



# Creating COVID-19 secure working environments

**GETTING OUR BUILDINGS  
READY**

**V1.5**

**15/02/2021**

## CHANGE MANAGEMENT

Version	Release Date	Originator	Summary of changes
V1	5 <sup>th</sup> June 2020	H&S Team	Approved by Gold
V1.1	30 <sup>th</sup> June 2020		Definition of social distancing amended
V1.2	27 <sup>th</sup> July 2020		Footpath information updated
V1.3	24 <sup>th</sup> August 2020		<p>New text updated and existing amended or removed:</p> <ul style="list-style-type: none"> <li>• How will the Building Management Group work?</li> <li>• Signage</li> <li>• Temperature Check Stations</li> <li>• Toilets</li> <li>• Communal/multi-occupancy toilets</li> <li>• Fire safety</li> <li>• First aider presence</li> </ul>
V1.4	9 <sup>th</sup> November 2020		<p>Text updated and existing amended or removed:</p> <ul style="list-style-type: none"> <li>• Temperature Check Stations</li> <li>• Toilets</li> <li>• Communal/multi-occupancy toilets</li> <li>• Fire safety</li> <li>• First aider presence</li> </ul>
V1.5	15 <sup>th</sup> February 2021		<p>Document updated to reflect it's a live document not a plan. Text reflects present tense not future tense</p> <p>New text updated and existing amended or removed:</p> <ul style="list-style-type: none"> <li>• Use and type of face coverings</li> <li>• Toilets</li> </ul>

<b>Next review due by:</b>	30 <sup>th</sup> April 2021
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## DISTRIBUTION LIST

Role / Electronic file location	Name
<a href="#">Covid-19 Workplace Safety Website</a>	

## Introduction

This guidance has been produced to outline the University's procedures in relation to employees and other persons returning to campus. Government guidelines focus on maintaining social distancing measures and other controls to ensure the University provides a 'COVID-19 Secure' environment, and this document serves to provide additional guidelines aimed at preventing the introduction and spread of novel coronavirus on campus.

**This document sets out the considerations that Building Management Team make when assessing the COVID-19 risks and identify any controls needed in order to safely open buildings ready for work to start.**

A second document is in place which provides guidance to managers on how to safely consider restart in the local work areas within the buildings.

All guidance has been based on latest COVID-19 information and guidance provided nationally via GOV.UK, Public Health England (PHE) and World Health Organisation (WHO). Estates Services are also using Industry Standards to guide best practice. The document also provides links to external sources of guidance.

Due to the rapidly changing advice and sector specific guidance being produced, these documents are updated regularly, and changes communicated with local managers, as required.

This guidance exists in addition to all existing current health and safety policies, standards and guidance, managers may have to review existing local documents to ensure the requirements and guidance provided in this document are reflected.

This document is shared with FX Plus, the Student's Guild and Union, Northcote Theatre and other campus partners. Design work, signage and procurement details are also made fully available.

## Principles of COVID-19 risk assessment process

1. **Building Ready assessments** are carried out and lead by Estates Services, working with Technical Services, Facilities Management and Health and Safety/Fire Advisors, as relevant to assess the building requirement against this Building Ready guidance. Where possible this is in conjunction with a building user representative.

As a result, all necessary signage, social distancing, cleaning, entrance and exit management measures etc. is developed and implemented in common areas of the building prior to opening. This plan details the requirements for common areas, WC's, showers, entrances, exits and cleaning arrangements. All building ready assessments takes into account the personnel required in the building for it to function safely e.g. Person in Charge (PIC) Fire, First Aider.

2. **A task / workspace** specific risk assessment is carried out by managers, in conjunction with employees and/or TU local safety reps to ensure that the local work area and associated tasks are assessed and effective controls put in place to control the risks. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, managers

must consider whether that activity needs to continue, and, if so, take all the mitigating actions possible to reduce the risk of transmission between people. A separate guidance document and risk assessment tool is in place for this. College/Service leadership teams are responsible for approving these assessments.

## **The Process for Preparing Buildings**

### **How have the buildings been prepared?**

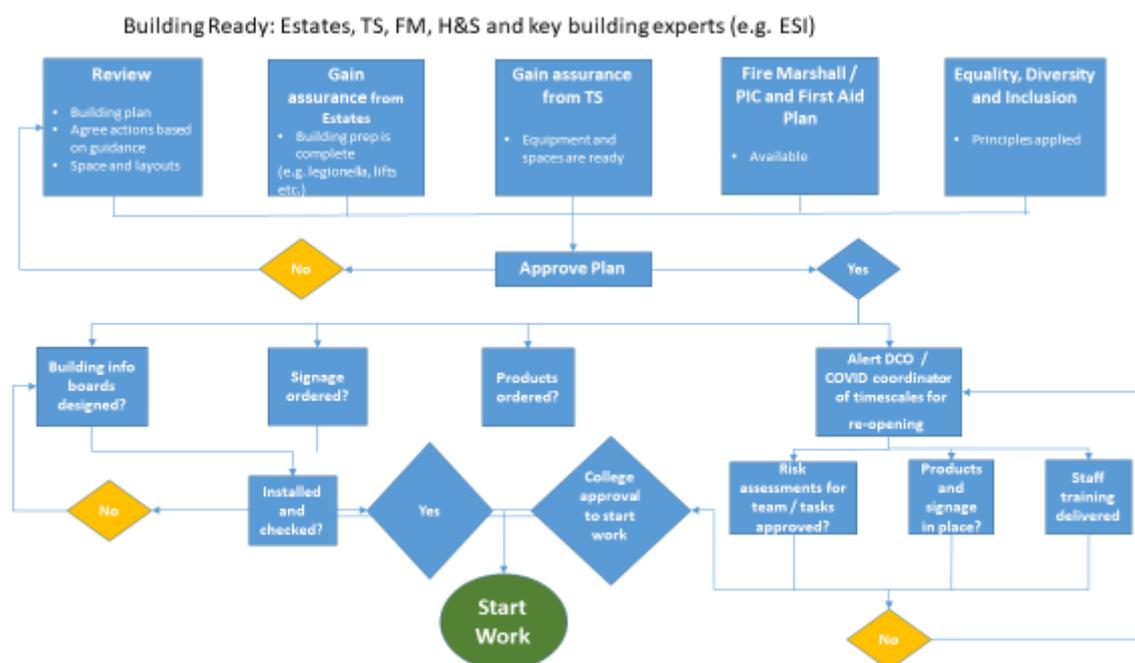
Estates, Technical Services, Facilities Management and Health & Safety have worked as a Building Management Team using the guidance to agree necessary steps have been followed for buildings to be safely opened.

