone and on-line meeting following guidelines here:</p> <p>https://warwick.ac.uk/fac/sci/chemistry/chemintra/techservices/covid/concerns</p>
One way Routes and Passing Places	<p>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.</p>	<p>Are you aware of all of the local temporary instructions on any access/egress arrangements, one way routes and passing places. And can you easily relay these to your staff?</p> <p>Yes, this information will be made available to all chemistry users once the departmental guideline has been finalised, all staff/users will be informed through email/phone/on-line meeting</p>
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>What arrangements have been made to allow safe breaks?</p> <p>See information at https://warwick.ac.uk/fac/sci/chemistry/chemintra/techservices/covid/dwellspaces/ which is kept up-to-date.</p>

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	<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>	
PPE and Face Coverings	<p>Where Personal Protective Equipment (PPE) has previously been deemed necessary as a control measure to ensure the safety of the individual for the activity that they are undertaking, e.g. work involving hazardous substances, it must continue to be worn. If there is a conflict between the need for such PPE and the wearing of face coverings then the priority must be given to wearing PPE.</p> <p>If the wearing of face coverings introduces an unacceptable level of risk for the activity then face coverings need not be worn, as long as this is captured in this Risk Assessment and other control measures are in place.</p> <p>It is University Policy that face coverings must be worn indoors and in crowded outdoor spaces on campus, unless an individual has an exemption or an activity risk assessment shows that</p>	<p>PPE is Personal Protective Equipment, as required under pre-Covid HSE regulations. Refer to your activity-based risk assessment for any PPE requirements. Face coverings are not PPE, as they potentially prevent the wearer from spreading viruses to others, rather than protecting the wearer.</p> <p>The University face covering policy must be implemented. What instruction will you provide to enable staff and student to follow this policy and how to use face coverings to best effect?</p> <p>Refer to your activity-based risk assessment for any PPE requirements.</p> <p>All staff and laboratory researchers have been informed of the University policy on face coverings within university buildings by email and again in team meetings. Lab PPE will be used at all times while working in the MS lab, including lab coat, safety glasses and gloves. Following University guidelines, all users are also required to wear a face covering while working in any of the mass spectrometry labs and while inside the chemistry buildings.</p> <p>Department advice on specific types of face covering will be followed and is here: https://warwick.ac.uk/fac/sci/chemistry/chemintra/safety/handbook/c/c19</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>wearing face coverings creates an unacceptable level of risk. Face coverings 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>Any work that needs to be undertaken at 1m+ distancing with the help of a senior staff member for training purposes will be carried out using additional visor-type face shields for the duration of the close-contact period. This is in addition to the cloth face-coverings that are already mandated for use in instrument or computer rooms.</p> <p>Face-shields, if used, will be cleaned after use. Cleaning procedures and materials are listed in the Handbook Section C18</p> <p>https://warwick.ac.uk/fac/sci/chemistry/chemintra/safety/handbook/c/c18</p> <p>noting the EPA-approved list of cleaning fluids:</p> <p>https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19</p>
<p>Guidance to staff</p> <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>Yes</p> <p>Yes</p> <p>Yes</p>

<p>Tick here to confirm that staff and Trades' Unions have been consulted and that the level of risk is acceptable to allow the work activity to take place (once you have put the control measures above in place)</p>	<p>YES</p>	<p>Line Manager Signature</p>	 <p>Dr. Lijiang Song</p>
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List of people that this assessment has been shared with prior to submission to HOD (you must include at least one Trades Union Representative here): **Lynette Walsh, and all departmental MS users. In addition: all members of the chemistry department restart working group: Profs. Richard Walton and Seb Perrier; Drs. Andrew Marsh (Union representative), Nicola Rogers, Lona Alkhalaf, Russ Kitson; Dorothea Mangels (TSM), Mrs. Donna McIntyre (SAO); Mr. Colin Lambert (university H&S).**

After submission and approval Risk assessment will be shared with:

All academic staff, and laboratory-based researchers and members of the technical team in the department of chemistry

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

<p>Approved By (HOD or Director)</p>	<p>Michael D. Ward</p>
<p>Date</p>	<p>21 April 2021</p>
<p>Review Date</p>	<p>21 September 2021</p>

<p>Signature</p>	
<p>Position</p>	<p>Head of Department</p>

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).

