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

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| Department/  Group/Team | | Warwick Business School (WBS) | | | Date of assessment | 08/07/2020  27 October 2020 review and updates in red below | |  |
| Building | | The Shard, London,  Levels 13 & 17 | | | Reduced Occupancy Level (Maximum) | Occupancy:  Level 13 Lecture theatre maximum capacity: ~~36~~ **44** (following installation of Perspex screens). To note: if requiring syndicate rooms as part of the module or event, occupancy is limited to 32 people as the syndicates on that floor hold no more than 32 people.  Level 17 East lecture theatre max capacity: ~~50 in classroom style – aiming for full occupancy depending of the fit of the Perspex booths~~. **24** (following installation of Perspex screens).  Level 17 South lecture theatre max capacity: ~~80 – aiming for full occupancy depending of the fit of the Perspex booths~~. **47** (following installation of Perspex barriers).  Occupancy: We need to aim for as full occupancy as possible, noting that students will be provided with the option to join classes remotely but we wish to ensure that they all could be taught face-to-face if they wish to. We are working on the basis of a 60% occupancy (or lower) with additional safety measures in place including the use of Perspex *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 | | Level 13 Lecture theatre  Level 17 East Lecture theatre  Level 17 South Lecture theatre | | | Number of People | *Insert the number of people to be involved in the ‘Critical Activity’*  Potential maximum student numbers are per lecture theatre capacity above,  Potential maximum Academic staff numbers 3.  Potential support staff numbers flexible depending on the need, minimum 2 per lecture theatre. | |  |
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| ‘Critical Activities’ to be carried out | | Face to face teaching utilising lecture theatres designated for the WBS MBA teaching at The Shard for the next academic year starting September 2020  *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.*  ***Ensure that your Head of Department/Director is satisfied that your work falls into the above description 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).* | | | | | |
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| Line Manager carrying out the assessment | | | Dan Pearson, Director of Academic Services  Toni Moyela, Operations Director, WBS Shard  *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/managingrisks/)  [*https://warwick.ac.uk/services/healthsafetywellbeing/a-z/healthandsafetyguidanceoncovid19*](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/*](https://warwick.ac.uk/services/healthsafetywellbeing/contacts/) | | | | |  |
| Staff supporting assessment process | | | Toni Moyela (Director of Shard Operations)  Jonathan Claydon (Office Manager)  *You must consult with your staff in carrying out this Risk Assessment and your recognised Trades’ Union Safety Representatives in particular. A list of union representatives is included at the end of this document. Carry out a MS Teams (or similar on-line) meeting with your team before starting this assessment and ask for their input and support. Encourage collaboration and cooperation and seek to provide re-assurance that control measures agreed with the team will be implemented and maintained. You will also need their help to ensure that they support each other in maintaining the agreed control measures.*  *Re-assure staff that in preparing this template the H&S Services Team have taken Government and TUC guidance into account. Particular assurance might be required for those or are vulnerable, living with vulnerable people, pregnant, in the BAME community, are disabled or who might have childcare (or other care provision) challenges at this point in time.* | | | | |  |
| **Additional Information**  **Staff should not be coming into work unless the work is deemed a ‘critical activity’ by the University**.  For ‘critical activities’, managers need to examine the spaces that they require people to work in and determine how they can manage the risks associated with Covid-19 in that space and connected with the work involved. Not all tasks need to be completed on campus and staff must only come to campus if they cannot do the work from home, and only then to complete the essential tasks before going home to continue working from there for the rest of the day/week. Managers should be minimising the amount of time they or their staff need to be on campus.  **Limiting Durations of Work**  Time spent with others, as well as distancing, is an important control measure. People might only need to come to campus to complete their ‘critical activity’ tasks and then could go home to continue working from there for the rest of the day/week. Wherever possible managers/supervisors should be minimising the amount of time they or their staff need to be on site.  **Meetings**  Meetings should only be held if absolutely necessary, and should be held as on-line meetings, even if some or all of the participants are on campus. Where this is not possible meetings must be held where 2 metre distancing can be maintained and preferably in a well ventilated space or outdoors.  **Other Risk Assessments**  Risk assessments already in place (for work activities, chemicals, biological agents, work equipment, etc.) are still applicable and must complement the risks and risk control measures covered in this specific risk assessments. These risks need to be assessed jointly and a holistic approach to ensuring the health and safety of individuals adopted.  **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) |
