

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

Department/ Group/Team	<a href="#">Physics/Diamond/Laser Machining</a>	Date of assessment	<a href="#">11/06/20</a> <a href="#">Updated 09/10/20</a>
Building	<a href="#">Physics</a>	Reduced Occupancy Level (Maximum)	State max. number: <b>1</b> 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	<a href="#">P1.66 Laser Machining lab - See supporting information (01.042.000.071)</a> <a href="#">P1.39 Diamond Polishing Lab - See supporting information (01.042.000.047)</a>	Number of People	Insert the number of people to be involved in the 'Critical Activity': <a href="#">P1.66 Maximum 1 staff/PhD student member at any time from 2 authorised users (Dr Claire Hurley/Mr Josh Tully)</a> <a href="#">P1.39 Diamond Polishing Laboratory 1 staff member (Prof Mark Newton).</a>
'Critical Activities' to be carried out	<p>State your research activity here: <a href="#">P1.66 Laser Machining, 3D Printing/P1.39 Diamond Polishing (Macpherson/Newton have a number of projects funded by EPSRC, the Royal Society and Industry (including Impact Case Study))</a></p> <p>Critical Activity - Any activity which has critical business consequences for the University if were to be delayed any further. In terms of Research departments that would include:</p> <ol style="list-style-type: none"> <li>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.</li> <li>Research required to prepare for (or bid for) future externally funded laboratory research activity (and the lab support services it relies on).</li> <li>Laboratory based PHD student projects.</li> </ol>		

**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: [Mark Newton](#)

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 names of those people supporting the Manager/Supervisor/ PI in carrying out the Risk Assessment including the Trades' Union Safety Representative:

[Dr Claire Hurley \(Physics\)](#); [Mr Joshua Tully \(Chemistry\)](#); [Dr Ben Breeze \(Spectroscopy RTP\)](#); [Prof Julie Macpherson \(Chemistry\)](#)

You must consult with your research staff in carrying out Risk Assessments AND your recognised Trades' Union Safety Representatives. See [UCU Departmental Contacts](#) and [Unison Departmental Contacts](#)

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.

##### **Further information**

Refer also to the [Standard Operating Procedure for returning to the University during Covid-19](#), and/or the Building Operating Procedure. These outline how the building will operate when the students return on to campus and when there are more staff present as the University moves to what is now termed the 'new normal'.

<b>Hierarchy of Control Measures to be used</b> (these are listed in order of priority, but a combination of controls may be required)	<b>Control Measure</b> (Please answer the questions in this column)
<b>Eliminate</b>	<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>Does your workforce need to come onto campus to carry out this critical work or can they continue to work from home?</p> <p>Yes. There are a number of business critical activities which can only be carried out by a member of staff or student in the labs (P1.39 and P1.66)</p> <p>Have staff/students been fully informed of the needs for self-isolation should they have any symptoms whatsoever?</p> <p>Yes. Laboratory workers will be reminded at regular intervals via email and signage in the lab.</p> <p>Anyone working in the lab (P1.39 and P1.66) during this period will be required to complete the COVID-19 Return to Campus checklist (available via the link below) acknowledging they are aware of the university guidance on symptoms and when to self isolate, and will sign up to reporting if they subsequently become unwell with COVID-19:</p> <p><a href="https://warwick.ac.uk/fac/sci/physics/intranet/healthandsafety/return_to_campus/">https://warwick.ac.uk/fac/sci/physics/intranet/healthandsafety/return_to_campus/</a></p> <p>Have staff who were 'extremely vulnerable' or 'vulnerable', or live with such people been fully considered?</p> <p>It will be made clear to all staff/students that returning to the Lab (P1.39 and P1.66) is not mandatory and any staff/students who are vulnerable or living with vulnerable people will be supported in working at home. This may include some changes of duties, where appropriate.</p>

