

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

Department / Group/Team	Department of Physics, Solid State Nuclear Magnetic Resonance	Date of assessment	26 th May 2020;revised 3 rd September 2020
Building	Millburn House	Reduced Occupancy Level (Maximum)	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	G71 (01.005.000.066) G72 (01.005.000.067) G73 (01.005.000.068) G75 (01.005.000.054)	Number of People	Phase 2: Maximum of eighteen. This includes those working in G78, the EPR and RTP area.

‘Critical Activities’ to be carried out	<p>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:</p> <ol style="list-style-type: none"> 1. Use of the 850 MHz Solid State NMR facility (to be operated by the facility manager and/or external visitors). 2. Externally funded laboratory research activity (and the laboratory support services it relies on), including UKRI or similarly funded work and work funded by industrial partners or similar sponsors. 3. Research required to prepare for (or bid for) future externally funded laboratory research activity (and the lab support services it relies on). 4. Laboratory based Ph.D. student projects. <p>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).</p>
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Line Manager carrying out the assessment	<p>Andrew Howes, Experimental Officer.</p> <p>Further information on Risk Assessment, Covid 19 and general health and safety are available at:</p> <p>https://warwick.ac.uk/services/healthsafetywellbeing/managingrisks/</p> <p>https://warwick.ac.uk/services/healthsafetywellbeing/a-z/healthandsafetyguidanceoncovid19</p> <p>There is also a Risk Assessment Moodle training module available via Warwick's MyMoodle.</p> <p>If you require support or advice on completing this form please contact your Health and Safety Officer or Health and Safety Adviser:</p> <p>https://warwick.ac.uk/services/healthsafetywellbeing/contacts/</p>
Staff supporting assessment process	<p>Steven Brown, John Hanna, Józef Lewandowski and John Horsler (H&S Officer)</p> <p>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.</p> <p>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.</p>

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	<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>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 several business-critical activities which can only be carried out with a member of staff in the lab.</p> <p>Have staff been fully informed of the needs for self-isolation should they have any symptoms whatsoever?</p> <p>Yes. All staff will be reminded at regular intervals via email and video call.</p> <p>To aid tracing in the event of a staff member falling ill all staff will be required to log in when arriving and leaving the facility with their supervisor. Additionally staff will email update of their activity to A.P.Howes.</p> <p>Have staff who are ‘extremely vulnerable’ or ‘vulnerable’, or live with such people been fully considered?</p> <p>It will be made clear to all staff that returning to the Lab is not mandatory and staff 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>



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>Can meetings be held online, eliminating the need for people to be on campus or for them to congregate?</p> <p>All meetings will be run online.</p>
Reduce	<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>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>How can you reduce the number of people required on campus, whether to carry out tasks or to attend meetings?</p> <p>Only staff who are essential for business-critical work will be authorised to have access to the lab. Scheduling of instrument use will reduce numbers of personnel in the laboratory to a minimum but maintain the required number to meet H+S requirements for cryogen filling.</p> <p>There is no current need for face to face meetings on campus and therefore ALL meetings will be held via MS Teams.</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>By advance communication and planning of the required work. Instrument usage will be scheduled to keep numbers in the laboratory to a minimum.</p> <p>It is not anticipated that users will be working a full day. Experiment setup times vary from typically one to three hours. Cryogen filling typically involves three to four hours of work and typically only occurs an average of six times per four weeks.</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>The start time for experiments will be staggered to avoid congestion at entrances and work will be scheduled over all seven days of the week.</p> <p>How will you reduce the hours that people need to be on site? Data analysis and processing that can be, will be conducted remotely from the laboratory. All spectrometers that can be remotely controlled will be set up to allow this. Data is processed externally to Millburn</p> <p>How does your booking process control the number of people in your facility/space? This will be done by communication and planning. Scheduling will be carried out considering the length of time for set up.</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? The main hall G75 has a floor area of ~500m² personnel have clear views throughout the laboratory space. What floor markings can be provided to ensure that people maintain 2 m distancing? Contact Estates via the Helpdesk if you wish to mark the floor in your area.</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)
		Instruments are spaced apart because of the stray magnetic field from superconducting instruments. It is not necessary for any user to be as close as 2 m to another. Users will be reminded that 2 m is the minimum and a greater distance is to be encouraged.
Isolate	<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 open or where there is good ventilation, and where 2 metres distancing can take place? Use Teams/Zoom/Skype, etc. for meetings.</p>	<p>Do you need to introduce screens or barriers to separate people? No. The reduced occupancy will ensure social distanced working and the main hall is a large space. Minimum numbers will be in place for G71, G72 and G73 (see supporting document).</p> <p>How will you reduce the team size to be as small as possible, or identify fixed teams/partnering? Instrument users work individually. Cryogen fills require two people because of H+S considerations (but they do not have to work closely together, those filling will fill separate magnets).</p> <p>External visitors to the 850MHz national facility will be kept to a minimum. If any equipment needs to be removed for repair this will be moved to the loading bay. External engineers entering the laboratory will be kept to an absolute minimum.</p> <p>How will you ensure people conduct their work away from each other?</p>