Standard Operating Procedure for returning to work to carry out ‘Critical Activities’ during Covid-19 lockdown easing period

This guidance sets out the general principles on things to consider before permitting people to return to work to carry out ‘critical activities’ post easing of the lockdown measures. These guidelines have been drafted to mitigate the potential resurgence of Covid-19 in the workplace after re-opening. In essence the general principles will require the University to continue to apply the Public Health England (PHE) guidelines which are:

Social distancing	Workers must follow the guidance on staying alert and safe (social distancing) and Staying Safe outside your home guidance. Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work. This will require some thought about how the 2m distancing measures can be applied at work. Managers/Supervisors will carry out an assessment of this.
Self-isolation	Anyone who either has a high temperature or a new persistent cough must self isolate for 10 days. Also, if they are within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) they must not come in to work, but must follow the guidance on self-isolation .
Person at increased risk	Anyone who is at increased risk of severe illness from Covid-19 (‘Clinically Vulnerable’) should continue to follow the ‘strict social distancing’ rules as recommended by the Government and as per the instructions in any advice that they have received from the NHS or their GP during this crisis.
Persons defined on medical grounds as extremely vulnerable	Anyone identified as ‘ Clinically Extremely Vulnerable ’ will have been advised in a letter from the NHS or from their GP/health authority and must follow the guidance on shielding and protecting extremely vulnerable people .
Living with a person in one of the above groups	Anyone living with a person who is at increased risk of severe illness (‘Clinically Vulnerable’), or an ‘Clinically Extremely Vulnerable’ person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.
If someone falls ill	<p>If someone develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> • Ensure their manager or supervisor is informed (via telephone preferably) • Return home immediately and self isolate for 10 days • 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 as per the Covid-19 testing guidance. <p>They must then follow the guidance on self-isolation (link above) and not return on to site until their period of self-isolation has been completed or test has been proven negative.</p>

The University will:

Share all Risk Assessments and SOPs with staff and encourage staff to comment on and influence the content of the assessments and the associated control measures.

Continue to have an operational emergency team in place comprising of essential staff to respond to any emergency.

Establish procedures for alert and outbreak verification to receive early warnings should the virus appear on campus.

Utilise existing communication channels for the drafting of situation reports, briefings, back-up of information, etc. for internal and external stakeholders.

Follow its existing contingency plans which address the impact of potential resurgence of disease in the workplace after re-opening including a mechanism for identifying triggers that could change the current approach being adopted.

Carry out building assessments to consider safety arrangements (2 metre distancing, hand washing, sanitiser, barriers, screens, access controls, etc.) in communal and shared spaces, including entrances, exits, stair wells, lifts, corridors, toilets, showers, locker rooms, kitchens and rest areas.

Managers / Supervisor Responsibility

The first principle will be to decide whether work activities are 'critical' and should recommence or whether there are other ways of completing that work, e.g. continued working from home.

Managers otherwise will need to complete the above risk assessment of the Covid-19 hazard which will consider the spaces that they have people working in and determine whether they can maintain 2 meter distancing in that space whilst carrying out the required work activities.

Where people are continuing to work from home, whether using a desktop PC, laptop or with paper-based activities, then the work is generally 'low-risk' and they should continue to use the guidance available for [Working from Home](#).

For work activities that can only be conducted by coming in to work and deemed 'critical', then the risk control measured and general principles within this document need to be applied by everyone.

Sharing Information with Staff

Line Managers will complete the above risk assessment and a completed copy of the risk assessment outlining the control measures that need to be put into place to permit 'critical activities' to be carried out on campus will be provided to all those involved in the 'critical activities'.

The following guidelines need to be followed by every person coming on to campus in order to try to prevent a resurgence / spread of the Covid-19 infection. A copy of these guidelines will also be shared with staff.

If Staff have Concerns

If staff are unsure or feel that the control measures are not adequate, or are not working, they should discuss with their manager or supervisor in the first instance. If necessary, they can escalate concerns to their Health and Safety Representative and/or their Health and Safety Office/Adviser or the H&S Helpdesk. If necessary, they can stop work: **there is nothing so important that it cannot be done safely!**

General principles to be applied for those coming in to work to carry out ‘critical activities’

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

Those that drive to work 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. Driving at Work

For those that need to travel whilst at work (i.e. around campus, between campuses or other locations). Wherever possible members of staff should travel alone. If staff have no option but to share a vehicle, then they should:

- Share with the same individuals and with the minimum number of people at any one time
- Wherever possible maintain a distance of two metres and avoid touching their faces
- Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey
- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle
- Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.

3. Access to/Egress from Buildings

- Non-essential visitors should not be invited on to campus.
- There will be a reduced building occupancy during this period for each building. Managers will be required to liaise with Estates to determine the occupancy numbers for each space.
- Start and finish times should be staggered to reduce congestion and contact in agreement with your line manager.
- Two meter distancing will need to be maintained on entry and exit from buildings. Follow any signage in place as there could be a change made to the number of access points into the buildings or a one-way system introduced in order to reduce congestion on circulation routes.
- There will be no planned fire emergency evacuations during the lockdown easing period, so if the fire alarm sounds, people will be encouraged to leave the building as normal, using all available exits, rather than congregating on normal staircases. Any one-way system introduced can be ignored at this time.
- Allow plenty of space between people waiting to enter / leave each building.
- Signage may be in place in certain locations:
 - Floor markings may be put down to ensure 2 metre distance is maintained between people when queuing
 - Reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow PHE guidelines
- Entry systems will continue to be in operation as these do not require persons to make personal contact with them.