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| **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’.  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](https://warwick.ac.uk/services/healthsafetywellbeing/a-z/healthandsafetyguidanceoncovid19/covid19testing/)) or the relevant time period has elapsed.  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 they should continue working from home or to stay at home until further notice.  **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. | **Does your workforce need to come onto campus to carry out this critical work or can they continue to work from home?**  WBS Shard operational and programme staff will continue to need to be onsite to assist with the running of the programmes but also to set up restrictions and safeguards with regards to social distancing and other protective measures, maintenance and cleanliness of facilities, subject to individual consultation and risk assessment as appropriate. Initial conversation has been completed including identification of staff with vulnerabilities and caring responsibilities.  Academic colleagues are needed on site to support the teaching of the MBA programmes and deliver face to face teaching in The Shard lecture theatres, subject to individual consultation and risk assessment as appropriate.  TLE colleagues for lecture capture, remotely where possible, subject to individual consultation and risk assessment as appropriate.  Travel to and from The Shard will be informed by Government guidelines and individual conversations will take place where appropriate.  **Have staff been fully informed of the needs for self-isolation should they have any symptoms whatsoever?**  Yes, in line with University guidelines.  The University has provided [self-assessment guidance](https://warwick.ac.uk/coronavirus/intranet/actions/covidage) for all staff, and advice and FAQs for Vulnerable groups. Staff are asked to raise any concerns directly with their line manager or HR: <https://warwick.ac.uk/coronavirus/intranet/faqs/vulnerable>  WBS has sent communications out via the ‘WBS Business’ internal newsletter and links were provided to the University guidelines and FAQ’s; <https://warwick.ac.uk/coronavirus>  HR have also provided further information and guidance on my WBS specific to the COVID-19 pandemic: <https://my.wbs.ac.uk/-/governance/194246/item/id/1059320/>  This information has been reinforced by managers to their teams since the building closed.  **Have staff who are ‘extremely vulnerable’ or ‘vulnerable’, or live with such people been fully considered?**  Yes, in line with current guidelines. The University has provided guidance and FAQs for Vulnerable groups: <https://warwick.ac.uk/coronavirus/intranet/faqs/vulnerable>  In line with University guidance, staff should discuss any concerns with their HR department or line manager.  Section Heads and Heads of Groups, and WBS HR, are aware of those in their areas deemed as ‘Vulnerable’ and ‘Highly Vulnerable’ and have had meetings with those individuals prior to their return to the building.  Staff have been consulted individually and encouraged to discuss with line managers if situations evolve.  The WBS COVID Safety Operating Procedure (SOP) is shared with staff before they start to return to site. This will include detail about how the building will be used.  **Can meetings be held online, eliminating the need for people to be on campus or for them to congregate?**  Yes, meetings will be held online where possible.  However, in order to keep the WBS on par with other providers in the sector it is deemed business critical to be able to offer a face to face offering for students, with suitable safety measures in place. |
| **Reduce** | Where ‘elimination’ cannot be applied consider whether you can ‘reduce’ the likelihood of persons coming into contact with one another:  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.  Lone working may also need to be considered at this time with a reduction in numbers. A [Lone Working template](https://warwick.ac.uk/services/healthsafetywellbeing/a-z/healthandsafetyguidanceoncovid19/loneworking) SOP has been developed which can be adapted for the group to use.  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.  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.  Writing-up of experiments, results and reports must be conducted at home. | **How can you reduce the number of people required on campus, whether to carry out tasks or to attend meetings?**  WBS Shard programme team will manage student and academic staff attendance for the face-to-face teaching sessions, to ensure that the correct students, are in the correct teaching spaces, at the correct times, as defined by the WBS timetabling structure.  WBS Shard Programmes and support teams to conduct meetings online where they are able to do so, and largely rota based working will positively contribute to limiting the number of people on site.  **How will you stagger working times, so that people do not need to be in the same space at the same time?**  Defined by the teaching timetable.  Appropriately sized classes, as confirmed by University Estates and Health & Safety guidelines with appropriately timed teaching sessions, to avoid peak travel times where possible.  