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

Department/ Group/Team	WCUS	Date of assessment	16/06/2020, this section split to separate space and re-issued 14/10/2020
Building	MAS	Reduced Occupancy Level (Maximum)	**2** 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	3.05 (01.254.L02.013)	Number of People	**18** Insert the number of people to be involved in the 'Critical Activity'

'Critical Activities' to be carried out	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:
	(For initials see section below)
	    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.
	        ERC H2020-FETOPEN – Boostcrop (MS, VS, JW, TA)
	        EP/S028986/1 (MS, VS)
	        EP/R03382X/1 (MS, VS)
	        EP/S021442/1 (MS, VS, JW, AW, SW, PM)
	        Syngenta funded PhD (SG)
	        Lubrizol funded PhD (EH AC)
	        External funded research – University of Cambridge – Joyce Group (JLH, MS, EBC)
	
	    2. Research required to prepare for (or bid for) future externally funded laboratory research activity (and the lab support services it relies on).

PI on probation – work towards EPSRC bids (RM, HB, JH)

3. Laboratory based PhD student projects.
   EPSRC DTP (EBC, HB, JH)
   EPSRC Diamond Science & Technology CDT (DC, <mark>JK)</mark>
   China Scholarship Council studentship (ErH)

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	**Mick Staniforth, James Lloyd-Hughes, Vas Stavros** 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. 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	**The following WCUS users: Mick Staniforth (MS; PDRA and UCU member), James Lloyd-Hughes (JLH; PI), Vas Stavros (VS; PI), Rebecca Milot (RM; PI), Jack Woolley (JW; PDRA), Edward Butler-Caddle (EBC; PhD), Sofia Goia (SG; PhD), Temitope Abiola (TA; PhD), Abbie Whittock (AW; PhD), Emily Holt (EH; PhD), Daniel Coxon (DC; PhD), Eric Hu (ErH; PhD), Helen Balogun (HB; PhD), Jake Hutchinson (JH; PhD)), Adam Cowden (AC; PhD), <mark>Junn Keat (JK; PhD), Sopida Wongwas (SW; PhD), Paula Martin (PM; PhD),</mark> tech team and exec from Physics and Chemistry.**

You must consult with your staff in carrying out this Risk Assessment, and must seek support from any recognised Trades' Union Safety Representatives in particular. 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 child care (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.

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'.	Does your workforce need to come onto campus to carry out this critical work or can they continue to work from home? **Experiments require some of the workforce to be on campus**
	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.	Have staff been fully informed of the needs for self-isolation should they have any symptoms whatsoever? **This has been included in the new SOP document**
	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.	
	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, although they can come to work, they should be encouraged to continue working from home or to stay at home.	Have staff who are 'extremely vulnerable' or 'vulnerable', or live with such people been fully considered? **Such staff will have a proxy carry out their experiment for them**
	Meetings on campus 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.	Can meetings be held online, eliminating the need for people to be on campus or for them to congregate? **Yes, computers exist in the lab – microphones and webcams will be provided**
Reduce	Where 'elimination' cannot be applied consider whether you can 'reduce'	How can you reduce the number of people required

		the likelihood of persons coming into contact with one another:	on campus, whether to carry out tasks or to attend meetings? **All meetings will be held online, only 2 people will be allowed in the lab at any one time – and only in cases where social distancing can be maintained.**
		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.	
		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.	How will you stagger working times, so that people do not need to be in the same space at the same time? **Not applicable – only one experiment exists in this lab**
		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.	How will you reduce the hours that people need to be on site? **A single experiment, or single run of experiments will be performed daily, the results being analysed at home**
		Writing-up of experiments, results and reports must be conducted at home.	
			How does your booking process control the number of people in your facility/space? **Facility manager (Mick Staniforth) controls all access to the FTIR. Booking will only be done through him. PIs James Lloyd-Hughes and Vas Stavros will decide on priorities in the first instance, in communication with the users.**
			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? **The space is easily large enough to accommodate two people at great than 2 m separation.** 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. **Unnecessary, see above.**	
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, and where 2 metres distancing can take	Do you need to introduce screens or barriers to separate people? **No. This is unnecessary due to the large space** How will you reduce the team size to be as small as possible, or identify fixed teams/partnering? **People will work <mark>in fixed groups for</mark> an allotted time period** How will you ensure people conduct their work away from each other? **Mostly only single users will be in this space. When there are more than one, for training purposes, user and trainer will keep 2m distance.** Can you open windows (including in vehicles) or doors	

