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

Department / Group/Team	Research Technology Platforms Spectroscopy	Date of assessment	20th May 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	G78 including MF1.16, G71 & G74 See supporting information A	Number of People	Phase 1: Two Spectroscopy RTP Staff (Spectroscopy RTP Manager and Spectroscopy RTP Director)

'Critical Activities' to be carried out	Critical Activity - Any activity which has critical business consequences for the University if were to be delayed any further after Government 'lockdown' rules start to be relaxed. In terms of Research departments that would include: 1. Externally funded laboratory research activity (and the lab support services it relies on), including UKRI or similarly funded work, RTP activities, or work funded by industrial partners or similar sponsors. 2. Research required to prepare for (or bid for) future externally funded laboratory research activity (and the lab support services it relies on). 3. Laboratory based PHD student projects. Anything other than work falling into the categories above, and which is therefore not a critical activity, will be expected to take place remotely or continue to be paused (e.g. all data analysis and other desk based carried out by work by researchers to be undertaken remotely).

Line Manager carrying out the assessment	Ben Breeze (Spectroscopy Manager) Further information on Risk Assessment, Covid 19 and general health and safety are available at: https://warwick.ac.uk/services/healthsafetywellbeing/managingrisks/ https://warwick.ac.uk/services/healthsafetywellbeing/a-z/healthandsafetyguidanceoncovid19 There is also a Risk Assessment Moodle training module available via Warwick's MyMoodle. If you require support or advice on completing this form please contact your Health and Safety Officer or Health and Safety Adviser: https://warwick.ac.uk/services/healthsafetywellbeing/contacts/
Staff supporting assessment process	Mark Newton (Spectroscopy RTP Director); John Horsler (RTP H&S Officer) You must consult with your staff in carrying out this Risk Assessment, and must seek support from any recognised Trades' Union Safety Representatives in particular. Carry out a MS Teams (or similar on-line) meeting with your team before starting this assessment and ask for their input and support. Encourage collaboration and cooperation and seek to provide re-assurance that control measures agreed with the team will be implemented and maintained. You will also need their help to ensure that they support each other in maintaining the agreed control measures. Re-assure staff that in preparing this template the H&S Services Team have taken Government and TUC guidance into account. Particular assurance might be required for those or are vulnerable, living with vulnerable people, pregnant, in the BAME community, are disabled or who might have child care (or other care provision) challenges at this point in time.

Additional Information

Staff should not be coming into work unless the work is deemed a 'critical activity' by the University.

For 'critical activities', managers need to examine the spaces that they require people to work in and determine how they can manage the risks associated with Covid-19 in that space and connected with the work involved. Not all tasks need to be completed on campus and staff must only come to campus if they cannot do the work from home, and only then to complete the essential tasks before going home to continue working from there for the rest of the day/week. Managers should be minimising the amount of time they or their staff need to be on campus.

Limiting Durations of Work

Time spent with others, as well as distancing, is an important control measure. People might only need to come to campus to complete their 'critical activity' tasks and then could go home to continue working from there for the rest of the day/week. Wherever possible managers/supervisors should be minimising the amount of time they or their staff need to be on site.

Meetings

Meetings should only be held if absolutely necessary, and should be held as on-line meetings, even if some or all of the participants are on campus. Where this is not possible meetings must be held where 2 metre distancing can be maintained and preferably in a well ventilated space or outdoors.

Other Risk Assessments

Risk assessments already in place (for work activities, chemicals, biological agents, work equipment, etc.) are still applicable and must complement the risks and risk control measures covered in this specific risk assessments. These risks need to be assessed jointly and a holistic approach to ensuring the health and safety of individuals adopted.

Further information

Refer also to the Standard Operating Procedure for staff returning to work to carry out 'Critical Activities' during Covid-19 lockdown easing period, which is included at the end of this assessment.

Hierarchy of Control Measures to be used (these are listed in order of priority, but a combination of controls may be required)		Control Measure (Please answer the questions in this column)
Eliminate	Any staff reporting that they are unwell with symptoms of Coronavirus (Covid-19) must be told not travel to or attend the University. Their sickness absence should be recorded within the University HR System SuccessFactors. Testing is available for any members of staff deemed to be required to come to work by the University for 'critical activities'. 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. 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	Does your workforce need to come onto campus to carry out this critical work or can they continue to work from home? Yes. There are a number of business critical activities which can only be carried out with a member of staff in the lab. Have staff been fully informed of the needs for self-isolation should they have any symptoms whatsoever? Yes. All staff will be reminded at regular intervals via email and signage in the lab. All staff will be asked to follow a buddy system when working alone. This is done by submiting a web form acknowledging they are aware of the guidance prior to returning to the lab and will sign up to reporting if they subsequently become unwell with Coronavirus: go.warwick.ac.uk/spectroscopy/safety/retuningresponsibilities 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 via an online form: go.warwick.ac.uk/research/rtp/spectroscopy/lablogbook Have staff who are 'extremely vulnerable' or 'vulnerable', or live with such people been fully considered? It will be made clear to all staff that returning to the Lab is not mandatory and staff who are vulnerable or living with

