

Estates

CCS Non-residential

Review Covid-19 Estates Buildings Risk Assessments/Safe Operating Procedures

Date: 22/10/2020

Review carried out by: Mirela Meca

Note: This document review is applying to all Non-residential building Risk Assessments for CCS staff returning to work.

Reference: https://warwick.ac.uk/services/estates/h_and_s/ccsra/nonresidential

Signed 

Job Title: Operations Manager

REVIEW QUESTION	YES/NO/ N/A	ACTION, DATE FOR COMPLETION AND PERSONS RESPONSIBLE
Has the assessment been approved through the Estates approval process?	N/A	
Have staff, staff representatives and affected persons been consulted?	YES	Staff on site has been consulted on daily briefings and fortnightly at CCS Managers meetings via Teams. No actions has been raised in relation with staff health and safety or existing Risk Assessments. See appendix 1
Have all identified control measures now been fully implemented for the location(s), workspace(s), tasks and equipment?	YES	All buildings have appropriate signage, one way system where possible. Staff on site have staggered meal brakes, access to appropriate PPE and also issued with a Return to work health and safety booklet. See appendix 2
Have any concerns or issues been raised?	NO	
Have all concerns/issues they been resolved within the scope of the risk assessment?	N/A	
Have staff numbers changed?	YES	All CCS staff returned to work on Campus business as usual and all control measures are the same against current national and university guidance.
Have any work activities changed?	NO	All buildings have same cleaning regime. See appendix 3

Has the level of risk of any individual changed (e.g. clinical vulnerability, change of work location/task)?	NO	All clinical vulnerable staff returned to work in their areas and they are working their normal hours.
Has the assessment been updated against current national and university guidance?	YES	New from last review: Face coverings are mandatory as per University policy. See appendix 2
Do current control measures remain adequate?	YES	
Are any other actions or control measures required?	NO	

This assessment will be reviewed and updated in line with changes to National and University guidance as it is issued.

Date for next review: 20/12/2020

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