Operational and programme staff will be present in line with operational responsibilities. A staff rota is in place to limit the number of colleagues on site and all visiting colleagues are booked in, in advance.  In line with University guidance and advice, all building users, and all staff and students will be made aware of their responsibilities for ensuring appropriate social distancing is maintained.  **How will you reduce the hours that people need to be on site?**  This is defined by the timetabling of the modules being delivered. However, students and staff only need to be present for the teaching sessions and all other tasks and work will be conducted remotely as necessary. Students will be able to access content and the classroom ‘remotely’ as well which will likely mean lower occupancy than seating enables.  Where breaks occur, staff and students are asked to adhere to social distancing measures throughout communal areas or take breaks outdoors where time permits. Operational and programme staff will help students adhere to the measures in place.  Operational and programme staff are only be on site where there is an operational need within the building, where tasks cannot be completed remotely.  **Could a reduction in number result in persons potentially lone working and will you consider development of a Standard Operating Procedure (SOP)?**  No. Although there will be a reduction of staff required to work in the building, it is highly unlikely that it would be so reduced as to result in lone working.  Where lone working is unavoidable, we will revert to the [University’s SOP](https://warwick.ac.uk/services/healthsafetywellbeing/a-z/healthandsafetyguidanceoncovid19/loneworking) for lone working which is already in place  **How does your booking process control the number of people in your facility/space?**  All WBS Shard room bookings are managed locally by the WBS Shard team.  The space booking will be secured when compiling the teaching timetable.  WBS rooms are not included in the central University room booking system and are therefore controllable at a local level.  **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?**  Yes, with the addition of Perspex booths to be installed on each desk to shield students from those around them in line with other institutions.  In addition to staggered entry and exit from these spaces, to be managed by staggered arrival and exit in pre-planned sub groups.  **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.**  Estates has provided floor marking decals from central stock. Additional building signage will also help ensure that building users adhere to social distancing measures.  WBS Shard team has installed additional signage across the site in line with route plans detailing where one way systems are in place, social distancing measures, and where access restrictions exist. |
| **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 place? Use Teams/Zoom/Skype, etc. for meetings. | **Do you need to introduce screens or barriers to separate people?**  Yes, we have installed Perspex screen ‘booths’ for each desk space. Students use the same booth for the duration of their module.  Tensa barriers/ queuing systems are utilised where necessary to support safe access into the lecture theatres.  Student breaks will be monitored by Operational staff for face-to-face teaching sessions in these areas.  **How will you reduce the team size to be as small as possible, or identify fixed teams/partnering?**  Given the complexity of operational delivery at The Shard, it is not feasible to operate sub teams with mutually exclusive shift patterns. Therefore it is critical to have other/adequate measures in place in Admin Offices to limit the spread of the virus, including the use of Perspex screens.  Alternative spaces and distributing staff across the two floors (with appropriate cleaning undertaken between users) for working or attendance in the Shard.  Additional cleaning regime, including a misting procedure which protects surfaces for up to 30 days from reinfection is available from the cleaning contractor.  **How will you ensure people conduct their work away from each other?**  Students to work within their Perspex booth desk zone. When students are on breaks, staff will monitor and that social distancing rules are being adhered to.  Syndicate rooms have reduced capacities and with the installation of Perspex barriers there is a 50% occupancy.  Where work can be conducted remotely, students should continue to work off site.  **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]**  No, but see below.  **Is there good general ventilation provided by air handling or air conditioning units where windows cannot be opened?**  Yes. The Shard building management team have confirmed that the current fresh air supply and system filters will not require any changes or enhancements. The current provision does not enable the spread of COVID-19  They have confirmed that air provision on both floors is 100% fresh and not re-circulated/ recycled within the building, with dust filters on the air intake vents. Air changes / re-ventilation occurs several times an hour. |