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)
	who need to attend to equipment or systems required for a critical activity.	vulnerable people will be supported in working at home. This may include some changes of duties, where appropriate. Can meetings be held online, eliminating the need for people to be on campus or for them to congregate? All meetings to be held remotely via MS Teams.
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. 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.	How can you reduce the number of people required on campus, whether to carry out tasks or to attend meetings? Only staff who are essential for business critical work will be authorised to have access to the lab. No exceptions. There is no current need for face to face meetings on campus and therefore ALL meetings will be held via MS Teams. How will you stagger working times, so that people do not need to be in the same space at the same time? All work will be pre-planned and a timetable published in advance of who is expected in the lab at a given time. The start time for experiments will be staggered to avoid congestion at entrances. The day will be divided into 2 Shifts. • Shift one is expected to have a working day 8 am to 5 pm • Shift two is for a working day form 9 am to 6 pm Long mapping measurements will be given an early start time allowing them to set up the spectrometer and then leave the lab before the second shift start time. See example in supporting information B

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)
	Writing-up of experiments, results and reports must be conducted at home.	To further reduce congestion, the RTP will operate 7 days a week to create additional working slots. All staff should refer the university Lone working policy if they are on a shift by themselves. https://warwick.ac.uk/services/healthsafetywellbeing/a-z/healthandsafetyguidanceoncovid19/loneworking For lone working a buddy system will operate and all users will be expected to check in with their designate buddy at the start and end their time in the lab and periodically check in if expected to be in the lab for a full day. When working alone only Low Risk tasks should be conducted How will you reduce the hours that people need to be on site? Data processing that can be conducted at home will not be allowed in the lab. All spectrometers that can be remotely controlled will be set up to allow this. Remote controlled computer will be available for data processing on specialist software. The timetabling of experiments will endeavour to reduce the need for changes in configuration in spectrometers.

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)
		How does your booking process control the number of people in your facility/space? During Phase 1 only two RTP Staff members will be able to book via an online form and given access to the facility. All the labs require card access and this will be limited to RTP Staff. 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 Spectroscopy RTP space (~ 100 m^2) in G78 has shared access routes with the NMR facility based in G75. It is proposed that during this phase we operate through separate entrances to the lab to avoid contact Spectroscopy will use the door nearest the main Foyer and NMR groups use other access. G78 has a large central isle and this will be used to create a travel system around the lab that will allow access to each spectrometer in use without passing other lab users. Movable barriers will be used to reconfigure the lab to enforce this for the experiments on a given day. See example in Supporting information C 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.

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)
		The main aim is to create social distance via reduced occupancy, the seating of the spectrometers creates natural 2 m separation between users. Occasional 2 m indicators will be placed around the lab to remind users of the required distance (2 m is roughly the length of each lab bench).
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	Do you need to introduce screens or barriers to separate people? Movable barriers will be used to reconfigure the lab to enforce one way this for the experiments on a given day. How will you reduce the team size to be as small as possible, or identify fixed teams/partnering? During Phase 1 only 2 members of RTP Staff will be returning. The supervision of the installation of a new spectrometer will be conducted by one of those staff members. Staff from external companies whose presence on site is essential (e.g. urgent maintenance/repair, equipment installation, etc.) will only be allowed on site if they have submitted suitable RAMS and have provided an updated Covid-19 SOP for the work to be undertaken which have been approved by a Warwick Health and Safety Officer. Any such activity will have the minimum number of essential staff on site. How will you ensure people conduct their work away from each other?

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)
	distancing can take place? Use Teams/Zoom/Skype, etc. for meetings.	Bookings will be timetabled such that staff are operating non adjacent spectrometers and wherever possible not working face to face. The configuration of the lab will ensure this. See table in Supporting information D All users will be reminded of their responsibility via email when booking and with signage in the lab. Signage on the entrances to the lab will remind users of the maximum occupancy of the space. 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] It is not practical for the doors to remain open to the lab as this would contravene existing safety procedures. Is there good general ventilation provided by air handling or air conditioning units where windows cannot be opened? Yes. The lab has built in air conditioning which creates a steady air flow through the lab
Control	Where 'critical activity' work within 2 metres just cannot be avoided:	Identify any essential tasks that will require people to potentially work within 2 metres of each other.