### **How does the Building Management Group approach the work?**

The task group focusses on getting buildings or areas within buildings ready to open safely. This includes the following:

- The building plan and the requirements for the building based on the guidance
- Gaining assurance from Estates Services that building preparations are complete (legionella checks, lifts etc.)
- Gaining assurance that Technical Services have completed their space preparations
- Appropriate fire safety and first aid arrangements are in place

Once the assessment has been completed, the works commissioned, and the teams is alerted. See flow diagram below that sets out the Building Ready process and routes for approval and start up.



The Risk Assessment Tool is used to complete the “Building Ready” process which can be found in Appendix 2

### Ongoing support

All queries and reports from building users are submitted to the help desk in Estates Services. Issues relating to complaints around behaviors of other building users should be directed into the normal line management structure.

The Silver Restart Group will issue any new guidance or updated requirements.

## Guidance for the Building Management Team (aka task & finish)

### Social Distancing

Government guidance is constantly changing and will differ between different work environments and establishments.

The University’s social distancing objective will continue to create an environment where a 2m distance between co-workers can be maintained wherever possible, including arriving at and departing from work, whilst at work, carrying out tasks and when travelling between sites.

The principle meaning of ‘social distancing’ whenever referenced within this document is a distance of 2m.

It is, however, acknowledged that it will not always be possible to keep a distance of 2m in areas that may be designed for close-proximity collaboration or tasks that involve two or more people to complete. Fixed equipment may mean that changing layouts to create more space may not be practical or safety implications of doing the tasks alone may be considerable.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, the Building Management Team will consider whether that activity needs to continue within an area to operate safely, and, if so, take additional mitigating actions possible to reduce the risk of transmission.

Mitigating actions include and based on a hierarchy of control:

- Increasing the frequency of hand washing and surface cleaning
- Using screens or barriers to separate people from each other
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible
- Keeping the activity time involved as short as possible
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so, each person works with only a few others)
- Consistent use of high-quality-face-coverings whenever close contact mixing is unavoidable

Every effort must be made to reduce the risk to the lowest level practicable. If the risk remains high there must be consideration of whether or not this task is carried out.

Social distancing applies to all areas of the University, not just the place where people spend most of their time, but also entrances and exits, break rooms, kitchens, welfare facilities, and other similar settings. These are often the most challenging areas to maintain social distancing.

<input type="checkbox"/>	Can social distancing requirement be maintained at all times? Consider entrances and exits, layout of areas, break rooms, etc.
<input type="checkbox"/>	Consider changing layouts to create more space in a workspace.
<input type="checkbox"/>	If the activity or task is essential for the operation of the area, apply appropriate mitigation.
<input type="checkbox"/>	Consider whether you are using the minimum number of people in fixed teams.
<input type="checkbox"/>	Ensure risk is reduced to the lowest level practicable throughout the risk assessment.

## Ventilation requirements

- Where possible run ventilation at higher rates, continuously - the principle is to dilute and remove airborne pathogens
- Avoid recirculation or transfer of air from one room to another – unless this is the only way of providing high ventilation to all occupied rooms
- Recirculation of air in a room where this is complemented by an outdoor air supply is acceptable, e.g. laboratories with recirculating air-conditioning units and fresh air via mechanical supply and extract systems. Otherwise these air-conditioning units should generally be switched off which may have an effect on room temperatures
- Careful consideration must be made of the routes that the air in buildings may take. For example, extract ventilation without mechanical supply (clean air) will draw air from other spaces. If the makeup air is direct from outside then this is acceptable, but if it draws from adjacent spaces this may be a potential hazard
- Certain heat recovery devices should be switched off to minimise air leakage from the extract (dirty) to the supply (clean) side. This may have an effect on room temperatures

- Natural ventilation to spaces without mechanical ventilation should be increased by ensuring windows are open in preference to thermal comfort
- Occupied rooms without ventilation (mechanical or windows) should not be used. Transient areas such as corridors and stairwells are required to be used to allow general occupation of the buildings, so the cleaning regime should be increased

<input type="checkbox"/>	Ensure assessment of ventilation requirements are assessed and actions carried out as required
<input type="checkbox"/>	Ensure rooms without ventilation are closed off

## Access to and egress from buildings

Where safe to do so, the use of just one door for general access and one door for general egress to help control the flow of persons in and out of buildings should be considered, though building design and circumstances should be taken in to account. Any changes in 'normal' processes will need to be fully reviewed to ensure additional risks are not being introduced, if there are, an updated assessment will be required. Consideration should be given to using corridors and doorways that were not previously used for general access (pre COVID-19) to help facilitate social distancing through buildings.