		<p>Can meetings be held online, eliminating the need for people to be on campus or for them to congregate?</p> <p><a href="#">All meetings will be held remotely via MS Teams</a></p>
<p><b>Reduce</b></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 <a href="#">Lone Working template</a> SOP has been developed which can be adapted for the group to use.</p> <p>Booking systems for deliveries or collections, and systems for the use of receptions, should be set up in such a way as to minimise person-to-person contact. A ‘blueprint’ risk assessment for Student Reception Areas’ may be useful to use for opening up any areas like this on campus if required to be open at this time.</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>How can you reduce the number of people required on campus, whether to carry out tasks or to attend meetings?</p> <p><a href="#">Only staff and students essential for business critical work will be authorised to have access to the lab (P1.39 and P1.66). No exceptions.</a></p> <p><a href="#">Samples will be run by one of the authorised workers rather than individual users. Experimental details and sample related Health and Safety considerations will be confirmed through MS Teams.</a></p> <p><a href="#">All meetings will be held remotely via MS Teams</a></p> <p>How will you stagger working times, so that people do not need to be in the same space at the same time?</p> <p><a href="#">There will only be two authorised workers using P1.66 and one using P1.39. These authorised workers will work to an agreed rota in full day shifts decided a week in advance. Timetable is available through MS Teams using the “Shifts” function.</a></p> <p><a href="#">Only one worker will be present in either lab at any time.</a></p> <p><a href="#">Samples will be dropped off or collected using designated boxes. Where possible, this will be done by one of the authorised users. When this is not reasonable, samples will be dropped off by arrangement using MS Teams. This can be done when an authorised user is working in the lab whilst maintaining a 2 m social distance.</a></p> <p>How will you reduce the hours that people need to be on site?</p> <p><a href="#">Any work that can be done at home will be.</a></p> <p><a href="#">Where possible, for longer experiments, the user will leave the site and return to turn off the equipment.</a></p>



		<p>Could a reduction in number result in persons potentially lone working and will you consider development of a Standard Operating Procedure (SOP)?</p> <p>All staff should refer the university Lone working policy if they are on a shift by themselves.</p> <p><a href="https://warwick.ac.uk/services/healthsafetywellbeing/az/healthandsafetyguidanceoncovid19/loneworking">https://warwick.ac.uk/services/healthsafetywellbeing/az/healthandsafetyguidanceoncovid19/loneworking</a></p> <p>When working alone only Low Risk tasks should be conducted.</p> <p>For lone working a buddy system will operate and all users will be expected to check in with their designated buddy at the start and end of their time in the lab and periodically check in if expected to be in the lab for a full day.</p> <p>How does your booking process control the number of people in your facility/space?</p> <p>There will only be two authorised workers using P1.66 and one using P1.39. These authorised workers will work to an agreed rota in full day shifts decided a week in advance. Timetable is available through MS Teams using the “Shifts” function.</p> <p>Only one worker will be present at any time.</p> <p>Access to the area is controlled by keypads at the corridor entrance (marked in the supplementary information) and at the lab door (1.39 and 1.66 also marked)</p> <p>All work in the lab must be pre-planned and approved by the PI.</p> <p>Access to 1.39 and 1.66 will be managed in co-operation with the other building users.</p> <p>All areas to be accessed have windows that will allow users to assess the number of occupants prior to entry.</p> <p>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?</p> <p>Using the booking system only one user will be present at any one time. The only exception being during occasional sample collection/drop off where the worker can move to a position 2 m from the sample drop off area.</p>
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		<p>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.</p> <p>The main aim is to create social distance via maximum occupancy of one worker at any time.</p> <p>For occasional sample drop off, a 2 m distance from the sample drop off area will be indicted by signage.</p> <p>Posters will be placed in the corridor leading up to the lab reminding all staff not to wait/congregate in this area</p>
<p><b>Isolate</b></p>	<p>Where work activities have to be carried out with others, and persons have to work within relatively close proximity to one another for intermittent work activities:</p> <p>Screens (such as Perspex screens) and barriers (to physically separate individuals) 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. Advice on the ventilation systems serving your space can be obtained via Estates using their <a href="#">consultation form</a> and submitting this to <a href="mailto:furniture@warwick.ac.uk">furniture@warwick.ac.uk</a></p>	<p>Do you need to introduce screens or barriers to separate people? A maximum occupancy of 1 person working at any time means this will be unnecessary.</p> <p>How will you reduce the team size to be as small as possible, or identify fixed teams/partnering? There will only be two authorised users of this space. These experienced users will run samples for all other users of the equipment. Only one user will be working at any time.</p> <p>Staff from external companies whose presence on site is essential (e.g. urgent maintenance/repair, equipment installation, etc.) will only be allowed on site if they have submitted suitable RAMS and have provided an updated COVID-19 SOP for the work to be undertaken which have been approved by a Warwick Health and Safety Officer. Any such activity will have the minimum number of essential staff on site.</p> <p>How will you ensure people conduct their work away from each other? Bookings will be timetabled such that only one worker will be present at any time. All users will be reminded of their responsibility via email and with signage in the lab. Signage on the entrances to the lab will remind users of the maximum occupancy of the space.</p>