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)
	• Introduce a local system where you will know who is on site and what work they are doing and increase the level of supervision to monitor and manage compliance with the working arrangements. • People should work from a desk or work station assigned for their exclusive use, and avoid desk sharing or hot-desking as far as possible: where desks, workstations or equipment have to be shared, these should be cleaned after each use. • Workers should conduct their activities by working side by side, or facing away from each other, rather than face to face wherever possible • Ensure that there is a means to regularly clean common touchpoints, doors, buttons, handles, tools, equipment etc. in spaces where you do not have routine cleaning by Estates Cleaning staff. • Ensure that there is hand washing facilities in the spaces (with soap and water) to permit people to wash their hands before and after using any equipment? • 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.	None are foreseen at this time. 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? Work will only be conducted on spectrometers work stations that are 2 m apart and the majority of adjacent workstations face away from each other. See supporting information A All work will be pre-planned and approved. Spectrometers that are not in use will be disabled via password protected PC, Removal of Keys etc. Password to be changed frequently. How will you ensure the areas are being cleaned regularly and at the end of the day/shift? 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. Where appropriate, samples will be mounted on fresh glass slides for each experiment and will be disposed of at the end of each experiment. Bins will be emptied to the local collection points at the end of each day. A sign will be displayed saying when the bin was last emptied to ensure compliance.

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)
	• Consider access for cleaners, IT staff, Estates staff, etc. and how such activities can be carried out safely.	Bins in the lab will be replaced with smaller open bins. Are there enough hand washing facilities for those involved in the 'critical activities'? Yes. There are toilets situated just outside the labs with hand washing facilities and hand sanitiser will be made available inside the lab. Do you need to introduce hand sanitiser? It would be useful to have it in the lab as there are no sinks inside the lab. The door to the lab will constitute a major touch point so stations on both sides of this door are desirable. Will you need to use the lift for any activities? No 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 the labs and any access required has to be arranged in advance with the Spectroscopy RTP Manager.

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)
First Aid and Fire Safety	Have you considered any high risk activities which need particular First Aid or Fire Safety arrangements. If you are concerned about first aid cover or fire safety contact Health and the Safety Helpdesk. Security will be able to provide emergency First Aid support during this period, but managers should endeavour to provide first aiders as far as is possible at present. Encourage all members of staff to act as temporary Fire Wardens during this period. They can complete the Fire Warden training module available on Moodle. They need to know how to flag any concerns relating to fire safety to the Health and Safety Helpdesk. Normal fire escape routes take precedence over one way routes in an emergency situation.	Are there any high risk activities which need particular First Aid or Fire Safety arrangements. No 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. All staff and RTP users will be instructed to contact Estates for access to first aid by dialling 22222. There is a land line in G78 available for use. Lab signage will be updated to reflect this. Do staff know how to access other risk assessments relevant to their area or activity. All risk assessments are available electronically on the RTP website. Hardcopies are stored at the entrance to G78. All returning staff and users will be emailed a copy of the updated risk assessments and asked to confirm they have read it before being given access to the lab. go.warwick.ac.uk/spectroscopy/safety/retuningresponsibilities
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	How will you monitor compliance with the control measures set out in this risk 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)
	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.	All users and staff will be made aware of their own responsibility in the lab and encouraged to report any abuses to spectroscopy@warwick.ac.uk or via an anonymous web-form. The passwords on spectrometer will be changed regularly to discourage non booked users gaining access and spectrometers that are not in use will be disabled. All users will be made aware that any breach of the rules will mean automatic removal of access to the lab. Card access will only be granted to the approved list of returning users. How often will you brief and update your team on any changes to this risk assessment or associated control measures? This situation will be very dynamic and updates will be disseminated via email when they occur. They will also be passed on during the weekly team meeting. How will you encourage staff to flag any concerns they might have, problems or deviations from the arrangements? If staff have any concerns for their own safety they should report any concern to the Spectroscopy RTP Manager and/or the University Health and Safety Office. Major concerns should be raised with HSE using the form available at https://www.hse.gov.uk/contact/concerns.htm