It is not unreasonable to think that any changes made will be confusing or not understood by returning workers so communication, signage and inspections will be required to ensure these are being used and are effective.

All final exit doors must remain operational, to ensure a safe and quick evacuation from the premises, in the event of a fire. Signage and queuing arrangements should not obstruct the external means of escape, so far as reasonably practicable.

Additional building considerations for the risk assessment:

1. Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics
2. Reducing congestion, for example, by having more entry points to the workplace
3. Providing alternatives to touch-based security devices such as keypads
4. Defining process alternatives for entry/exit points where appropriate, for example, deactivating turnstiles requiring pass checks in favour of showing a pass to security personnel at a distance

<input type="checkbox"/>	Does the building lend itself to enable different routes for access and egress?
<input type="checkbox"/>	Can start and finish times be staggered to reduce crowding at entrances?
<input type="checkbox"/>	Is there more than one entry point that can be used to reduce congestion at peak times of arrival?
<input type="checkbox"/>	Can the number of touch points i.e. keypads, be reduced whilst continuing to maintain security standards?
<input type="checkbox"/>	Ensure all entrance and exit points have appropriate signage
<input type="checkbox"/>	Ensure external exit fire doors remain operational

## Signage

At all entrance points to buildings, instructional signage should be in place to remind persons of the social distancing that is expected to be adhered to. This signage should be placed at access and egress doors.

It may be necessary to regulate entry so that our buildings do not become overcrowded, external floor markings or local freestanding signage should be considered to ensure those waiting to enter are appropriately separated. Additional signage asking those entering not to enter the premises if they have or have within the last 10 days had COVID symptoms.

Signage should also be added at regular intervals including reminders on social distancing, arrangements for WC's / kitchens and handwashing in toilets.

## Hand sanitising points

Washing hands with soap and water is the most effective hand cleaning. However, hand sanitizers should be made available at access and egress points and at reasonable locations within buildings especially those high use areas where door handles are being used. The presence of multiple hand sanitising stations that are available should act as a reminder and encourage people to regularly clean their hands. Alongside sanitiser points, the NHS poster on hand washing techniques will be displayed.

The official NHS technique illustration is provided below (see Figure 1– NHS alcohol hand rub hand hygiene technique – for visibly clean hands):

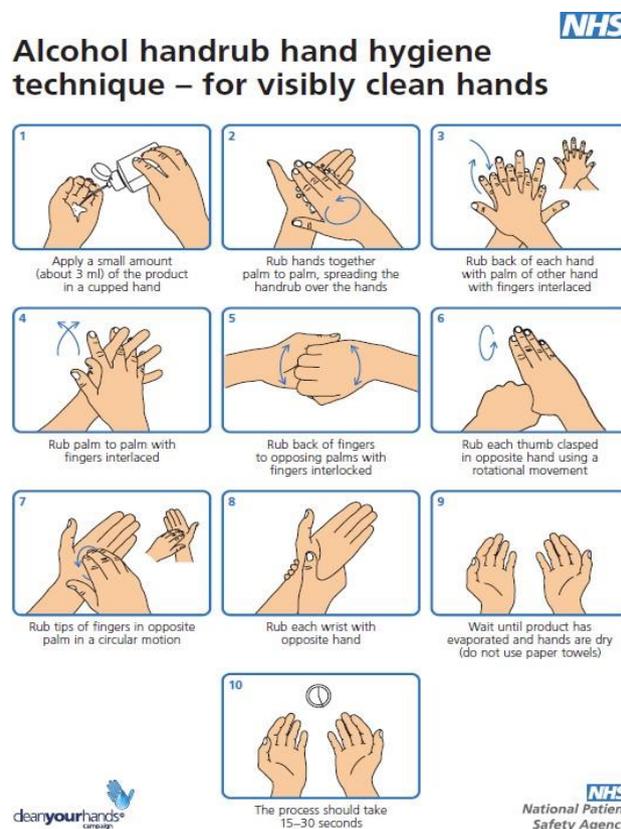


Figure 1– NHS alcohol hand rub hand hygiene technique – for visibly clean hands

## Temperature Check Stations

Temperature check stations (body scanners) may be required at key strategic points in buildings for specific uses. Guidance will follow if it is deemed necessary whether or not these are required.

<input type="checkbox"/>	Consider alternatives to touch-based security devices and turnstiles
<input type="checkbox"/>	Are hand sanitizers available at all access, egress points and at reasonable locations within buildings including signage for hand washing techniques and hand care?
<input type="checkbox"/>	<b>NB:</b> Body scanner details will be added here when details are confirmed

## Corridors and Staircases

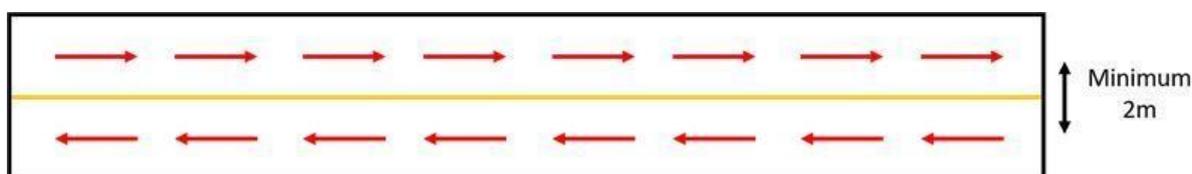
All routes should remain available for the means of escape, in the event of a fire or any other emergency that requires occupants to evacuate the building. Under no circumstances should additional controls be introduced at the detriment of designated escape routes.

