

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

Department/ Group/Team	C.C.S	Date of assessment	03/06/20
Building	Sciences Engineering	Reduced Occupancy Level (Maximum)	C.C.S 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	All areas	Number of People	4 CCS staff will be servicing this area-This will be identified on a daily basis via Roll Call system available to CCS staff and Estates management

'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

[Sue Tompkins, Mirela Meca –Operations Manager CCS Estates](#)

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

Mirela Meca/ Ruth Vince

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.

<b>Hierarchy of Control Measures to be used</b> (these are listed in order of priority, but a combination of controls may be required)		<b>Control Measure</b> (Please answer the questions in this column)
<b>Eliminate</b>	<p>Any staff reporting that they are unwell with symptoms of Coronavirus (Covid-19) must be told not travel to or attend the University. Their sickness absence should be recorded within the University HR System SuccessFactors. Testing is available for any members of staff deemed to be required to come to work by the University for 'critical activities'.</p> <p>Staff with symptoms must be told to self-isolate, as should staff with members of their household who are showing symptoms, until testing confirms that it is not Covid-19 (see <a href="#">University Covid-19 testing guidance</a>) or the relevant time period has elapsed.</p> <p>If a member of staff does fall ill, then the space in which they were working should be left empty and well ventilated for at least 72 hours and extra cleaning be arranged with Cleaning Services by the manager.</p> <p>Staff who are in the 'extremely vulnerable' group (have received a specific letter from the NHS) are shielded and must not come to work. Staff in the 'vulnerable' group need to follow the strictest levels of '2 metre distancing', and, although they can come to work, they should be encouraged to continue working from home or to stay at home.</p> <p><b>Meetings on campus</b></p> <p>Meetings should continue to be held as on-line meetings, even if some or all of the participants are on campus. Where this is not possible meetings must be held where 2 metre distancing can be maintained and preferably in a well ventilated space or outdoors. DO NOT invite visitors to come to campus, other than contractors who need to attend to equipment or systems required for a critical activity.</p>	<p>Does your workforce need to come onto campus to carry out this critical work or can they continue to work from home?</p> <p><b>Yes :Staff need to be on Campus to carry out cleaning duties</b></p> <p>Have staff been fully informed of the needs for self-isolation should they have any symptoms whatsoever?</p> <p><b>Yes. All staff returned to work received an induction containing all information in regards self-isolation, social distance, PPE and personal hygiene.</b></p> <p>Have staff who are 'extremely vulnerable' or 'vulnerable', or live with such people been fully considered?</p> <p><b>Yes. The staff falling under this category are shielding and they are not working on campus. If the government guideline will change an individual risk assessment will be carried out by the line manager to identify any risks and to put in place any measures required.</b></p>

<b>Hierarchy of Control Measures to be used</b> (these are listed in order of priority, but a combination of controls may be required)		<b>Control Measure</b> (Please answer the questions in this column)
		<p>Can meetings be held online, eliminating the need for people to be on campus or for them to congregate?</p> <p>Yes .Management meetings are held online. If meetings are required with cleaning staff we can book a lecture room in Oculus where social distancing can be observed and can accommodate max 20 people in the same time.</p>
<b>Reduce</b>	<p>Where ‘elimination’ cannot be applied consider whether you can ‘reduce’ the likelihood of persons coming into contact with one another:</p> <p>Consideration should be given to rotas or shifts in order to keep the number on campus at any one time to a minimum. Night shifts should be avoided, but early and late shifts, or weekend working might be appropriate.</p> <p>Booking systems for deliveries or collections, and systems for the use of receptions, should be set up in such a way as to minimise person-to-person contact.</p> <p>People must be encouraged to leave the University as soon as they have finished the activity which cannot be conducted from home.</p>	<p>How can you reduce the number of people required on campus, whether to carry out tasks or to attend meetings?</p> <p>Yes. The staffing levels are reduced being aligned with the areas in use which require servicing.</p> <p>How will you stagger working times, so that people do not need to be in the same space at the same time?</p> <p>All staff assigned to clean in each building are spread on different areas to ensure they are not working in the same space at the same time. This is ensured and supervised every morning by the person in charge(supervisor, manager, assistant manager)</p> <p>How will you reduce the hours that people need to be on site?</p>