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)
		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. When users believe they need to deviate from this risk assessment for their work the Spectroscopy RTP Manager will work with them to create a new risk assessment that will need to be signed off by the Spectroscopy RTP Director before any work can be started. If this applies to the Spectroscopy RTP Director then Prof David Leadley must complete sign-off.
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? None at this time
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.	What arrangements have been made to allow safe breaks? Staff are not encouraged to stay on site for prolonged periods. Users will be encouraged not to eat meals on site but if required the foyer of Millburn House or outdoor space can be used. These spaces will also be used for drinks breaks etc. Users will be encouraged to bring bottled drinks and their own prepared food as the communal kitchens will not be available. If possible waste from food should be taken home or disposed of in the lab bins (which are then emptied to the communal collection points)

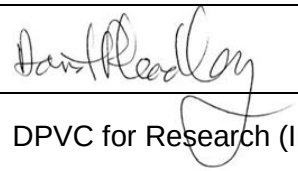
Hierarchy of Control Measures to be used (these are listed in order of priority, but a combination of controls may be required)		Control Measure (Please answer the questions in this column)
	People should bring their own food, which ideally does not require the use of a microwave, as there will potentially 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.	Drinks will be not be allowed in the lab.
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). 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. All RTP staff will be issued with the own PPE to avoid cross contamination. This includes safety goggles, laser safety glasses (where required), shoes (where required), and lab coat. Disposable Nitrile gloves will be available in the labs. Users must wear clean disposable Nitrile gloves under cryogenic gloves. Face masks are not required in the labs but if users feel more comfortable in them there is no issue with them being worn. 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?

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)
		Staff will be instructed to: • Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • Change your face covering if it becomes damp or if you've touched it. • Continue to wash your hands regularly. • Change and wash your face covering daily. • If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
Guidance to staff	Have you issued the Covid-19 guidance to **all** of those that are returning to work to carry out 'critical activities' (see appendix A)? Have you arranged briefing sessions on the risk assessment and SOP with staff? 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?	Yes Yes, via Microsoft Teams Yes

Tick here if the level of risk is acceptable to permit the work activity to take place (once you have put the control measures above in place)	**YES**	**Line Manager Signature**	**Ben Breeze**

List of people with whom this assessment has been shared:

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

Approved by (HoD or Director)	David Leadley		**Signature**	
Date	29/05/2020		**Position**	DPVC for Research (Infrastructure & Ethics)
Review date				

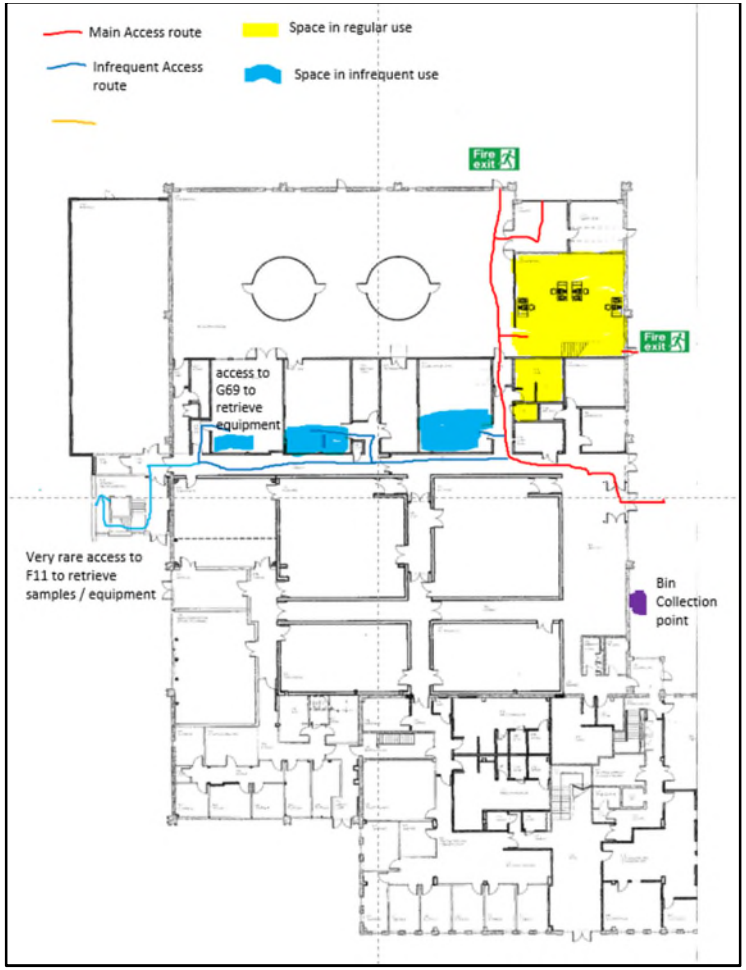
Print and sign a copy, and share electronically with those involved in the 'critical activity' which is requiring them to come into the University to work.

