HEALTH & SAFETY MATTERS

April 2020 Newsletter

**FIRST AID**
There will be fewer First Aiders on campus at his time with there being less staff on site. In the event of a non Covid-19 serious illness or injury on campus call (024765) 22222, and not 999. If you think you may have Covid-19 symptoms please call (024765) 23111.

**RISK ASSESSMENT**
Good Health & Safety management starts with Risk Assessment. This should lead you to establish the best way of working to keep you and others safe whilst at work.

During this time, it may make sense to review these to ensure that additional risks are considered or to take the time out to do some needed paperwork for when we return to normal business.

**INCIDENT & NEAR MISS REPORTING**
SHE Assure was launched a year ago and now contains a year’s worth of data. It is the University’s system for reporting incidents and near misses. To Report an Incident or Near Miss go to the University SHE Assure Portal.

**WORKING FROM HOME TIPS**
Not everyone will have a ready-made office at home, so here are some safety top tips to minimise aches & pains:
- Try to establish a dedicated work area
- Set your chair so that you can access the table & try to make sure your forearms are supported
- Use a chair that allows you to sit upright with your back supported
- Position the laptop directly in front of you
- Adjust your working posture regularly
- Take extra breaks than normal. Use Workrave to remind you to take a break, downloadable from the Software Centre or from the Workrave link above.

Click on the image or below to download the University ‘Working from Home’ checklist.
CRITICAL WORK ACTIVITIES

There remains work going on around campus to support the Covid-19 crisis, to maintain our campus safe and to support those students who remain on campus during this time. Along with the University-wide Covid-19 Guidance, Health & Safety Services has produced specific guidance for those who remain busy working on campus: https://warwick.ac.uk/services/healthsafetywellbeing/a-z/healthandsafetyguidanceoncovid19/.

Use the link above for details. The main principles are:
- Wash your hands for 20 seconds more frequently than normal/use hand sanitiser
- Do not come to work if showing signs of illness or if a member of your family has Covid-19 symptoms
- Avoid work that requires you to be within 2m of each other (inc. vehicles)
- Clean & wipe down tools & equipment if they are to be used by someone else
- Wear any PPE (Personal Protective Equipment) issued for the tasks you are carrying out & follow your Risk Assessments & Standard Operating Procedures

MANAGING STRESS

The University continues to provide support to those that need a little extra help during this time via the Student Wellbeing Support Service and through the Employee Assistance Programme.

The Student Wellbeing Portal (https://wellbeing.warwick.ac.uk/) should be used by students to book an appointment. Support is now by telephone or video call only. Opening hours remain 8-5pm (4pm on Fridays). A member of the team will try to call you back on the same day.

The Staff Employee Assistance Programme can be used to help staff deal with personal & professional problems that could be affecting your home life or work life, health and general wellbeing and remains accessible during this period. To access this service use the online health & wellbeing portal www.healthassuredeap.com. For more information see: https://warwick.ac.uk/services/healthsafetywellbeing/wellbeing/employeeassistanceprogramme.

Some general tips:
- Take a break from the Covid-19 news
- Take care of your body
  - Eat well-balanced meals
  - Take time out to do some exercise (get some fresh air where possible)
  - Meditate and take deep breaths
- Make time to unwind
  - Use a few minutes of your day to do something you enjoy
- Connect with others
  - talk to people you trust about your concerns and how you are feeling.

LONE WORKING

Working on your own (or lone working) can lead to increased risks to your health & safety if things go wrong.

When buildings are fully occupied, there will usually be someone you can call upon to help, but during the current lock-down, this will probably not be the case. For this reason, you must have additional measures in place.

All departments who have workers who need to carry out lone working activities which have been determined to be ‘Critical’ by the University Executive Board need to put a buddy system in place.

A model ‘Standard Operating Procedure’ (SOP) has been prepared and this sets out the minimum requirements for those who have been given permission to attend site for their critical work activities.

Click here for the Standard Operating Procedures during the Covid-19 Lockdown period, or use our Lone Working link: https://warwick.ac.uk/services/healthsafetywellbeing/a-z/healthandsafetyguidanceoncovid19/loneworking

E-LEARNING NEWS

Health & Safety Services have been working to provide further training courses for you which you may want to do during the lockdown, available through Moodle. These include:

- A newly improved Risk Assessment course. This walks you through the 5-steps of risk assessment and explains how to complete a risk assessment
- Manual Handling, developed to provide an understanding of basic manual handling techniques & how to keep yourself safe whilst lifting, carrying, pulling/pushing.

Work Equipment and Display Screen Equipment are coming soon!