Maintaining social distancing in the corridors of buildings will involve several factors. Where possible, a one-way system should be designed, creating a series of loops that persons should follow when moving around buildings. If corridors are sufficiently wide (i.e. exceeding 2m in width), a marking down the corridor centre should be made to provide two 'lanes', in which a one-way signage system should be implemented that states 'always keep left' as illustrated in the 'Suggested one-way system to be implemented for wider corridors' image below. Any movement of large pieces of equipment through these one-way systems will require planning to ensure social distancing measures are maintained. These activities should be considered at a quiet time or out of hours.

Pinch points in corridors will introduce the risk of people not being able to follow social distancing requirement. Where possible these pinch points (e.g. outside kitchen areas, toilets etc.) where queueing is likely, should not be within areas using one-way systems. If this is not possible, additional signage should be placed close to the pinch points along corridors, reminding persons to maintain a social distance from others and that they should wait for users coming from the opposite direction to pass then cross to the opposite side on the one-way system marking to pass safely.

Where only one stairwell to a floor is present, one of two options should be implemented:

- On wide staircases where a social distance between persons is possible, a central marking should be placed, and a one-way system implemented (e.g. always keep left)
- Where staircases are narrow and passing would result in close proximity, a verbal alert procedure (i.e. shouting "Is anyone using this stairwell?") should be put in place before using a stairwell to ensure there is not another person already using it



*Suggested one-way system to be implemented for wider corridors*

## Lifts

Emergency lifts shall remain operational whereas the remaining use of lifts in buildings should be avoided at all times by occupiers, where possible, and used only by disabled persons, or for the transport of large/heavy/hazardous materials where transport on stairways would not be possible or safe. In most buildings, more than one stairway connecting floors will be present; stairways should be designated as an 'up route' or a 'down route' to prevent face-to-face interaction of persons, and to ensure social distancing is maintained signage should be added to steps.

If a lift has been switched off electrically a Lift Contractor should be called-in to return it to service.

Ensure that the LOLER (Lifting Operations and Lifting Equipment Regulations) certificate is up to date. If not, the lift cannot be used.

It is recommended that a hydraulic lift has a routine maintenance visit before starting up again.

A calculation will need to be undertaken to determine the number of persons a lift can carry whilst maintaining a social distance. Few lifts at the University, other than goods lift will be able to carry more than a single person.

Clean surfaces, including push buttons regularly.

<input type="checkbox"/>	Ensure all fire escape routes and doors remain operational
<input type="checkbox"/>	Ensure social distancing is maintained by creating lanes and one-way systems etc. in the corridors of buildings
<input type="checkbox"/>	Consider moving large items, equipment etc., during quiet times or out-of-hours
<input type="checkbox"/>	Areas e.g. outside kitchen areas, toilets, student hubs, shops, where queueing is likely should not be in one-way systems
<input type="checkbox"/>	Lifts to be used only by disabled persons, or for the transport of large/heavy/hazardous materials where transport on stairways would not be possible or safe
<input type="checkbox"/>	Stairways should be designated as an 'up route' or a 'down route' to prevent face-to-face interaction of persons
<input type="checkbox"/>	Where there is only one stairway which is wide enough, consider central marking and keep left signage for up and down routes to maintain social distancing
<input type="checkbox"/>	Where there is only one narrow staircase consider a verbal alert procedure
<input type="checkbox"/>	Cleaning arrangements should be agreed and documented
<input type="checkbox"/>	If a lift has been switched off electrically a Lift Contractor should be called-in to return it to service
<input type="checkbox"/>	Ensure that the LOLER (Lifting Operations and Lifting Equipment Regulations) certificate is up to date. If not, the lift cannot be used
<input type="checkbox"/>	It is recommended that a hydraulic lift has a routine maintenance visit before starting up again
<input type="checkbox"/>	A calculation will need to be undertaken to determine the number of persons a lift can carry whilst maintaining social distancing. Few lifts at the University, other than goods lift will be able to carry more than a single person
<input type="checkbox"/>	Clean surfaces within lifts including push buttons regularly

## Service Desks/Hubs/Reception

Within these areas, appropriate queuing arrangements should be clearly laid out. Examples include, where to queue from, tape (or similar) on the floor to maintain social distancing between persons as they queue and clear signage. Railing or tape will be required where longer queues are likely to form social distancing (see Figure 2). So far as reasonably practicable, the provision of any physical barriers should not create any dead-end scenarios or block any designated escape routes or create any disability issues.



Figure 2 – Suggested floor markings, signage and layouts for social distancing and queuing

It may be more appropriate to regulate entry so that the premises do not become overcrowded, consideration should be made to the knock-on effect of this. Use additional signage to ask customers not to enter the premises if this is the case.

To prevent people from coming too close to desks, consider using a temporary barrier across the desk to better enforce social distancing (see Figure 3) or the use of fixed Perspex screens.