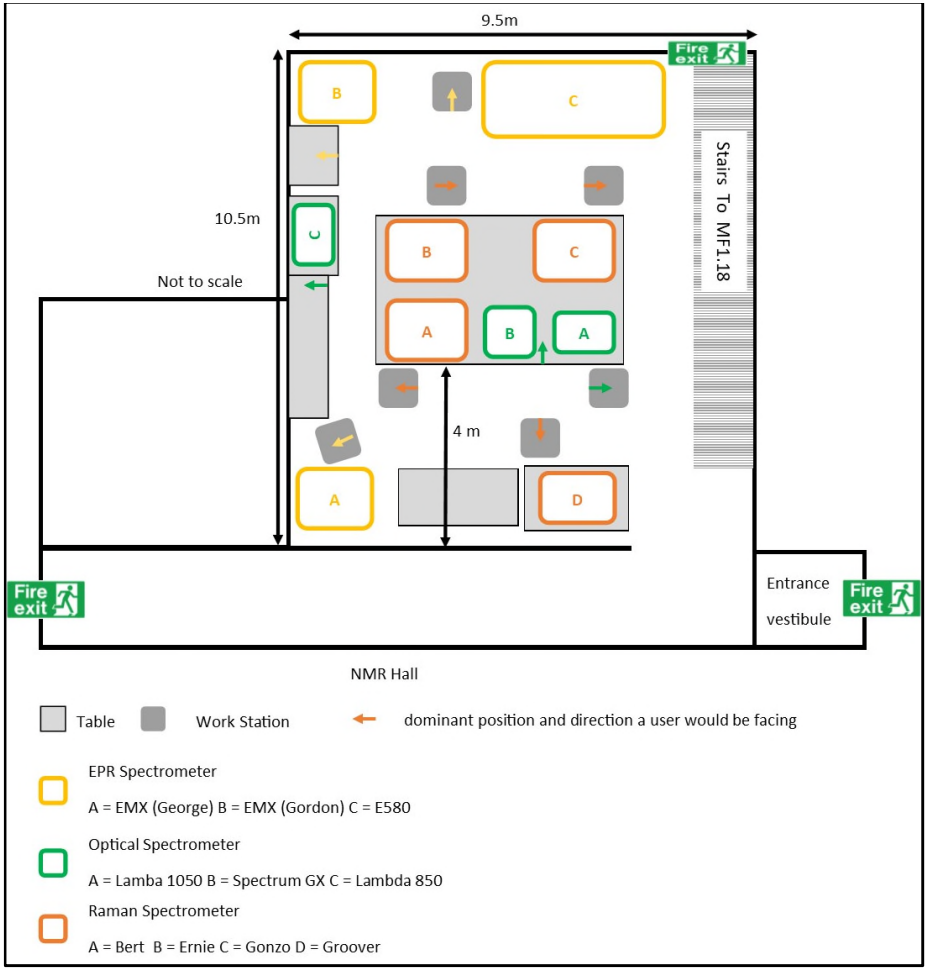
Send an electronic copy to your Health and Safety Officer or Health and Safety Adviser.

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

Supporting information A : Areas in use and proposed access

(Return to original position1) *(Return to original position 2)*





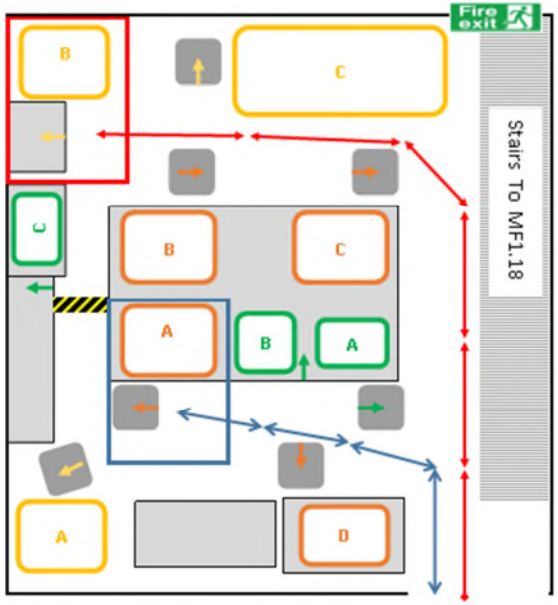
Supporting information B : Example Time table (Phase 1)