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	<p>Wherever possible, all data should be uploaded to a shared drive or system which allows the analysis or work to be undertaken at home.</p> <p>Writing-up of experiments, results and reports must be conducted at home.</p>	<p><i>We will only clean the areas required .This will reduce the time spent on campus.</i></p> <p>How does your booking process control the number of people in your facility/space?</p> <p><i>We currently rota staff so we know exactly who is on campus at any given time.</i></p> <p>If the spaces you manage are big enough, can you minimise the frequency and time that people could potentially come into contact with each other?</p> <p><i>Yes. They will be assigned to clean different areas on different floors</i></p> <p>What floor markings can be provided to ensure that people maintain 2m distancing? Contact Estates via the Helpdesk if you wish to mark the floor in your area.</p> <p><i>All floor markings approved by university are in place and this can be checked with the building manager.</i></p>
<b>Isolate</b>	<p>Where work activities have to be carried out with others, and persons have to work within relative close proximity to one another for intermittent work activities:</p> <p>Screens (such as Perspex screens) and barriers (to keep people back from reception desks for example) must be deployed where there is regular contact with people which cannot be eliminated.</p>	<p>Do you need to introduce screens or barriers to separate people?</p> <p><i>Due to the nature of our activity this is not necessary</i></p> <p>How will you reduce the team size to be as small as possible, or identify fixed teams/partnering?</p>

<b>Hierarchy of Control Measures to be used</b> (these are listed in order of priority, but a combination of controls may be required)		<b>Control Measure</b> (Please answer the questions in this column)
	<p>Try to keep staff groups small and consistent as far as possible, forming fixed teams and partnering arrangements for people whilst at work. The number of different contacts people have with others at work should be kept as low as is possible.</p> <p>Consider access for cleaners, IT staff, Estates staff, etc. and how such activities can be carried out safely.</p> <p>Ventilation and fresh air is important – desk top humidifiers must not be used in the workplace.</p> <p>Justify why you cannot conduct a meeting online, AND is there a space where you can meet with a small number of staff that is in the open or where there is good ventilation, and where 2 metres distancing can take place? Use Teams/Zoom/Skype, etc. for meetings.</p>	<p>By cleaning only areas required and assigned staff on different areas to ensure social distance</p> <p>How will you ensure people conduct their work away from each other?</p> <p>By carrying out team talks on social distancing on a daily basis and by regular checks ensured by supervisors. For office-based staff, a desks plan will show how to use desks to enable social distancing.</p> <p>Can you open windows (including in vehicles) or doors to increase ventilation to the space and permit fresh air circulation? [Note: this is not applicable to containment labs or spaces where there is local exhaust ventilation in place as this can affect extraction efficiency]</p> <p>Yes .Windows can be open to ensure ventilation</p> <p>Is there good general ventilation provided by air handling or air conditioning units where windows cannot be opened?</p> <p>Yes. As mentioned above</p>
<b>Control</b>	<p>Where ‘critical activity’ work within 2 metres just cannot be avoided:</p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<p>Identify any essential tasks that will require people to potentially work within 2 metres of each other.</p> <p>Can the workplace be rearranged to allow people to work side-by-side or back-to-back, rather than facing</p>

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<ul style="list-style-type: none"> <li>• 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.</li> <li>• Workers should conduct their activities by working side by side, or facing away from each other, rather than face to face wherever possible</li> <li>• 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.</li> <li>• 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?</li> <li>• Introduce hand sanitiser (for spaces that do not have soap and water)</li> <li>• Keep work to short durations e.g. less than 15 minutes.</li> <li>• 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.</li> <li>• Cleaning equipment/supplies for IT equipment (including photo-copiers, etc.) might be required, and/or added to the cleaning regime for the area.</li> <li>• Consider access for cleaners, IT staff, Estates staff, etc. and how such activities can be carried out safely.</li> </ul>	<p>each other? How can you rearrange tasks to enable them to be carried out by one person, or by maintaining the 2 metres distancing?</p> <p><i>We can ensure our staff can work on different areas , levels as our activity is permitting</i></p> <p>How will you ensure the areas are being cleaned regularly and at the end of the day/shift?</p> <p><i>We have introduced cleaning check lists and service checks carried out by the supervisor at the end of the shift.</i></p> <p>Are there enough hand washing facilities for those involved in the ‘critical activities’?</p> <p><i>Yes</i></p> <p>Do you need to introduce hand sanitiser?</p> <p><i>Already in place at the building entrance and exit .However the cleaning staff has access to washing facilities</i></p> <p>Will you need to use the lift for any activities?</p> <p><i>On some occasions but the staff has been inducted to use as one person at the time.</i></p> <p>Will cleaners, IT Staff or Estates need to access your area whilst your staff are working?</p>