	<p>Justify why you cannot conduct a meeting online, AND is there a space where you can meet with a small number of staff that is in the open or where there is good ventilation, and where 2 metres distancing can take place? Use Teams/Zoom/Skype, etc. for meetings.</p>	<p>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]</p> <p>Only one worker will be in the lab at any time. The lab has built in air conditioning which creates a steady air flow through the lab so opening windows and doors will not be required.</p> <p>Is there good general ventilation provided by air handling or air conditioning units where windows cannot be opened?</p> <p>Yes. The lab has built in air conditioning which creates a steady air flow through the lab</p>
<p><b>Control</b></p>	<p>Consider access for cleaners, IT staff, Estates staff, etc. and how such activities can be carried out safely.</p>	<p>Identify any essential tasks that will require people to potentially work within 2 metres of each other.</p> <p>None are foreseen at this time.</p> <p>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?</p> <p>Bookings will be timetabled such that only one worker will be present at any time.</p> <p>How will you ensure the areas are being cleaned regularly and at the end of the day/shift?</p> <p>Cleaning wipes / sprays will be made available in the lab and every member of staff will be expected to wipe down instruments they are using before and after use. This includes sample vials, sample drop off bins, bins and computers and peripheral equipment.</p> <p>Are there enough hand washing facilities for those involved in the activities?</p> <p>Yes. There are toilets situated on the access route to the labs with hand washing facilities and hand sanitiser will be made available inside the lab.</p>



		<p>Handwashing facilities are available in P1.39</p> <p>Do you need to introduce hand sanitiser?</p> <p>Hand sanitiser would be desirable for P1.66 as there are no sinks within the lab.</p> <p>Not required for P1.39</p> <p>Will you need to use the lift for any activities?</p> <p>No</p> <p>Will cleaners, IT Staff or Estates need to access your area whilst your staff are working? How will you manage such situations?</p> <p>No. Cleaners, IT Staff or Estates staff do not need regular access to the labs.</p>
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<p><b>First Aid and Fire Safety</b></p>	<p>Have you considered any high risk activities which need particular <a href="#">First Aid</a> or <a href="#">Fire Safety</a> arrangements. If you are concerned about first aid cover or fire safety contact the Health and the Safety Helpdesk.</p> <p>Security can provide emergency First Aid support, but managers should endeavour to provide first aiders as far as possible. High risk activities should not be permitted unless there are emergency responders available.</p> <p>Encourage all members of staff to act as temporary <a href="#">Fire Wardens</a>. 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 emergency situations.</p>	<p>Are there any high risk activities which need particular First Aid or Fire Safety arrangements?</p> <p>No</p> <p>Do staff know how to access first aid kits or how to contact Security or local emergency responders for emergency first aid?</p> <p><a href="#">Authorised users all know how to contact Estates in an emergency and will be reminded prior to return to the lab via email.</a></p> <p><a href="#">All staff and student users will be instructed to contact Estates for access to first aid by dialling 22222.</a></p> <p><a href="#">There is a landline in 1.66 available for use. A mobile phone will be used for 1.39</a></p> <p><a href="#">Lab signage will be updated to reflect this.</a></p> <p>Do staff know how to access other risk assessments relevant to their area or activity?</p> <p>All risk assessments are available electronically:</p> <p><a href="http://go.warwick.ac.uk/diamond/safety/p1_66">Go.warwick.ac.uk/diamond/safety/p1_66</a></p> <p><a href="https://warwick.ac.uk/fac/sci/physics/research/condensedmatt/magneticresonancecluster/diamond-epr/safety/p1_39">https://warwick.ac.uk/fac/sci/physics/research/condensedmatt/magneticresonancecluster/diamond-epr/safety/p1_39</a></p> <p><a href="https://warwick.ac.uk/fac/sci/physics/intranet/healthandsafety/return_to_campus/risk_assessments/">https://warwick.ac.uk/fac/sci/physics/intranet/healthandsafety/return_to_campus/risk_assessments/</a></p> <p><a href="#">Hardcopies are stored at the entrance to 1.66 and 1.39, respectively.</a></p> <p><a href="#">All returning users will be emailed a copy of the updated risk assessments and asked to confirm they have read these before being given access to the lab.</a></p> <p><a href="http://go.warwick.ac.uk/diamond/facilities/lasermicromachining/covid19working">go.warwick.ac.uk/diamond/facilities/lasermicromachining/covid19working</a></p>
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<p><b>Behaviours</b></p>	<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. The behaviours we all need to adopt are on the <a href="#">Community Responsibilities webpages</a>.</p> <p>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.</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>How will you monitor compliance with the control measures set out in this risk assessment?</p> <p><a href="#">All users will be made aware of their own responsibility in the lab. Access to the lab is restricted by keypad access on the corridor and lab doors.</a></p> <p><a href="#">All users will be made aware that any breach of the rules will mean automatic removal of access to the lab.</a></p> <p>How often and via what means will you brief and update your team on any changes to this risk assessment or associated control measures?</p> <p><a href="#">This situation will be very dynamic and updates will be disseminated via email when they occur. They will also be passed on during the weekly team meeting.</a></p> <p>How will you encourage staff to flag any concerns they might have, problems or deviations from the arrangements?</p> <p><a href="#">If staff have any concerns for their own safety they should report any concern to their line manager and/or the University Health and Safety Office.</a></p> <p><a href="#">Major concerns should be raised with HSE using the form available at <a href="https://www.hse.gov.uk/contact/concerns.htm">https://www.hse.gov.uk/contact/concerns.htm</a></a></p> <p><a href="#">No one who feels unsafe traveling to the building will be required to attend the site and other arrangements will be made to help them with their research.</a></p>
<p><b>One-way Routes and Passing Places</b></p>	<p>Line Managers must find out any local temporary instructions on any access/egress arrangements, one-way routes and passing places. This information must be cascaded to staff and students. Normal fire escape routes</p>	<p>Are you aware of all of the local instructions on any access/egress arrangements, one-way routes and passing places. And can you easily relay these to your staff?</p> <p><a href="#">None at this time</a></p>