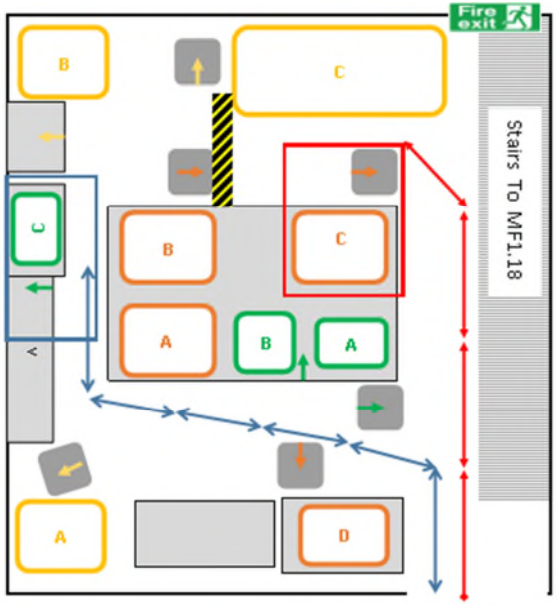
(Return to original position)

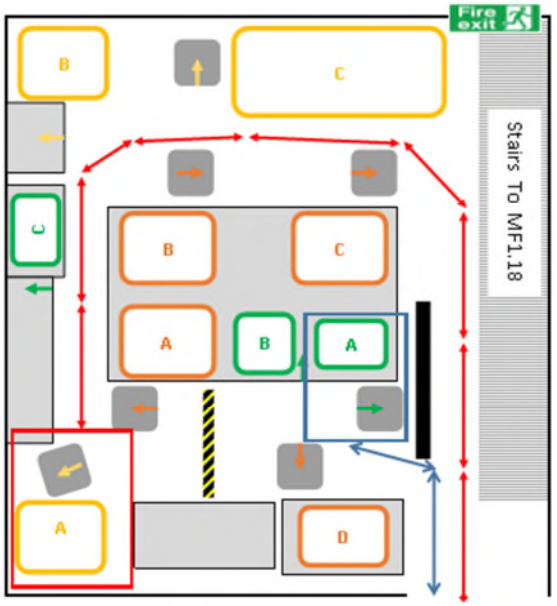
	Monday		Tuesday		Wednesady		Thursday		Friday		Saturday			Sunday			Spectrometer designations
																	Raman/PL
Time	Shift 1	Shift 2	Shift 1	Shift 2	Shift 1	Shift 2	Shift 1	Shift 2	Shift 1	Shift 2	Shift 1	Shift 2	Drop offs	Shift 1	Shift 2		Bert [514, 785 nm]
09:00	BGB						BGB				MEN			BGB			Ernie [325, 442, 633 nm]
10:00	Grover					MEN	Grover	BGB			E580			Grouch			Gonzo [532 nm]
11:00		MEN				Leica		Grouch									Grover [488 nm, 660nm]
12:00	BGB	Big Bird	BGB						BGB								EPR
13:00	Count		Geogre			MEN			Gonzo								Bruker EMX (Gordon)
14:00						Grover											Bruker EMX-E (George)
15:00	BGB		BGB														Bruker E580 (Big Bird)
16:00	Count		Ernie														Absorption
17:00																	Lambda 1050 (Grouch)
18:00																	Lambda 850 (The Count)
																	Spectrum GX (Elmo)
																	Leica Micrsocpe (leica)
		Slot in use & User in lab															
		slot in use User probably not in lab															
		slot never availble to create staggered starts															

Supporting information C : Use of Barriers in the lab (Phase 1) *(Return to original position)*

Generally, barriers can be used to manage the flow over users around the lab. In examples 1 and 2 the placement of the barrier would ensure that users would not pass each other on the way to the instruments. In the third example a screen would be placed in front of the blue workstation to avoid contact whilst passing. Alternatively, the blue user could step back from the work station whilst the red users passes.







Supporting information D : Distances between spectrometers (Phase 1) *(Return to original position)*

Nearest distances between spectrometers in G74 and G78.