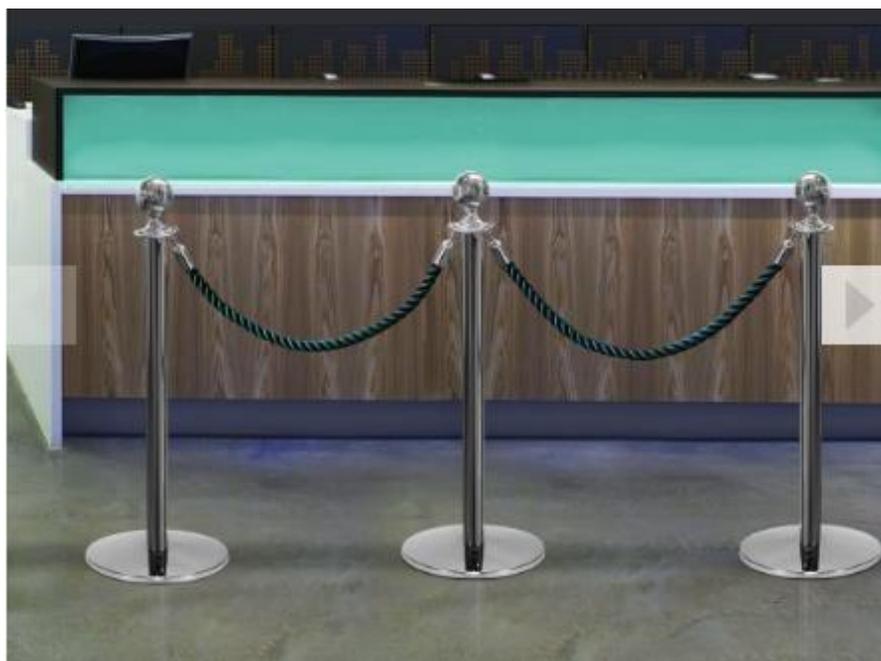


Figure 3 – Rope and post rails in front of desks to help customers distance themselves from staff

To ensure good practice, high contact surfaces such as service desks and communal computer equipment should be wiped down frequently by those in control of the area. Frequency of cleaning should increase with increased usage but an absolute minimum of twice daily is suggested where possible, though after each contact would offer the best protection.

For those working behind the desks and therefore at higher risk due to unavoidable face to face contact, the University can provide appropriate physical shielding (see Figure 4). Sizes and shapes will vary greatly from moveable to fixed but depend on the risk to both parties. Consider whether free standing or semi-permanent or permanent screens similar to those seen in supermarkets (see Figure 6 for example) are required.

**NB:** When measuring the dimensions for a Perspex screen to be made, ensure that the minimum width of the screen is no less than 1m across per user sitting behind the screen, and the top of the screen should be no less than 2m from the ground.

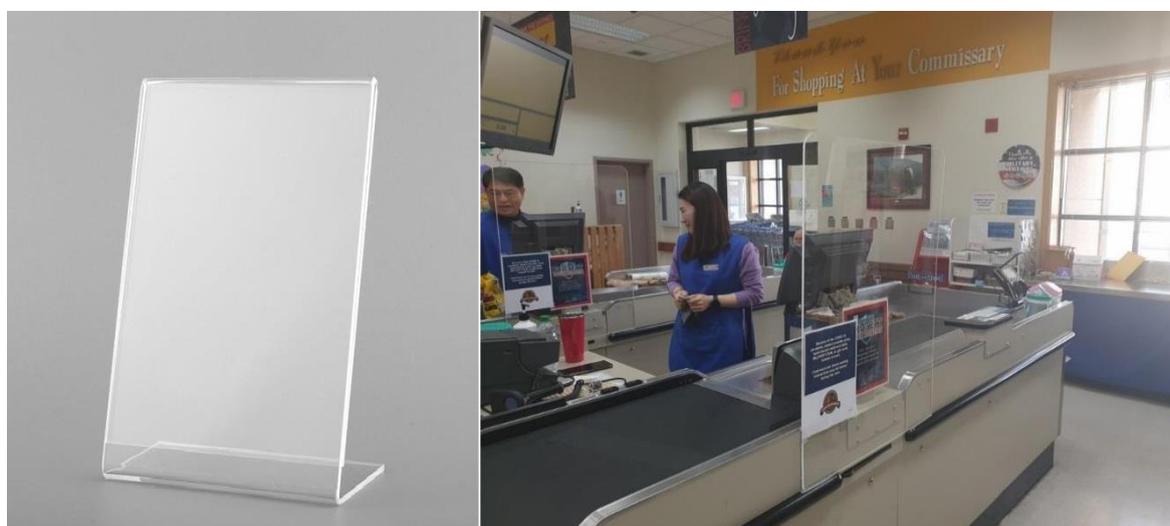


Figure 4 – Typical Perspex shield types, those made on campus may look different

<input type="checkbox"/>	Consider limiting numbers of people to prevent overcrowding allowing social distancing to be maintained in shops, library etc. Use additional signage to ask customers not to enter the premises until asked
<input type="checkbox"/>	Ensure socially distanced queuing arrangements are clearly laid out using suitable railings or tape
<input type="checkbox"/>	Ensure physical barriers do not have dead ends or block designated fire escapes / create accessibility issues
<input type="checkbox"/>	Consider temporary barriers across desks or fixed Perspex screens to prevent customers becoming too close
<input type="checkbox"/>	Consider the type, size and shape of free-standing, semi-permanent or fixed screens according to the risks
<input type="checkbox"/>	Screen sizes must be a minimum width of no less than 1m across per user sitting behind the screen, and the top of the screen must be no less than 2m from the ground
<input type="checkbox"/>	Consider frequency of cleaning or wipe downs of high contact surfaces
<input type="checkbox"/>	Consider limiting face-to-face contact time for staff e.g. reducing workload, rotating shifts etc.

