

Laboratory Rules for Laboratory P449a: COVID-19 lone working supplemental

Introduction

This document describes additional procedures for lone working during the COVID-19 lockdown based on the [Lone Working SOP guidelines](#). These are considered supplemental to the standard operating procedures for P449a as documented [here](#).

During lockdown conditions, building occupancy is far lower than normal, thus additional measures are required to ensure lone working personnel are safe.

Lone Working Procedures

Condition to allow resumption of critical work

Before embarking on lone working, the worker must not be suffering any symptoms of COVID-19 (high-temperature, new continuous cough, loss or change to sense of smell or taste). [Consult NHS for current guidance of COVID-19 symptoms](#) or University guidelines <https://warwick.ac.uk/insite/coronavirus/>

Staff must have viewed the 'COVID-19 risk assessment' and 'Working Safely during COVID-19' Moodle courses before resuming critical work in P449a.

- COVID-19 Risk Assessment Moodle Course:
<https://moodle.warwick.ac.uk/enrol/index.php?id=38353>
- Working Safely during COVID-19 Moodle Course:
<https://moodle.warwick.ac.uk/enrol/index.php?id=38324>

Work Planning

- Worker must identify a remote buddy
 - Typically, this will be Ankush Mitra or Keith Jewkes
 - Lone worker agrees to check-in before arriving on campus, on arrival, every 2 hours while working in P449a, and leaving campus.
 - Buddy must acknowledge every message sent from the lone worker
- All workers and buddies must have joined the 'P173/P449a Buddy Group' WhatsApp group and confirmed they are able to receive/send messages to the group
- Driving, cycling, walking are preferred methods of transportation to University campus
- Public transport is discouraged during this lockdown period. If this is the worker's only means of transport, they must follow Government guidelines, such as wearing face cover while travelling

Prior to arrival

- Lone worker informs buddy of their ETA to the University and expected leave time
- Buddy should confirm message was received

On Arrival

- Lone worker contacts buddy and buddy acknowledges
 - If buddy fails to receive message from lone worker, they should follow emergency procedures
- Lone worker should follow procedures for building entry (such as wash hands on entry, sign registry)
- Prop open P449a door if closed, except during open-beam alignment work
- Before starting work, lone worker should wipe down all worksurfaces with alcohol

While working

- If working for more than half-a-day, lone worker should check in with buddy every 2 hours.
- For 3D printer access, check-in on entry and exit of P449a
- Buddy must acknowledge each check in
 - If buddy fails to receive check-in from lone worker, they should follow emergency procedures

Before leaving

- Wipe down all surfaces with alcohol before leaving

Leaving building

- Lone worker informs buddy they have left the building and finished for the day

Emergency Procedures

If lone worker fails to check in with buddy:

- Immediately attempts to call lone worker
- If calling fails, immediately contact University Security on 02476 522222
- Inform Security of the lone workers location, what work activities they were involved with and any hazards Security should know about
- Contact the lone worker's line manager/supervisor if this is different to the designated buddy