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		<p>Scheduling will allow some users to start and finish early in the day and others to start later.</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>No. The laboratory is temperature controlled because of the instrumentation.</p> <p>Is there good general ventilation provided by air handling or air conditioning units where windows cannot be opened?</p> <p>Yes. The laboratory is temperature controlled by air handling.</p>
Control	<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 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 	<p>Identify any essential tasks that will require people to potentially work within 2 metres of each other.</p> <p>None.</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>All instruments are sufficiently far apart.one time. Instrument use will be scheduled to allow this.</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)
<ul style="list-style-type: none"> • Ensure that there is a means to regularly clean common touchpoints, doors, buttons, handles, tools, equipment etc. in spaces where you do not have routine cleaning by Estates Cleaning staff. • Ensure that there is hand washing facilities in the spaces (with soap and water) to permit people to wash their hands before and after using any equipment? • Introduce hand sanitiser (e.g. where limited access to soap and water) • 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>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 computers and peripheral equipment. We will experiment with the use of cling film over keyboards. Sanitiser sprays and solution will be obtained from the Haddleton group in Chemistry</p> <p>It is not anticipated there will be any scientific waste apart from disposable gloves or chemical hazard masks. All other waste will be disposed of external to the laboratory.</p> <p>Are there enough hand washing facilities for those involved in the 'critical activities'?</p> <p>Yes. There are toilets situated just outside the labs with hand washing facilities and hand sanitiser will be made available inside the lab. There is an additional hand washing sink in G71.</p> <p>Do you need to introduce hand sanitiser?</p> <p>Yes, sanitiser stations are at the entrance and exit from G75.</p>

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		<p>Will you need to use the lift for any activities? No</p> <p>Will cleaners, IT Staff or Estates need to access your area whilst your staff are working? No. Cleaners, IT Staff or Estates staff do not have regular access to G71, G72, G73 and G75</p>
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 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. 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>Are there any high risk activities which need particular First Aid or Fire Safety arrangements. No.</p> <p>Do staff know how to access first aid kits or how to contact Security for emergency first aid. Staff all know how to contact Estates in an emergency and will be reminded prior to return to the lab via email.</p> <p>All staff and will be instructed to contact Estates for access to first aid by dialling 22222.</p> <p>There are land lines in G71, G73 and in the pods of G75</p> <p>Do staff know how to access other risk assessments relevant to their area or activity. Yes. All staff entering G71, G72, G73 and G75 also have to first go through an induction run by A.P.Howes.</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)
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 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>All users and staff will be made aware of their own responsibility in the lab and encouraged to discuss any problems that arise.</p> <p>All users will appreciate the need to be mindful of other personal in the laboratory and will be asked to discontinue working and will not have time scheduled if they are not complying with the operating procedures.</p> <p>Card access will only be granted to the approved list of returning users.</p> <p>How often will you brief and update your team on any changes to this risk assessment or associated control measures?</p> <p>Important information will be passed on immediately via email. Open discussion of how we can improve how we work will be encouraged.</p> <p>How will you encourage staff to flag any concerns they might have, problems or deviations from the arrangements?</p> <p>The NMR group already encourages open discussion. Staff already know that any concerns that they have and do not want to discuss with supervisors can be discussed confidentially with A.P.Howes.</p>



