

Estates Office,
The University of
Warwick, Argent
Court, Sir William
Lyons Road,
Coventry,
CV4 7EZ

11 February 2021

To Whom it may concern

Re: Health and Safety Performance at the University of Warwick

We all play a vital role with regards to managing activities safely at the University of Warwick. It's also extremely important that we all continue to protect ourselves from Covid-19 in a safe manner. Please therefore ensure that, as well as managing the safety of your employees and sub-contractors, your staff follow our Covid-19 Safety Guidelines whilst working on any of our sites, within buildings on our Coventry and Wellesbourne Campuses and in any area that is outside your site control.

COVID-19 Safety Guidelines:

Do not enter this Building if you feel unwell, have a fever or a persistent cough. Avoid contact with others and seek help at www.NHS.uk

- Maintain 2m social distancing whenever possible
- Minimise your time here
- Be considerate of other people
- Avoid social and common spaces
- Open doors and windows, if you can
- Take breaks and lunch outside, when possible
- Wash your hands frequently with soap and water for 20 seconds
- If you start to feel unwell with possible COVID symptoms, leave the building immediately
- We advise staff wear good quality 3 ply face coverings within all internal spaces

When moving around:

- Keep LEFT in corridors and on stairs, do NOT stop to talk
- You CAN briefly pass within 2m of people
- Only use lifts if you have no alternative
- Stay Alert! Avoid distractions such as using your phone

In working together, we must ensure that you, your sub-contractors and suppliers are complying with all relevant statutory requirements as well as the University's Policies, Codes of Practice and Procedures, which are relevant to the type of work that you are carrying out.

The University's Code of Conduct for Contractors, version 1.7, sets out the minimum standards expected for health and safety, and these can be found by following the link: [https://warwick.ac.uk/services/healthsafetywellbeing/guidance/contractors/management/contractor code of conduct- v1.7 final version january 2019.pdf](https://warwick.ac.uk/services/healthsafetywellbeing/guidance/contractors/management/contractor%20code%20of%20conduct-%20v1.7%20final%20version%20january%202019.pdf)

We encourage our contractors who are not displaying symptoms to have a Lateral Flow Test (LFT) before coming to our Campuses. Councils are now offering this service across the Country, here are the local ones:-

Lateral Flow Testing Coventry City Council:
<https://www.coventry.gov.uk/lateralflowtesting#:~:text=Coventry%20City%20Council%20is%20offer ing%20Lateral%20Flow%20Testing,of%20testing%20centres%20under%20consideration%20through out%20our%20city>

Coronavirus Community testing Warwickshire County Council:
<https://www.warwickshire.gov.uk/covidcommunitytesting>

You will also need to ensure that

- Your safety documentation, SSIP, Annual Health and Safety Questionnaire and level of insurances are all up to date.
- Any sub-contractors you employ for work at the University satisfy these requirements.
- All employees and sub-contractors have sight of the [Code of Conduct](#) and agree to work to the Code.
- You receive a health and safety induction with relevant information on general hazards and risks related to the proposed work area.
- Your risk assessments, method statements and safe operating procedures are suitable and sufficient and take into account the risks from Covid-19 and how the risk will be mitigated.

Thank you for your co-operation. I look forward to working with you over this next period and appreciate your full cooperation in this matter.

Yours faithfully



James Breckon
Director of Estates