	take precedence over one-way routes in emergency situations.	
<b>Communal areas</b>	<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 always maintain 2 metre separation.</p> <p>People can bring their own food, which ideally does not require the use of a microwave, as there will potentially be limited access to kitchens. Local cafes and other retail outlets will be available during term time, set out to maintain 2m distancing or with other measures in place to mitigate the transmission of Covid-19.</p> <p>Kitchenettes, etc. must have floor markings to ensure that they do not become overcrowded and allow queuing, back-to-back working and one-way systems.</p> <p>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>	<p>What arrangements have been made to allow safe breaks?</p> <p>Communal eating spaces are available:  <a href="https://warwick.ac.uk/fac/sci/physics/intranet/healthandsafety/return_to_campus/risk_assessments/communal_eating_spaces_ra_sop_covid_19_v10_150920.pdf">https://warwick.ac.uk/fac/sci/physics/intranet/healthandsafety/return_to_campus/risk_assessments/communal_eating_spaces_ra_sop_covid_19_v10_150920.pdf</a></p>
<b>PPE and Face Coverings</b>	<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 a face covering, then the priority must be given to the wearing of PPE.</p> <p>If the wearing of face coverings introduces an unacceptable level of risk for the activity then face</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.</p> <p>Face coverings are not PPE, as they potentially prevent the wearer from spreading viruses to others, rather than protecting the wearer.</p>



	<p>Have you arranged briefing sessions on the risk assessment and SOP with staff and students?</p> <p>Have you arranged 121 meetings with staff who were previously deemed 'extremely vulnerable'? Have you encouraged vulnerable staff to use the <a href="#">Covid-19 Age Tool</a> to assist with these conversations?</p>	<p>Yes / No</p>
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<p><b>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</b> (once you have put the control measures above in place)</p>		<p>Line Manager Signature</p>	 <p>MARK NEWTON</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):**

Dr Claire Hurley (Physics); Mr Joshua Tully (Chemistry); Dr Ben Breeze (Spectroscopy RTP); Prof Julie Macpherson (Chemistry)

**Review date:**  
 This assessment needs to be reviewed should anything change, should people raise any concerns, or at least once every week and updated when there is a substantial change



<b>Approved By (HOD or Director)</b>	David Leadley
<b>Date</b>	15/06/2020
<b>Review Date</b>	