		place? Use Teams/Zoom/Skype, etc. for meetings.	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] **There are no windows in the lab. The door can be opened** Is there good general ventilation provided by air handling or air conditioning units where windows cannot be opened? **The lab uses the MAS main a/c ventilation**
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 work station 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?		Identify any essential tasks that will require people to potentially work within 2 metres of each other. **None** 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? **n/a** How will you ensure the areas are being cleaned regularly and at the end of the day/shift? **Users will wipe down their tools and work areas with**

	• Introduce hand sanitiser (for spaces that do not have 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.	**isopropyl alcohol or a WHO approved disinfectant (https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19) supplied by chemistry stores at the end of their allotted time.** Are there enough hand washing facilities for those involved in the 'critical activities'? **Hand sanitiser is supplied on the steady-state experiment** Do you need to introduce hand sanitiser? **Yes – see above. Hand sanitiser is required so that users of the steady-state experiment can sanitiser upon entry and exit of the lab.** Will you need to use the lift for any activities? **Liquid nitrogen may need to be taken up in the lift. No users will, in the first instance, require the lifts.** Will cleaners, IT Staff or Estates need to access your area whilst your staff are working? **Nothing beyond the ordinary for the building. Arrangements can be made to ensure nobody is working when estates require access.**

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 contact Health and the Safety Helpdesk. 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. 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.	Are there any high risk activities which need particular First Aid or Fire Safety arrangements. **Cryogens and certain chemicals may require particular first aid in the event of an accident. RAs exist for these situations already.** Do staff know how to access first aid kits or how to contact Security for emergency first aid. **This is included in the new SOP document** Do staff know how to access other risk assessments relevant to their area or activity. **All staff are shown where these are (in the annex room of WCUS) and have read and signed that they understood as part of their usual induction.**
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.	How will you monitor compliance with the control measures set out in this risk assessment? **Users are expected to police themselves for the most part. Complaints should be raised with the facility manager and this can be done anonymously via an online form.** https://warwick.ac.uk/fac/sci/wcus/bugs/ **A checklist is online at** **https://warwick.ac.uk/fac/sci/wcus/covid19/ where it must be recorded at the end of every shift that the**

			lab has been left in a fit state for the next user.
			How often will you brief and update your team on any changes to this risk assessment or associated control measures? **All health and safety measures will be reviewed with the team every month.**
			How will you encourage staff to flag any concerns they might have, problems or deviations from the arrangements? **As mentioned above, an online form can be filled in and this can be anonymised if desired by the reporter. The link is given in the new SOP document**.
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.		Are your 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? **Please see the [Building Operation Procedure for MAS](). Instructions on how to enter, navigate and exit MAS will be relayed to staff via email and MS Teams.**
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.		Should a researcher need to take a break, the seating area on MASB floor 2 will be used, making sure that 2 meters distance are kept between the researcher and anyone else present at all times. The food preparation

	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. 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. 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.	area should not be used. Researchers should bring in their own food, eat it in the seated area, and take wipes from the lab to wipe down the seat and table afterwards. This is all subject to wider building regulations. VPNs will be installed on all ultrafast experiments so that these might be monitored while users leave the department for lunch or to take a break. Steady-state experiments come with significant less risk of damage to the equipment in the case of failures. They also run on computers which cannot be connect to the internet due to legacy software issues. Typically these experiments do not take longer than 6 hours. As such, no monitoring system is needed for these experiments.