| **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 workstation assigned for their exclusive use, and avoid desk sharing or hot-desking as far as possible: where desks, workstations or equipment have to be shared, these should be cleaned after each use. * Workers should conduct their activities by working side by side, or facing away from each other, rather than face to face wherever possible * Ensure that there is a means to regularly clean common touchpoints, doors, buttons, handles, tools, equipment etc. in spaces where you do not have routine cleaning by Estates Cleaning staff. * Ensure that there is hand washing facilities in the spaces (with soap and water) to permit 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. | **Identify any essential tasks that will require people to potentially work within 2 metres of each other.**  As lecture theatres will be operating as near as possible at 50% capacity subject to review by Health and Safety team, Perspex screens were installed on each desk prior to student return.  **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?**  Students will not be sitting face to face, but will be seated side by side. The installation of Perspex screen booths provides a barrier between students on 3 sides to achieve 50% occupancy levels. This will reduce the need to maintain 2m distancing. Face coverings will also be worn by all students and face shields (visors) by teaching staff.  **How will you ensure the areas are being cleaned regularly and at the end of the day/shift?**  The Operations team works closely with the cleaning contractor, Principle Cleaning, to implement a schedule of morning cleaning prior to occupation by London based staff. There is also a midday clean of critical areas and responsive/ad-hoc cleans where the need arises by Principle Cleaning as required  Operational staff undertake space checks to ensure standards are being maintained and respond to ad-hoc cleaning requirements. All staff and student occupants to be proactive in raising concerns immediately through the appropriate reporting channels.  **Are there enough hand washing facilities for those involved in the ‘critical activities’?**  Yes, and the building’s management company has provided appropriate signage advice around maintaining social distancing in toilet and hand-washing areas.  **Do you need to introduce hand sanitiser?**  Yes, hand sanitising stations have been installed at the entrances and at strategic positions within the premises (coffee bar areas, outside lecture rooms).  Sanitising wipes are available in office and study areas and the School is considering introducing ‘keyboard shields’ to make cleaning of keyboards easier.  The University provides all students with a COVID bag that contains a reusable face covering, hand sanitiser and thermometer.  **Will you need to use the lift for any activities?**  Yes, as WBS is located on floors 13 and 17 of The Shard, the only means of access is via the lifts. The Shard has developed a system managing occupier and visitor entrance to the lobby area to prevent overcrowding. There is a queuing system to access the lift areas, and there is a restriction of four people per lift at all times.  **Will cleaners, IT Staff or Estates need to access your area whilst your staff are working?**  Yes. Principle Cleaning staff undertake the daily clean prior to staff being present. They normally leave by 08:00. There is a midday clean by Principle Cleaning when staff are present, and Staff are encouraged to wipe down surfaces after themselves, using antibacterial wipes provided.  Routine Maintenance work which might disrupt occupier working is normally carried out after hours. There is a weekly reactive maintenance visit which would take place when staff are present in the two floors. Statutory compliance work also takes place during normal office hours, subject to scheduling with the Office Manager. |
| **First Aid and Fire Safety** | Have you considered any high risk activities which need particular [First Aid](https://warwick.ac.uk/services/healthsafetywellbeing/guidance/first_aid) or [Fire Safety](https://warwick.ac.uk/services/healthsafetywellbeing/guidance/fire/) arrangements. If you are concerned about first aid cover or fire safety contact the 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](https://warwick.ac.uk/services/healthsafetywellbeing/guidance/fire/firewardens/) during this period. They can complete the Fire Warden training module available on Moodle (available using the Fire Warden link). They need to know how to flag any concerns relating to fire safety to the Health and Safety Helpdesk. Normal fire escape routes take precedence over one-way routes in an emergency situation. | **Are there any high risk activities which need particular First Aid or Fire Safety arrangements?**  No.  **Do staff know how to access first aid kits or how to contact Security for emergency first aid?**  Yes. WBS has at least 10 London-based nominated first aid responders to deal with incidents. Staff know that first aid kits are available at the front of house offices.  The Shard also provides support in the case of medical emergencies.  **Do staff know how to access other risk assessments relevant to their area or activity?**  Yes. London based staff have risk assessments for event and other activity on site.  Maintenance and cleaning contractors have risk assessments for their respective activities within our premises. |