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		<p>Major concerns should be raised with HSE using the form available at https://www.hse.gov.uk/contact/concerns.htm</p> <p>No one who feels unsafe traveling to the building will be required to attend site and other arrangements will be made to help them with their research.</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>We will liaise with the building manager to ensure that all staff have clear understanding of the building requirements before returning to campus.</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>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>What arrangements have been made to allow safe breaks?</p> <p>Staff are not encouraged to stay on site for prolonged periods.</p> <p>Most staff will not be on site for long periods. There will be no food or drink allowed in the laboratory spaces. There is seating in the Foyer area and outside seating and grass areas. Staff will be encouraged to bring prepared food and drink rather than use the kitchens.</p> <p>Staff will be encouraged not to use the showers at Millburn.</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)
	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.	
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 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>There will be continuing communication with all NMR staff that are running experiments asking what difficulties they have encountered returning to work. Checks on experiments that are running will be made (this can be done remotely). It will be asked that any NMR staff at Millburn that are not expected be referred to A.P.Howes.</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>Any significant changes will be notified immediately by email. Online weekly group meetings will be used for further discussion of how the group is performing and what we can do better.</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>How will you encourage staff to flag any concerns they might have, problems or deviations from the arrangements?</p> <p>During the regular group meetings. All group members know concerns can be raised with A.P.Howes</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>None are known, but can be easily passed to group members by email and weekly meetings.</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>Millburn has outside seating areas and some inside seating in the foyer. Most NMR staff will not be spending more than a few hours at Millburn. Staff will be asked to bring their own food and drink and not use the kitchens if at all possible.</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>	
		<p>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.</p> <p>Persons with a medical exemption may choose to wear a "sunflower" lanyard or other distinguishing item, but this is not obligatory.</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>Personal Protective Equipment (PPE)</p>	<p>Workplaces should NOT encourage the precautionary use of extra PPE to protect against Covid-19 (except when responding to suspected or identified cases of Covid-19).</p> <p>Where PPE is deemed necessary as a control measure to ensure the safety of the individual for the work activity that they are undertaking, e.g. work involving hazardous substances, it must continue to be worn.</p> <p>Workers MAY choose to use a home-made face covering in the workplace, but this 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>Workers who choose to use a face covering should be supported in its effective use.</p>	<p>Refer to your activity-based risk assessment for any PPE requirements.</p> <p>All staff are issued with personal laboratory coats.</p> <p>Disposable gloves will be available in the labs.</p> <p>Users must wear clean disposable Nitrile gloves under cryogenic gloves.</p> <p>Eye protection is required in G71 and users will not share eye protection.</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>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>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.</p> <p>Persons with a medical exemption may choose to wear a "sunflower" lanyard or other distinguishing item, but this is not obligatory.</p>



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		<ul style="list-style-type: none"> Disposable face masks suitable for use in a chemistry environment will be worn in the preparation laboratory.
Guidance to staff	<p>Have you issued the Covid-19 guidance to all of those that are returning to work to carry out 'critical activities' (see appendix A)?</p> <p>Have you arranged briefing sessions on the risk assessment and SOP with staff?</p> <p>Have you arranged 1-2-1 meetings with staff who are vulnerable, living with vulnerable people, pregnant, in the BAME community, are disabled or who might have child care (or other care provision) challenges at this point in time?</p>	<p>Yes</p> <p>Yes.</p> <p>A meeting will be arranged with any staff meeting any of these criteria if they wish to work at Millburn.</p>



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)	YES	Line Manager Signature	 A.P.Howes
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List of people with whom this assessment has been shared:
 A. Gallo, A. J. Carver, A. Svatos, Arun Gupta, B. E. Griffith, S. P. Brown, Gavin Morley, J. V. Hanna, A. P. Howes, D.luga, J. R. Lewandowski, J. Tognetti, K. A. Fatemian, K. Barnsley, N. Kelly, P. Ruddy, Ray. Dupree, Rosaline Cresswell, Sai Dintakurti, Sam Page, T.Franks, Ben Tatman, Walter-Pei-De.Wong, Zainab Rehman, Tom Orton, Robb Johnston, Mark Newton, Ben Breeze.

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)		Signature	
Date		Position	
Review date			

Print and sign a copy, and 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.

Complete and position the [Covid 19 Secure Poster](#) in your respective workspace(s).

Supporting Documentation

Working procedures for personnel running NMR instruments and other necessary procedures in the NMR areas of Millburn House. Covid-19

A.P.Howes, 26th May 2020 update 7th September 2020

Purpose

This document defines methods of running experiments and other work that needs to be continued such as cryogen fills and instrument maintenance in the Nuclear Magnetic Resonance laboratory spaces during the continued Covid-19 pandemic.

Scope

- 1.1. This document covers the overall management of activities in the Nuclear Magnetic Resonance area. The number of people allowed in any one room/space and priorities of activities.
- 1.2. It does not cover the individual work activities; the risks associated with these are covered by the work group's own procedural risk assessments and SOPs.