PPE and Face Coverings	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. 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. 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 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).	PPE is Personal Protective Equipment, as required under pre-Covid HSE regulations. Refer to your activity-based risk assessment for any PPE requirements. **RAs are in the annex room. All users are trained on the appropriate use of PPE.** Face coverings are not PPE, as they potentially prevent the wearer from spreading viruses to others, rather than protecting the wearer. 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? Face coverings are required when there is more than one person in the area to meet current university policy, unless the person has a medical exemption. People should follow WHO and UK Government instructions: wash hands before and after putting it on and removing it, treat as contaminated, wash with laundry. Do not leave it or dispose of it in the lab. Persons with a medical exemption may choose to wear a "sunflower" lanyard or other distinguishing item, but this is not obligatory.

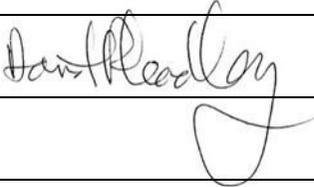| Guidance to staff | Have you issued the Covid-19 guidance to **all** of those that are returning to work to carry out 'critical activities' (see appendix A)? | Yes |
| | Have you arranged briefing sessions on the risk assessment and SOP with staff? | Yes |
| | Have you arranged 121 meetings with staff 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? | Yes |

| **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:

Mick Staniforth, James Lloyd-Hughes, Vas Stavros, Jack Woolley , Edward Butler-Caddle, Sofia Goia, Temitope Abiola, Abbie Whittock, Emily Holt, Daniel Coxon, Eric Hu, Rebecca Milot, Helen Balogun, Jake Hutchinson

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)	David Leadley		Signature	
Date	16/06/2020		Position	Head of Department
Review Date				

Please print a copy, sign it and share with those involved in the 'critical activity' which is requiring them to come into the University to work.

Send an electronic copy to your Health and Safety Officer or Health and Safety Adviser.

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 at home and away from others (social distancing). 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 or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) 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	If someone develops a high temperature or a persistent cough while at work, they should: • Ensure their manager or supervisor is informed (via telephone prefereably) • Return home immediately • 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. They must then follow the guidance on self-isolation and not return on to site until their period of self-isolation has been completed or test has been proven negative.

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.

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.

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.

7. 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.

8. Cafes and Rest Areas

Cafes on campus will be offering a reduced service during the lockdown easing period, possibly just a take away option at times, and some will remain closed. Where possible staff should bring 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.

9. 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.

10. 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.

11. 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.

12.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.
- Hand-rails 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. [Government Guidance on Working Safely](#)

3. [Health and Safety Executive](#)

4. [TUC](#)

To contact Health and Safety Services e-mail:

HealthSafetyHelpDesk@warwick.ac.uk

Special standard operating procedure for MAS 3.05 workplace procedures during Covid-19 epidemic.

This document does not, unless stated otherwise, supersede the current risk assessments and must be considered to be in operation in conjunction with those documents at all times.

This document has been read, understood, and agreed to by all current registered WCUS users. It will be reviewed every fortnight to ensure that all users affected continue to agree with its implementation, and to update the document as the ongoing pandemic situation develops. Any alterations must be agreed by all users before going ahead.

Document prepared by Mick Staniforth (Facility Manager) on 14/10/2020

Timing, personnel, and moving through the building

One researchers will be permitted to work on the FTIR experiments, rising to two where new group members require training, in which case the new member will be shadowing one of the other users, maintaining social distancing of 1+ meters at all times. This should only happen where failing to train the new member will have an immediate detrimental impact on their education. In all other cases, new members experiments should be run by existing trained personnel. **Face coverings/visors must be warn during training and gloves must be worn** if it is unavoidable for the two users to touch the same equipment.