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		Yes. Morning full cleaning between 6am-8am + 1 additional touch points and 1 toilet check between 1pm-2pm .
<b>First Aid and Fire Safety</b>	<p>Have you considered any high risk activities which need particular First Aid or Fire Safety arrangements? If you are concerned about first aid cover or fire safety contact Health and the Safety Helpdesk.</p> <p>Security will be able to provide emergency First Aid support during this period, but managers should endeavour to provide first aiders as far as is possible at present.</p> <p>Encourage all members of staff to act as temporary Fire Wardens during this period. They can complete the Fire Warden training module available on Moodle. They need to know how to flag any concerns relating to fire safety to the Health and Safety Helpdesk. Normal fire escape routes take precedence over one way routes in an emergency situation.</p>	<p>Are there any high risk activities which need particular First Aid or Fire Safety arrangements?</p> <p>No</p> <p>Do staff know how to access first aid kits or how to contact Security for emergency first aid?</p> <p>Yes</p> <p>Do staff know how to access other risk assessments relevant to their area or activity?</p> <p>Yes. The risk assessment has been displayed in the cleaning office/cupboard and staff has signed the induction paper confirming they acknowledged</p>
<b>Behaviours</b>	<p>The measures necessary to minimize the risk of spread of infection rely on everyone taking responsibility for their own actions and behaviors. As a manager you will need to encourage an open and collaborative approach, where any issues can be openly discussed and addressed.</p> <p>Line managers must hold a 'returning to work briefing' with any staff returning to campus at the earliest opportunity, sharing this completed document with them in writing and allowing any questions.</p>	<p>How will you monitor compliance with the control measures set out in this risk assessment?</p> <p>Daily service checks conducted by the supervisors.</p> <p>How often will you brief and update your team on any changes to this risk assessment or associated control measures?</p> <p>As and when applicable</p>

<b>Hierarchy of Control Measures to be used</b> (these are listed in order of priority, but a combination of controls may be required)		<b>Control Measure</b> (Please answer the questions in this column)
	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 encourage staff to flag any concerns they might have, problems or deviations from the arrangements?  By verbal arrangement, the staff has been advise that they can request 1to 1 meeting with the line manager in a space where social distancing and privacy can be arranged.
<b>One way Routes and Passing Places</b>	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. the building has in place floor markings , one way system floor markings and the cleaning staff has been informed to comply
<b>Communal areas</b>	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.	What arrangements have been made to allow safe breaks?  Staff bring in own drinks/ food. Take breaks on floor that they are working on or a large break out area and be mindful of social distancing measures. Also to social distance outside when on breaks.  Staff have been advised to bring in their own food for breaks and limited access to kitchens or catering facilities

<b>Hierarchy of Control Measures to be used</b> (these are listed in order of priority, but a combination of controls may be required)		<b>Control Measure</b> (Please answer the questions in this column)
	<p>Kitchenettes, etc. must have floor markings to ensure that they do not become overcrowded and allow queuing, back-to-back working and one-way systems.</p> <p>Toilets, changing rooms, showers, etc. must be managed to ensure that they do not become crowded. ALL personal items MUST be removed from showers and changing rooms unless they are placed in a plastic bag in a locker.</p>	<p>Building managers are in charge to ensure all markings are in place and visible for all building users including cleaning staff</p>
<b>Personal Protective Equipment (PPE)</b>	<p>Workplaces should NOT encourage the precautionary use of extra PPE to protect against Covid-19 (except when responding to suspected or identified cases of Covid-19).</p> <p>Where PPE is deemed necessary as a control measure to ensure the safety of the individual for the work activity that they are undertaking, e.g. work involving hazardous substances, it must continue to be worn.</p> <p>Workers MAY choose to use a home-made face covering in the workplace, but this should NOT be a substitute for 2 metre distancing and more effective hygiene measures (regular handwashing, use of sanitisers, and catching coughs and sneezes in a tissue).</p> <p>Workers who choose to use a face covering should be supported in its effective use.</p>	<p>Refer to your activity-based risk assessment for any PPE requirements.</p> <p>Staff have been advised on the safe use of P.P.E</p> <p>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?</p> <p>Staff have been advised that they can use their own personal face masks however this is not a substitute for social distancing and hygiene measures.</p>