## Communal kitchen/tea points

Many buildings on campus have small, communal kitchen/tea points for use by staff/students. To ensure social distancing measures are adhered to, communal kitchen/tea points should employ a 'one out, one in' procedure (Figure 5), with no more than one person being in the area at any time. In addition, consideration should also be given to staggering mealtimes/breaks to avoid overcrowding.

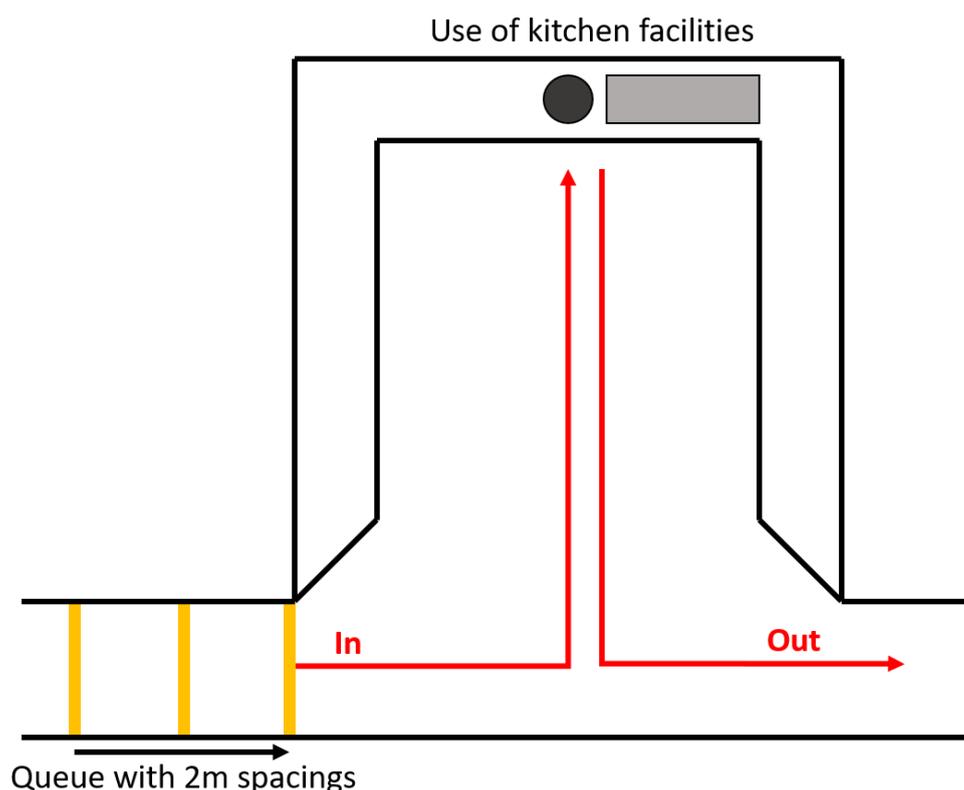


Figure 5 – Suggested 'one out, one in' procedure for smaller kitchens

In the case of much larger kitchens that have doors to enclose the risk of fire spread (plentiful, accessible, uninterrupted floor space) will therefore require more frequent opening/closing of doors and the frequency of cleaning the door handles will increase. Sanitiser stations should be provided outside of these locations so users can clean their hands before and after exiting the room (Figure 10), with the start of the queue being set at a social distance away from the entrance to the kitchen area to allow persons to exit the area whilst maintaining a social distance from person's queueing. In addition, consideration should also be given to staggering mealtimes/breaks to avoid crowding.