Responsibilities

1.3. Manager/Supervisor

- 1.3.1. Ensure that the staff/students are adequately trained to carry out their tasks with potentially limited onsite help.
- 1.3.2. Ensure any incident, accident and near-miss is reported via the university reporting system
- 1.3.3. Ensure their staff/students understand the emergency procedures

1.4. Individuals

- 1.4.1. MUST NOT come to work if they are suffering from any of the symptoms of Covid-19 (high temperature, new persistent cough and/or shortness of breath). Stay isolated at home and follow Government guidance and University updates and advice at <https://warwick.ac.uk/insite/coronavirus/>
- 1.4.2. Take reasonable care of themselves.

- 1.4.3. Report incidents, accident and near-misses via the university reporting system.
- 1.4.4. Comply with these procedures, work group risk assessments, SOPs, emergency procedures and University policies for health and safety at work.

Frequency

It is expected that personnel spend as little time in the laboratory spaces as is practicable. Cryogen filling will require that those carrying out a fill are in the laboratory (or at the outside nitrogen vessels) during a fill and this can be a number of hours. Instrument users setting up experiments will spend enough time to set up the experiment and ensure that the experiment is running correctly but users will not be processing data in the hall if this can be done remotely. Users will return at intervals to ensure the experiment is running correctly. The time interval will be suitable for the experiment and chosen by the user.

Procedures and Priority

1.5. Working Procedures

- 1.5.1. Face coverings must always be worn in the laboratory. A disposable face covering suitable for use in a chemistry environment must be used in the preparation laboratory; this covering should not be worn in the main hall to avoid contaminating the main hall.
- 1.5.2. The maximum number of people involved in NMR activities at Millburn will be **TWELVE**. The maximum number of instrument users will be **EIGHT**.
- 1.5.3. The maximum number of people working in the main hall at any one time will be limited to **EIGHT** apart from the exceptions given in **5.1.4** and **5.1.5**. This includes the number in the two pods.
- 1.5.4. During essential maintenance the maximum number of people working in the main hall can be increased to **TEN** as long as social distancing measures can still be observed
- 1.5.5. During cryogen fills the maximum number of people working in the main hall can be increased to **TEN** as long as social distancing measures can still be observed.
- 1.5.6. A maximum of **THREE people** will be allowed in each pod at one time. Physical distancing must be maintained.
- 1.5.7. **THREE** people will allowed in the workshop area at any one time.
- 1.5.8. **FOUR** people are allowed in the preparation laboratory at any one time. This number includes members or visitors to the RTP, national facility users as well as NMR users.
- 1.5.9. Only **ONE** person at anyone one time is allowed in the probe store room.



- 1.5.10.** The limited number of people in each room and social distancing will mean users may have to walk out of the laboratory spaces and enter another work area via a longer route.
- 1.5.11.** Social distances must be observed. 2 m as a minimum should be observed if this is practicable but it is expected that all distances are kept to the maximum possible.
- 1.5.12.** Eating and drinking in the laboratory spaces will not be allowed. The only reason to be in these areas is for work and there will be no socialising.
- 1.5.13.** It is expected that users will work efficiently and spend as little time as is necessary to carry out their work.
- 1.5.14.** The yellow carpet marked areas of the main hall may be used to count how many people are in the main hall and to contact those already in the hall if the number in the hall is already **EIGHT (TEN with exceptions)**.
- 1.5.15.** Hands must be washed before entering any of the laboratory areas. Hands must be washed at frequent intervals if the user is working for prolonged periods. Before using a new probe hands must be washed.
- 1.5.16.** It is expected there will be co-ordination, communication and collaboration between all personnel using the NMR working areas to minimise the number of people in these areas.

1.6. Working Priority

- 1.6.1.** Priority is given to any maintenance of any aspect of the NMR spaces if it is considered that this work has to be carried out immediately. If this maintenance is in the main hall the number of personnel in the main hall can be increased to **FIVE** if this can be done and social distancing maintained. If the number of personnel in the main hall exceeds **TEN** some users will be told to leave.
- 1.6.2.** After **5.2.1.** priority is then given to cryogen filling (helium and nitrogen). There should be communication of the filling before the event. If the number of personnel in the main hall exceeds **TEN** users not involved in filling or using the National Facility will be told to leave.
- 1.6.3.** The National Facility user(s) has(have) priority over all other users of instruments and users of other instruments can be told to leave to maintain numbers in the main hall to **EIGHT** (or **TEN** see **5.1.4.** and **5.1.5.**).

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	<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 • 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 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.

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