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

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 into 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)

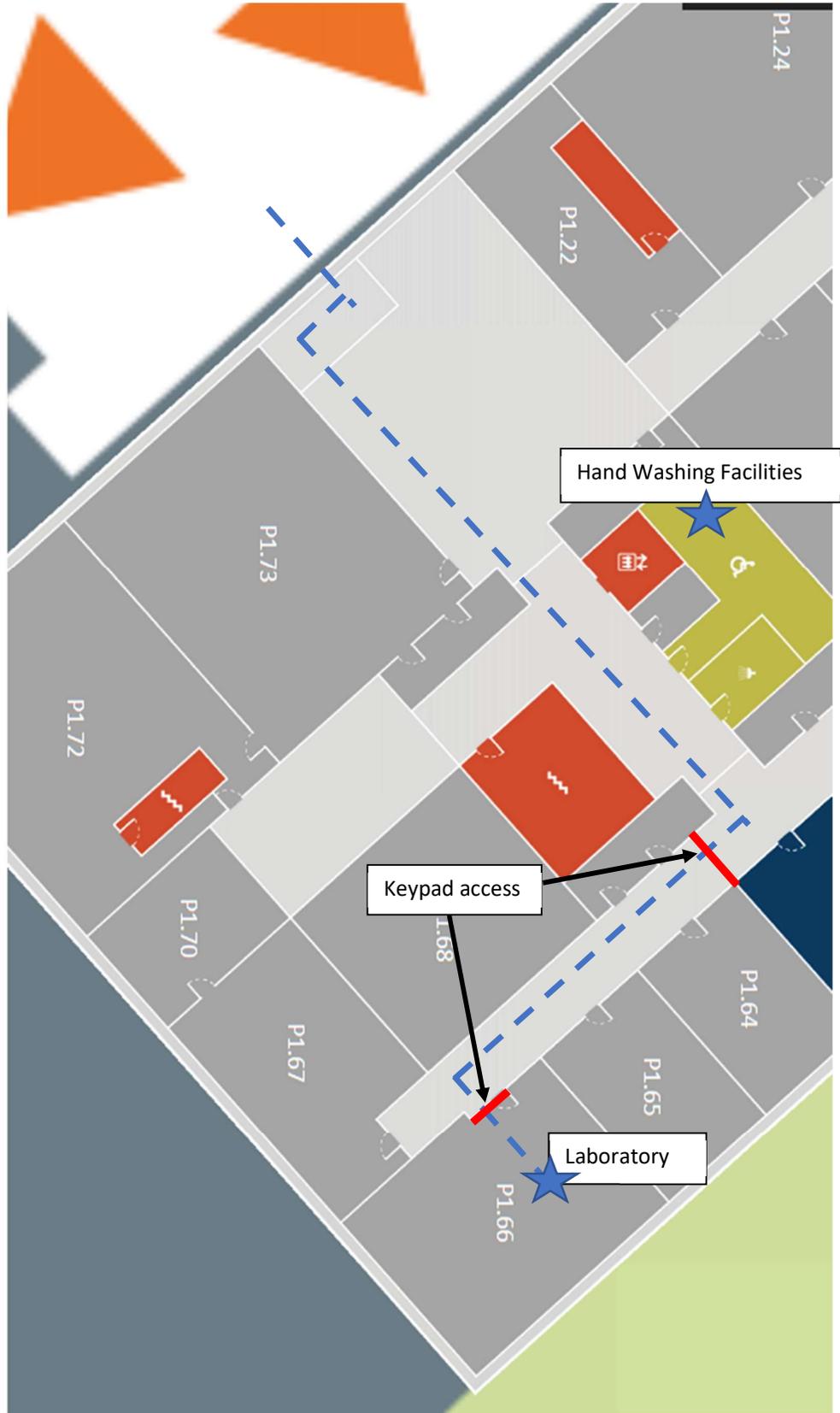
**Useful Links:**

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. [Test and Trace](#)
6. [Guidance for Managers and Leaders](#)
7. [Government Guidance on Working Safely during Coronavirus](#)
8. [Health and Safety Executive](#)
9. [TUC](#)

To contact Health and Safety Services e-mail:

[HealthSafetyHelpDesk@warwick.ac.uk](mailto:HealthSafetyHelpDesk@warwick.ac.uk)

# Supporting Information P1.66



# Supporting Information P1.39