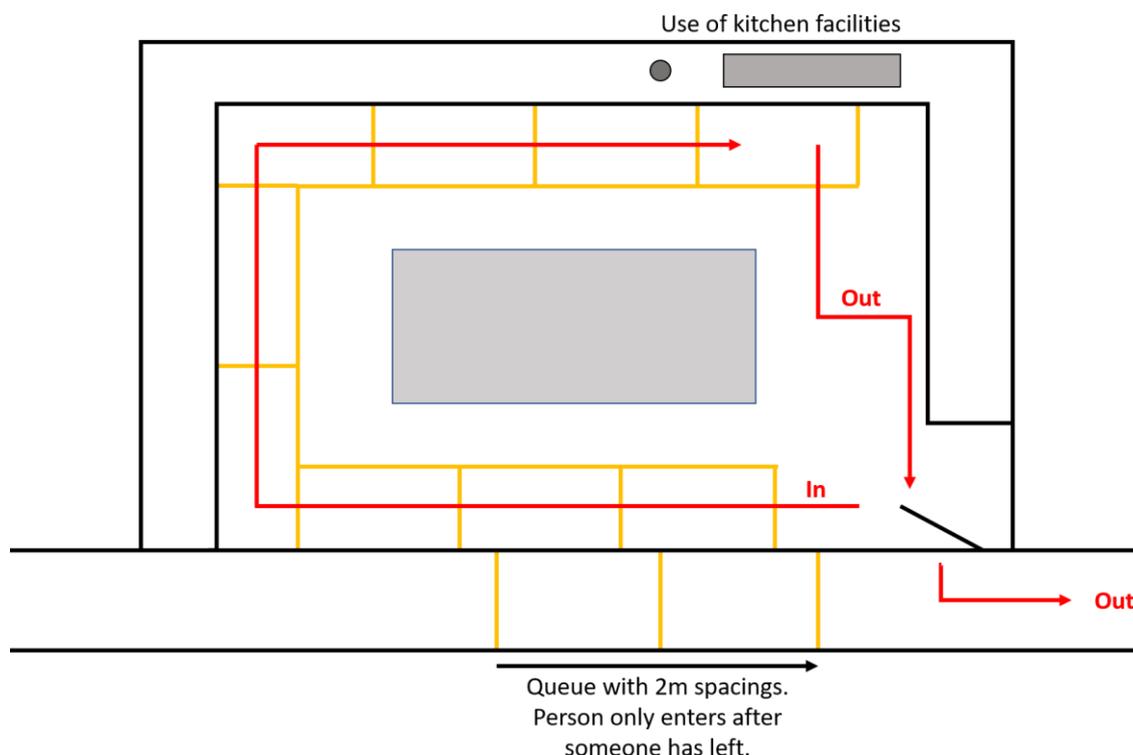


Figure 6 – Suggested one-way systems for larger kitchens

Prior to the handling of communal items in the kitchen, such as kettles and cutlery, all persons should wash their hands for at least 20 seconds in accordance with government guidance to prevent contamination of surfaces (<https://www.youtube.com/watch?v=pm94ChOPw50>).

Communal cutlery/mugs etc. should not be used, and personal ones be taken home to be washed, not left in communal areas. Signage will be used to set out safe use of kitchen areas.

<input type="checkbox"/>	Ensure employees are made aware of the social distancing measures when using communal kitchen/tea points i.e. employ a 'one out, one in' procedure with no more than one person being in the area at any time
<input type="checkbox"/>	Consider whether mealtimes/breaks can be staggered to avoid overcrowding the kitchen/tea point area
<input type="checkbox"/>	Ensure large kitchen areas have sanitiser stations outside
<input type="checkbox"/>	Sanitiser stations must not disrupt the flow of people in corridors and not be in one-way systems
<input type="checkbox"/>	Consider and arrange, if necessary, secondary cleaning by Facilities staff
<input type="checkbox"/>	Ensure social distancing in queues for the kitchen area e.g. with tape markings
<input type="checkbox"/>	Prior to the handling of communal items in the kitchen, such as kettles and cutlery, all persons should wash their hands for at least 20 seconds to prevent contamination of surfaces
<input type="checkbox"/>	Communal cutlery/mugs etc. should not be used, and personal ones be taken home to be washed, not left in communal areas

<input type="checkbox"/>	Safe kitchen use posters to be added to all kitchen areas
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## Toilets

Toilet facilities across campus differ greatly, ranging from single, lockable WCs to larger communal facilities. If occupancy is low and still provide a suitable level of toilets per headcount (ratio 1:50 people) then the use of single use (including disabled) toilets should be used and if possible, doors should be left open in between uses.

Sanitiser stations should be provided outside of these locations so users can clean their hands before they enter the room. Users should wash their hands for 20 seconds (Figure 11) before leaving and signage should be appropriately installed. Additional signage will be required to remind people not to loiter in the toilet spaces or around the wash hand basins and driers. Ensure signage on door clearly says do not queue inside.

<input type="checkbox"/>	Consider the use of single use (including disabled) toilets and if possible, doors should be left open in between uses to reduce the need to touch door handles
<input type="checkbox"/>	Sanitiser stations should be provided outside of these locations so users can clean their hands before they enter the room and users should wash their hands for 20 seconds on exit
<input type="checkbox"/>	Remind employees to check their hands regularly for signs of red, sore or broken skin and to use hand moisturizer

## Communal/multi-occupancy toilets

For the majority of communal toilets on campus, it is envisaged that maintaining social distancing may be difficult. However as it's unlikely that people will use the facilities for more than 15 minutes at a time, and so on advice from Public Health England toilets can remain open without restricting access, although queuing to use the facilities within the toilet areas should be discouraged.

All toilet cubicles can remain open as the cubicle walls provide a barrier to reduce the spread of infection.

For urinals, if they are positioned less than 2m apart alternate ones should be used as there isn't suitable mitigation available. Consideration should be given to physically blocking off alternate urinals to prevent them from being used and alternating their usage weekly (so all get regular use). This will require increased cleaning.

Additional signage to:

- Remind people to close lids
- Ask people not to loiter in the toilet spaces or around the wash hand basins and
- Ensure signage on door clearly says do not queue inside.

### Additional requirement for all toilets

The use of hand driers has the potential to produce aerosols. Guidance from the government has now changed away from taking them out of service in all toilets. The latest guidance now states, COVID 19 Safe Working Environment: Building Ready

“providing hand drying facilities – either paper towels or electrical dryers”.

To reduce of the risk of aerosol dispersion of the virus, staff should be advised and encouraged to ensure toilet lids are closed during flushing, as per the low flush toilets used in a number of our buildings. Signs should be installed.