- People will be encouraged to wash their hands for 20 seconds using soap and water or to use sanitiser when entering and leaving buildings.
- Common contact surfaces in receptions, offices, circulation spaces and door furniture will continue to be cleaned, particularly during peak flow times.
- Persons needing to meet one another will be encouraged to hold gatherings online, or if this is not possible then meetings should be outdoors or in well ventilated spaces where good distancing can also be maintained.
- Where deliveries need to be made, drivers and staff members should wash or sanitise their hands before and after handling.
- Staff and students will be expected to wear face coverings inside buildings (unless informed otherwise) in line with the [University face covering policy](#).

4. Use of Circulation Spaces and Lifts

- One-way systems may be put into place to avoid congestion and crossing people's paths within a 2m distance. Everyone must follow these (where they are in place) and wherever possible maintain a 2m distance from others.
- Stairs should be used in preference to lifts (with the exception of goods lifts) and, as they are small confined areas, lifts should only be used by one person at a time and only by those staff or students who are unable to safely use the stairs during this period.

5. Personal Hygiene

- Staff should not come in to work if showing symptoms of Covid-19 and should self-isolate for 14 days if other members of their household have symptoms 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 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.
- Staff to follow the Government's advice: Catch it, Bin it, Kill it



6. Hand Washing

- The University will ensure that there is an adequate supply of soap and fresh water to wash hands regularly. Staff to wash their hands with soap and warm water for at least 20 seconds each time.
- The University will provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.

Toilet Facilities

- In most locations around campus it will be impossible to restrict the number of people using toilet facilities at any given time. That said, if required to queue, anyone queuing should ensure 2 metre distancing is maintained and as much space is permitted to circulate otherwise within the toilet facilities themselves.

- Everyone must wash their hands following the Hand Washing guidance after using the toilet facilities and should dry their hands properly.
- Cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flushes will be maintained.
- Cleaning staff will empty toilet facility waste receptacles regularly.

7. Cafes and Rest Areas

Cafes and shops on campus might be offering a reduced service, with cafes possibly just providing a take away option at times. Staff might want to consider bringing their own food to work and return to their work locations (where safe to do so to consume food) and eat there, or at some other external space away from others.

- Staff will observe 2 metre distancing measures whilst queuing.
- People should stagger break times to reduce congestion.
- Drinking water will remain provided with enhanced cleaning measures of the tap mechanism.
- Those using shared kitchens should frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves.
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- Crockery, eating utensils, cups etc. should be washed and dried between uses.
- Payments should be taken by contactless card wherever possible.
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food.
- Staff within café areas and rest rooms will need to monitor compliance.

8. Waste Disposal

- Cleaning staff to regularly empty any local waste bins into the larger waste receptacles so that they can be regularly disposed of.
- Cleaning staff will regularly empty toilet facility waste receptacles so that any hand towel rubbish does not accumulate.

9. Changing Facilities, Showers and Drying Rooms

There are a number of buildings that have changing facilities, showers and areas for drying clothes.

- Based on the size of each facility, the number of people that may use these facilities at any one time will be displayed on the outside to maintain a distance of two metres.
- A staggered start and finish times should reduce congestion and contact of these facilities.
- Facilities will be cleaned throughout the day and at the end of each day.
- Use any rubbish bins provided as these will be regularly emptied and the waste disposed of.

10. First Aid and Emergency Service Response

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

When planning work activities, a check should be made that there is an adequate provision of first aid resources. Not all staff will be returning to work, so check who is in and who may be able to provide support at the times you are going to be in work.

- Security staff are all First Aiders, but this is not their only role on campus, so if you are planning to conduct high-risk work, consider whether the work should be delayed or provide additional competent first aid resources.
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources.

11. Cleaning

Enhanced cleaning procedures will be in place across campus, particularly in communal areas and at touch points including:

- Taps and washing facilities.
- Toilet flush and seats.
- Door handles and push plates.
- Handrails on staircases and corridors.
- Lift and hoist controls.
- Machinery and equipment controls.
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.
- Staff are responsible for cleaning of their own telephones, keyboards, desks and equipment in their immediate vicinity.
- Local arrangements should be implemented by managers for cleaning photocopiers and other office equipment.
- Local arrangements should also be implemented by managers for cleaning workshop and laboratory machinery, equipment or controls.
- In high hazard spaces, cleaning will be the responsibility of the space users unless there are arrangements in place with Campus Cleaning Services.

Useful Links:

1. [University of Warwick Health and Safety Services](#)
2. [University of Warwick Lone Working SOP template](#)
3. [UCU Departmental Contacts](#)
4. [Unison Departmental Contacts](#)
5. [Government Guidance on Working Safely during Coronavirus](#)
6. [Health and Safety Executive](#)
7. [TUC](#)

To contact Health and Safety Services e-mail:

HealthSafetyHelpDesk@warwick.ac.uk