	Spectrum GX (Elmo)	Lambda 850 (The Count)	Lambda 1050 (Grouch)	Bruker E580 (Big Bird)	Bruker EMX-E (George)	Bruker EMX (Gordon)	Grover [488 nm, 660nm]	Gonzo [532 nm]	Ernie [325, 442, 633 nm]	Bert [514, 785 nm]				
Raman/PL														
Bert [514, 785 nm]	1	3	3	4	3	6	3	4	2	x			<2m	DO NOT USE
Ernie [325, 442, 633 nm]	3	1	5	1	2	1.5	6	3	x	2			2-4m	Use with caution
Gonzo [532 nm]	3	6	2.5	1	8	5	3.5	x	3	4			>4m	Prefered
Grover [488 nm, 660nm]	2	9	1	5	4	10	x	3.5	6	3				
EPR														
Bruker EMX (Gordon)	5	1	10	1.5	5	x	10	5	1.5	6				
Bruker EMX-E (George)	2	3	6	8	x	5	4	8	2	3				
Bruker E580 (Big Bird)	6	6	4	x	8	1.5	5	1	1	4				
Absorption														
Lambda 1050 (Grouch)	1	8	x	4	6	10	1	2.5	5	3				
Lambda 850 (The Count)	4	x	8	6	3	1	9	6	1	3				
Spectrum GX (Elmo)	x	4	1	6	2	5	2	3	3	1				
Leica Micrsocpe (leica)	N/A located in G74													

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

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

Social distancing	Workers must follow the guidance on staying at home and away from others (social distancing). Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work. This will require some thought about how the 2m distancing measures can be applied at work. Managers/Supervisors will carry out an assessment of this.
Self-isolation	Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) must not come in to work, but must follow the guidance on self-isolation.
Person at increased risk	Anyone who is at increased risk of severe illness from Covid-19 ('Clinically Vulnerable') should continue to follow the 'strict social distancing' rules as recommended by the Government and as per the instructions in any advice that they have received from the NHS or their GP during this crisis.
Persons defined on medical grounds as extremely vulnerable	Anyone identified as 'Clinically Extremely Vulnerable' will have been advised in a letter from the NHS or from their GP/health authority and must follow the guidance on shielding and protecting extremely vulnerable people.
Living with a person in one of the above groups	Anyone living with a person who is at increased risk of severe illness ('Clinically Vulnerable'), or an 'Clinically Extremely Vulnerable' person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.
If someone falls ill	If someone develops a high temperature or a persistent cough while at work, they should: • Ensure their manager or supervisor is informed (via telephone prefereably) • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Arrange a Covid-19 test as per the Covid-19 testing guidance. They must then follow the guidance on self-isolation and not return on to site until their period of self-isolation has been completed or test has been proven negative.

The University will:

Share all Risk Assessments and SOPs with staff and encourage staff to comment on and influence the content of the assessments and the associated control measures.

Continue to have an operational emergency team in place comprising of essential staff to respond to any emergency.

Establish procedures for alert and outbreak verification to receive early warnings should the virus appear on campus.

Utilise existing communication channels for the drafting of situation reports, briefings, back-up of information, etc. for internal and external stakeholders.

Follow its existing contingency plans which address the impact of potential resurgence of disease in the workplace after re-opening including a mechanism for identifying triggers that could change the current approach being adopted.

Carry out building assessments to consider safety arrangements (2 metre distancing, hand washing, sanitiser, barriers, screens, access controls, etc.) in communal and shared spaces, including entrances, exits, stair wells, lifts, corridors, toilets, showers, locker rooms, kitchens and rest areas.

Managers / Supervisor Responsibility
The first principle will be to decide whether work activities are 'critical' and should recommence or whether there are other ways of completing that work, e.g. continued working from home.

Managers otherwise will need to complete the above risk assessment of the Covid-19 hazard which will consider the spaces that they have people working in and determine whether they can maintain 2 meter distancing in that space whilst carrying out the required work activities.

Where people are continuing to work from home, whether using a desktop PC, laptop or with paper-based activities, then the work is generally 'low-risk' and they should continue to use the guidance available for Working from Home.

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

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

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

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

General principles to be applied for those coming in to work to carry out 'critical activities'

1. Travel to Work

Wherever possible people should travel to campus alone or with those that they live with using their own transport, or by walking or cycling.

Those that drive to work must:

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

2. Driving at Work

For those that need to travel whilst at work (i.e. around campus, between campuses or other locations). Wherever possible members of staff should travel alone. If staff have no option but to share a vehicle, then they should:

- Share with the same individuals and with the minimum number of people at any one time
- Wherever possible maintain a distance of two metres and avoid touching their faces
- Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey
- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle
- Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.