<b>Hierarchy of Control Measures to be used</b> (these are listed in order of priority, but a combination of controls may be required)		<b>Control Measure</b> (Please answer the questions in this column)
<b>Guidance to staff</b>	<p>Have you issued the Covid-19 guidance to <b>all</b> of those that are returning to work to carry out 'critical activities' (see appendix A)?</p> <p>Have you arranged briefing sessions on the risk assessment and SOP with staff?</p> <p>Have you arranged 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?</p>	<p>Yes</p> <p>Yes</p> <p>Yes. They are contacted weekly to check welfare and to give them an update of relevant activities in Campus</p>

<b>Tick here if the level of risk is acceptable to permit the work activity to take place</b> (once you have put the control measures above in place)	✓	<b>Line Manager Signature</b>	Sue Tompkins
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**List of people that this assessment has been shared with:** Cleaning staff servicing Sciences Engineering, Jane Cummings, Mirela Meca

**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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<b>Approved By (HOD or Director)</b>	Wendy Roberts
<b>Date</b>	31/07/2020
<b>Review Date</b>	As Required

<b>Signature</b>	
<b>Position</b>	Director of Staff & Student Accommodation

**Please print a copy, sign it and share 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).**

## 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:

<b>Social distancing</b>	Workers must follow the guidance on <a href="#">staying at home and away from others (social distancing)</a> . 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.
<b>Self-isolation</b>	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 <a href="#">self-isolation</a> .
<b>Person at increased risk</b>	Anyone who is at <a href="#">increased risk of severe illness</a> 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.
<b>Persons defined on medical grounds as extremely vulnerable</b>	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 <a href="#">shielding and protecting extremely vulnerable people</a> .
<b>Living with a person in one of the above groups</b>	Anyone living with a person who is at increased risk of severe illness (‘Clinically Vulnerable’), or an ‘Clinically Extremely Vulnerable’ person who is <a href="#">shielding</a> from Coronavirus (Covid-19), should stringently follow the guidance on <a href="#">social distancing</a> and minimise contact outside the home.
<b>If someone falls ill</b>	<p>If someone develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> <li>• Ensure their manager or supervisor is informed (via telephone preferably)</li> <li>• Return home immediately</li> <li>• Avoid touching anything</li> <li>• 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.</li> <li>• Arrange a Covid-19 test as per the <a href="#">Covid-19 testing guidance</a>.</li> </ul> <p>They must then follow the guidance on <a href="#">self-isolation</a> and not return on to site until their period of self-isolation has been completed or test has been proven negative.</p>

## **The University will:**

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

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

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

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

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

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

### **Managers / Supervisor Responsibility**

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

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

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

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

### **Sharing Information with Staff**

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

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

### **If Staff have Concerns**

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

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

### **1. Travel to Work**

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

Those that drive to work must:

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

### **2. Driving at Work**

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

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

### **3. Access to/Egress from Buildings**

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



- People will be encouraged to wash their hands for 20 seconds using soap and water or to use sanitiser when entering and leaving buildings.
- Common contact surfaces in receptions, offices, circulation spaces and door furniture will continue to be cleaned, particularly during peak flow times.
- Persons needing to meet one another will be encouraged to hold gatherings online, or if this is not possible then meetings should be outdoors or in well ventilated spaces where good distancing can also be maintained.
- Where deliveries need to be made, drivers and staff members should wash or sanitise their hands before and after handling.

#### 4. Use of Circulation Spaces and Lifts

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

#### 5. Personal Hygiene

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



#### 6. Hand Washing

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

#### 7. Toilet Facilities

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

- Cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flushes will be maintained.
- Cleaning staff will empty toilet facility waste receptacles regularly.

## **8. Cafes and Rest Areas**

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

- Staff will observe 2 metre distancing measures whilst queuing.
- People should stagger break times to reduce congestion.
- Drinking water will remain provided with enhanced cleaning measures of the tap mechanism ensured by building users
- 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](mailto:HealthSafetyHelpDesk@warwick.ac.uk)