Each researcher will be allotted **daily working hours** **which they must adhere to**, and an **allotted WCUS time**, which will span ~1 week based on the needs of the researcher. To ensure lone working does not take place, researchers must use their **allotted WCUS time** only during the allocated times. To ensure the risk of spreading illness is as low as possible, research groups for each **allotted WCUS time** must not mix, i.e. each **allotted WCUS time** has one group allocated to it and they must start and end their lab **allotted WCUS time** together.

Daily working hours in the lab should be limited according to each researcher's personal ability to work safely, and taking into account the needs of those working in the main facility acting as the 3.05 researcher's partner. In cases where a disability or other factor might reduce the **daily working hours** of a researcher, that researcher, and subsequently their partner, should have an extended **allotted WCUS time**.

Due to the requirement for minimum staff in the building, with the exception of receiving training, only experiments for which the user is fully trained and capable of running alone should be carried out. This must be agreed by the PI, the WCUS facility manager and the user. If, for any reason, a user is not confident running their experiment, a suitable replacement should be found to carry-out their experiment. No experiments should be run which require major alterations to the setup, but simple, routine alterations are permitted.

Entering the lab

Upon entering 3.05, users must use the hand sanitiser that will be provided and kept replenished on or near this setup. Face coverings should be on before the lab is entered.

Working in the lab

Sample preparation should not happen in this room, only transfer of sample into the experiment.

Liquid nitrogen should not be used until a second user is present (that user can be in the main WCUS facility) so that someone is on hand in case of emergency.

Face coverings should be worn **at all times**. Gloves are recommended when in the lab, but must be removed before leaving, as per normal risk assessment protocols.

Exiting the lab

All materials brought into the lab must be taken out of the lab at the end of the experiment. It will be the responsibility of the users to remove any waste from the room and dispose of it according to health and safety guidelines. https://warwick.ac.uk/fac/sci/wcus/covid19 and make sure all items have been checked off the checklist then submit the form to confirm.

Planning Experiment Time

Priority will be given to final year PhD students, or users who have other hard deadlines approaching for which data is required.

Priority will also be given to those users who require multiple days of laboratory time to collect the data which they require. Those users who require only a single day for a certain experimental run, or less, will be given the opportunity to book their needs via an online form on the WCUS webpage. If a user with a whole week allocated finish their experiments in shorter time, they will be able to look down the list of requests for single run/day experiments and perform those experiments (for which they are trained and equipped) as a proxy for the user who made the request, in the time that they have remaining in WCUS. This will substantially reduce the number of people who need physical access to the facility.

Pre-existing Control Measures

There are no pre-existing measures that would have an impact on the spread of disease.

General Covid-19 Advice

All building/department/university wide risk assessments must be obeyed in full.

It is recommended that, after an allotted WCUS time, researchers self-isolate as best they can for one week and monitor for symptoms of Covid-19.

If a researcher shows any symptoms of Covid-19, they must inform Mick Staniforth, Vas Stavros, and James Lloyd-Hughes, and **will not be permitted into the lab** to undertake their allotted WCUS time. If they develop symptoms during their allotted WCUS time, the lab must be shutdown for 72 hours, after which all surfaces should be cleaned thoroughly before work recommences. The partnered user should also end their allotted WCUS time at that point, and the next rotation begin.

In the event on an Emergency

If one of the users has an accident, the other should contact security on 22222 on an internal phone or 02476522222 on a mobile (preferred).

First aid kits can be located in the lab corridors on floors 1, 2, 3, and 4.

If any users have concerns about the lab, the above procedures, or feel that someone is putting them at risk by not following the above procedures, they can fill out a form (and they can delete their name to anonymise it if necessary) at https://warwick.ac.uk/fac/sci/wcus/bugs/

Without the control measures detailed above, the overall risk due to disease is:

Medium

With the control measures detailed above, the overall risk due to disease is:

Low

office corridor