| **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?**  All WBS colleagues at The Shard were briefed and consulted about the measures in place as appropriate before returning to the building. The Shard programme teams continue to provide students with the necessary behaviour expectations and guidance, and to monitor compliance in line with the running of the MBA programme. The WBS Shard managers to share the SOP document developed as part of this Risk Assessment with staff and use team meetings and other channels to discuss the measures outlined in the document, encouraging issues and concerns to be discussed and addressed.  Operational staff will also continue to help to monitor student presence and breaks.  Review 27/10/20: Noted is the University’s guidance on student and staff compliance on safety measures. <https://warwick.ac.uk/coronavirus/safety/community-responsibilities/>  **How often and via what means will you brief and update your team on any changes to this risk assessment or associated control measures?**  Updates and briefings for the WBS Shard team will be delivered on a (minimum) weekly basis or as soon as possible after changes occur to ensure compliance is in line with the release of any amendments.  **How will you encourage staff to flag any concerns they might have, problems or deviations from the arrangements?**  Academic colleagues to be encouraged to discuss with individuals at the time, or to raise concerns or issues with the programmes team. WBS to advise Shard colleagues to take a proactive role in raising any concerns, problems or deviations with line managers (or appropriate colleague) at the earliest opportunity.  There is an open line of communication with line managers and an available escalation route via the Head of Department.  Concerns will continue to be escalated through the most relevant channels, i.e. Shard Facilities ([L17shard@wbs.ac.uk](mailto:L17shard@wbs.ac.uk)) for building/ facilities related concerns; Programme Teams ([shardmasters@wbs.ac.uk](mailto:shardmasters@wbs.ac.uk)) for student related concerns; WBS HR for staff related concerns. |
| **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?**  Yes. Clearly worded signage is being displayed across the premises, advising of access and egress routes, one way routes where possible, and social distancing measures per the University guidelines. |
| **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.  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. | **What arrangements have been made to allow safe breaks?**  Staff and students are advised to adhere to social distancing restrictions if using break out areas and communal areas, following any signage and systems for using the spaces.  Operations and programme team staff to ensure students and staff are adhering to those restrictions and not congregating in areas and that maximum capacity (as confirmed by the Health and Safety department) is adhered to.  Guidance will be provided to staff to facilitate, guidance to be circulated on COVID-specific code of conduct for both staff and students. |
| **Personal Protective Equipment (PPE)** | 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). Use the link to see University and Government [Guidance on the use of Face Coverings](https://warwick.ac.uk/services/healthsafetywellbeing/a-z/healthandsafetyguidanceoncovid19/facemasks)  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.  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).  Workers who choose to use a face covering should be supported in its effective use. | **Refer to your activity-based risk assessment for any PPE requirements.**  Potential PPE requirement for front line staff, and particularly where two or more staff members are required to carry out critical activities where social distancing measures cannot be maintained i.e. maintenance, moving and transporting of goods and equipment.  Stocks of face coverings will be retained for these occasions.  **If any of your team choose to use a face covering, what instruction will you provide to enable them to use it to best effect?**  In addition to already existing [University](https://warwick.ac.uk/coronavirus/safety/social-distancing/face-coverings/)/ government/ HSE guidance;   * Do not provide or share face masks with other team members. * Ensure ‘one use’ face coverings are disposed of safely in a bin after use, and do not leave on surfaces whilst not in use. * If using a washable face covering ensure it is taken home at the end of the shift/day and washed in hot water/sanitised ready for re-use. * Do not store face coverings with PPE for other team members to avoid any potential for contamination.   The University is providing all students with a ‘COVID bag’ which contains a reusable face mask, hand sanitiser and thermometer.  The University is providing all staff with face coverings and their use within The Shard is mandatory.  Teaching staff are being provided with transparent face visors to be used during teaching activities. |
| **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 *General principles to be applied for those coming in to work to carry out ‘critical activities*’)  Have you arranged briefing sessions on the risk assessment and SOP with staff?  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? | Guidance and advice on University preparations was cascaded to staff through managers and discussed at team meetings. Documented guidance in the form of the Safety Operating Procedure (SOP) was circulated to all staff prior to their return to work. Key messages will continue to be cascaded through Section Heads, HoGs and line managers.  Individuals initially discuss any concerns with line managers who consider this in collaboration with WBS HR colleagues. |