3. Access to/Egress from Buildings

- Non-essential visitors should not be invited on to campus.
- There will be a reduced building occupancy during this period for each building. Managers will be required to liaise with Estates to determine the occupancy numbers for each space.
- Start and finish times should be staggered to reduce congestion and contact in agreement with your line manager.
- Two meter distancing will need to be maintained on entry and exit from buildings. Follow any signage in place as there could be a change made to the number of access points into the buildings or a one-way system introduced in order to reduce congestion on circulation routes.
- There will be no planned fire emergency evacuations during the lockdown easing period, so if the fire alarm sounds, people will be encouraged to leave the building as normal, using all available exits, rather than congregating on normal staircases. Any one-way system introduced can be ignored at this time.
- Allow plenty of space between people waiting to enter / leave each building.
- Signage may be in place in certain locations:
    - Floor markings may be put down to ensure 2 metre distance is maintained between people when queuing
    - Reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow PHE guidelines
- Entry systems will continue to be in operation as these do not require persons to make personal contact with them.

- People will be encouraged to wash their hands for 20 seconds using soap and water or to use sanitiser when entering and leaving buildings.

- Common contact surfaces in receptions, offices, circulation spaces and door furniture will continue to be cleaned, particularly during peak flow times.
- Persons needing to meet one another will be encouraged to hold gatherings online, or if this is not possible then meetings should be outdoors or in well ventilated spaces where good distancing can also be maintained.
- Where deliveries need to be made, drivers and staff members should wash or sanitise their hands before and after handling.

4. Use of Circulation Spaces and Lifts

- One-way systems may be put into place to avoid congestion and crossing people's paths within a 2m distance. Everyone must follow these (where they are in place) and wherever possible maintain a 2m distance from others.
- Stairs should be used in preference to lifts (with the exception of goods lifts) and, as they are small confined areas, lifts should only be used by one person at a time and only by those staff or students who are unable to safely use the stairs during this period.

5. Personal Hygiene

- Staff should not come in to work if showing symptoms of Covid-19 and should self-isolate for 14 days if other members of their household have symptoms until a test has determined that it is not Covid-19. (See University Covid-19 testing guidance).
- Avoid skin to skin and face to face contact.
- Staff must follow the hand washing guidelines and regularly wash hands with soap and water.
- Those that are required to wear protective gloves for their work to ensure they are removed so to avoid cross-contamination.
- Tissues and other waste to be disposed of in local waste bins regularly.
- Staff to follow the Government's advice: Catch it, Bin it, Kill it

6. Hand Washing

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

7. Toilet Facilities

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

8. Cafes and Rest Areas

Cafes on campus will be offering a reduced service during the lockdown easing period, possibly just a take away option at times, and some will remain closed. Where possible staff should bring their own food to work and return to their work locations (where safe to do so to consume food) and eat there, or at some other external space away from others.

- Staff will observe 2 metre distancing measures whilst queuing.
- People should stagger break times to reduce congestion.
- Drinking water will remain provided with enhanced cleaning measures of the tap mechanism.
- Those using shared kitchens should frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves.
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- Crockery, eating utensils, cups etc. should be washed and dried between uses.
- Payments should be taken by contactless card wherever possible.
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food.
- Staff within café areas and rest rooms will need to monitor compliance.

9. Waste Disposal

- Cleaning staff to regularly empty any local waste bins into the larger waste receptacles so that they can be regularly disposed of.
- Cleaning staff will regularly empty toilet facility waste receptacles so that any hand towel rubbish does not accumulate.

10.Changing Facilities, Showers and Drying Rooms

There are a number of buildings that have changing facilities, showers and areas for drying clothes.

- Based on the size of each facility, the number of people that may use these facilities at any one time will be displayed on the outside to maintain a distance of two metres.
- A staggered start and finish times should reduce congestion and contact of these facilities.
- Facilities will be cleaned throughout the day and at the end of each day.
- Use any rubbish bins provided as these will be regularly emptied and the waste disposed of.

11.First Aid and Emergency Service Response

The primary purpose of First Aid is to preserve life and first aid should be administered if required and until the emergency services attend.

When planning work activities, a check should be made that there is an adequate provision of first aid resources. Not all staff will be returning to work, so check who is in and who may be able to provide support at the times you are going to be in work.

- Security staff are all First Aiders, but this is not their only role on campus, so if you are planning to conduct high-risk work, consider whether the work should be delayed or provide additional competent first aid resources.

- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources.

12.Cleaning

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

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

Useful Links:

1. University of Warwick Health and Safety Services
2. Government Guidance on Working Safely
3. Health and Safety Executive
4. TUC

To contact Health and Safety Services e-mail:

HealthSafetyHelpDesk@warwick.ac.uk