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| **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:**

Trade Union Representatives

University H&S

University Estates

Available to view by WBS Staff and students

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

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| **Approved By**  **(HOD or Director)** | DAN PEARSON | | |  | **Signature** | | DAN PEARSON | |
| **Original/ Review Date** | 08/07/20 27/10/20 | | |  | **Position** | | DIRECTOR OF ACADEMIC SERVICES | |
| **Next Review Date** | 18/01/21 | | |  |  | |  | |

**Print and sign a copy, then obtain a signature from your HoD or Director, then share electronically with those involved in the ‘critical activity’ which is requiring them to come in to the University to work.**

**Send an electronic copy to your Health and Safety Officer or Health and Safety Adviser. Then await approval from the Campus Re-Opening Working Group, noting that until the building is Covid-19 secure and approval has been received, a return to work date should not be established with your staff.**

**Complete and position the** [**Covid 19 Secure Poster**](https://assets.publishing.service.gov.uk/media/5eb9745a86650c2794d7501c/staying-covid-19-secure.pdf) **in your respective workspace(s).**

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

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

|  |  |
| --- | --- |
| **Social distancing** | Workers must follow the guidance on [staying alert and safe (social distancing)](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing) and [Staying Safe outside your home](https://www.gov.uk/government/publications/staying-safe-outside-your-home) guidance. Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work. This will require some thought about how the 2m distancing measures can be applied at work. Managers/Supervisors will carry out an assessment of this. |
| **Self-isolation** | Anyone who either has a high temperature or a new persistent cough 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](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). |
| **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](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-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](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19). |
| **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 a ‘Clinically Extremely Vulnerable’ person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on [social distancing](https://www.gov.uk/government/publications/staying-alert-and-safe-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 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](https://warwick.ac.uk/services/healthsafetywellbeing/a-z/healthandsafetyguidanceoncovid19/covid19testing/).   They must then follow the guidance on self-isolation (link above) and not return on to site until their period of self-isolation has been completed or test has been proven negative. |

**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](https://warwick.ac.uk/services/healthsafetywellbeing/a-z/healthandsafetyguidanceoncovid19).

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

**Sharing Information with Staff**

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

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

**If Staff have Concerns**

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

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

1. **Travel to Work**

Wherever possible people should travel to campus alone or with those that they live with using their own transport, or by walking or cycling. Should there be a need to reference government documentation about this, refer to: [Coronavirus (COVID-19): safer travel guidance for Passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers).

Those that drive to work must:

* Wherever possible park their vehicle in a space away from other vehicles, or park so that cars are not positioned driver door to driver door.
* Consider staggering their arrival and departure times in order to avoid congestion (times will need agreement with a line manager / supervisor).

1. **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.

1. **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.

1. **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.

1. **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

1. A picture containing drawing

   Description automatically generated**Hand Washing**

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

**Toilet Facilities**

* In most locations around campus it will be impossible to restrict the number of people using toilet facilities at any given time. That said, if required to queue, anyone queuing should ensure 2 metre distancing is maintained and as much space is permitted to circulate otherwise within the toilet facilities themselves.
* Everyone must wash their hands following the Hand Washing guidance after using the toilet facilities and should dry their hands properly.
* Cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flushes will be maintained.
* Cleaning staff will empty toilet facility waste receptacles regularly.

1. **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.

1. **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.

1. **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.

1. **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.

1. **Cleaning**

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

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

**Useful Links:**

1. [University of Warwick Health and Safety Services](https://warwick.ac.uk/services/healthsafetywellbeing/)
2. [University of Warwick Lone Working SOP template](https://warwick.ac.uk/services/healthsafetywellbeing/a-z/healthandsafetyguidanceoncovid19/loneworking)
3. [UCU Departmental Contacts](https://warwickucu.org.uk/activists/departmental-contacts/)
4. [Unison Departmental Contacts](https://warwick.ac.uk/assoc/unison/officers/)
5. [Government Guidance on Working Safely during Coronavirus](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)
6. [Health and Safety Executive](https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf)
7. [TUC](https://www.tuc.org.uk/resource/covid-19-coronavirus-guidance-unions-updated-16-april)

To contact Health and Safety Services e-mail:

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