<input type="checkbox"/>	Change to a ‘one out, one in’ system with no more than one person being in the room at any time, and where users are asked to use a ‘knock and call’ system
<input type="checkbox"/>	Install signage to the outside of the door to inform employees of the <a href="#">‘knock and call’ system</a>
<input type="checkbox"/>	Install signage within the rooms to remind persons of good hand washing practice given this will be a higher risk area with contact on the doors by all users
<input type="checkbox"/>	Ensure that a sufficient number of gender-neutral facilities are maintained so that trans/non-binary individuals aren’t negatively impacted and also female only facilities for religious purposes
<input type="checkbox"/>	Low flush toilet signs – close the lid prior to flushing

### Other single/accessible facilities

In the case of single, lockable facilities, signage should be used to ensure people stand at a social distance from the door to allow appropriate space for the previous occupant to leave without breaking social distance guidelines.

### Hand cleanliness and hand health

Employees should wash their hands for 20 seconds as shown in (see Figure 11) after using the regular secondary cleaning toilets by facilities – this may require arranging. In all cases, employees must respect good hygiene, making a conscious effort to wash hands regularly and effectively.

A potential consequence of washing hands more frequently is reducing the natural oils in the skin which could lead to dry or sore hands. Dermatitis is also a possible risk. Remind employees to take care of their hands by using hand moisturisers. Any employee who has signs of dermatitis should inform their manager and refer to Occupational Health. Work related dermatitis is RIDDOR reportable.



## Hand-washing technique with soap and water



Figure 8 – NHS hand-washing technique with soap and water

<input type="checkbox"/>	Consider the use of single use (including disabled) toilets and if possible, doors should be left open in between uses to reduce the need to touch door handles
<input type="checkbox"/>	Sanitiser stations should be provided outside of these locations so employees can clean their hands before they enter the room and employees should wash their hands for 20 seconds on exit
<input type="checkbox"/>	Remind employees to check their hands regularly for signs of red, sore or broken skin and to use hand moisturiser
<input type="checkbox"/>	Hand care and cleaning posters added to WCs / bathrooms

## Pre-Start Cleaning

Before opening the campus and buildings ensure that any site or location that has been closed or partially operated is clean and ready to restart, including:

- Conducting an assessment for all sites, or parts of sites, that have been closed, before restarting work
- Carrying out cleaning procedures and providing hand sanitiser before restarting work
- Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels
- Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers
- Opening windows and doors frequently to encourage ventilation, where possible
- Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels
- Positive pressure systems and extractors can operate as normal
- Restarting and testing specialist equipment which may have been unused for a longer than usual period of time

<input type="checkbox"/>	Conduct an assessment for all sites, or parts of sites, that have been closed, before restarting work
<input type="checkbox"/>	Check whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels
<input type="checkbox"/>	Seek advice regarding heating ventilation and air conditioning (HVAC) engineers
<input type="checkbox"/>	Open windows and doors frequently to encourage ventilation (where possible)

## Cleaning arrangements for the building

Facilities Management will agree the cleaning requirements for the common parts of the building. This will involve an assessment of common touch points (e.g. doors, handrails, lift call buttons) and a plan should be in place listing the surfaces that are to be cleaned and the frequency of the cleaning.

Consider:

1. Frequent cleaning of work areas and equipment between uses, using usual disinfectant cleaning products
2. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, fridge doors, handrails
3. Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards
4. The plan for cleaning in the building in the event of reported ill-health

<input type="checkbox"/>	Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.
<input type="checkbox"/>	Limit or restrict use of high-touch items and equipment, for example, printers or whiteboards.
<input type="checkbox"/>	The plan is agreed on cleaning in event of reported ill-health

## Footpaths

Footpaths will continue to be used between car parks and buildings on arrival and departure, staggered start and finish times will reduce the number of people using the footpaths at peak times. There may also be a need to use footpaths between buildings while at work. It is important to ensure social distancing is maintained (a minimum of 4 to 6 paces) between yourself and others while moving around campus. There are a range of path widths to consider, University footpaths greater than 1.2metres will remain open. Following a full review there will be no one way systems – these will be challenging to enforce and problematic for accessible users.

Footpaths have been kept open where there are greater than 1.2 meters wide. All these footpaths will be regularly cleared to ensure this width is maintained. Where a footpath is less than 1.2metres it has been closed and a diversion route signposted. Footpaths are marked with 'keep left' signage at localised pinch points and stencils have been placed across campus. The exception to this is St Germans Road, from Pennsylvania Road.

Employees should avoid touching their face, eyes or mouth while moving around campus. Hand sanitiser stations must be used immediately on reaching a building and hands should be washed for a minimum 20 seconds as soon as possible.

## Cycleways

A greater distance than usual should be used when cycling behind another cyclist as droplets from coughs and sneezes can remain in the air behind the person that is moving (*as yet unverified*). If using a cycle path that is not one-way keep to the left and be prepared to move over to allow enough space to pass.

When overtaking slower cyclists or walkers, if it is safe to do so move in a wide curve and do not pull in front of them until you have several meters clear space between them. Be aware of traffic on roads when overtaking.

Cycles should be parked in the closest open sided cycle park to the destination, brackets will be taped off to ensure distancing can be maintained.

People that are permitted to be on campus can spend time in the green spaces (e.g. for breaks) as long as social distancing is observed, social distancing (a minimum of 4 to 6 paces) must always be maintained.

<input type="checkbox"/>	Consider signage reminding drivers of increased number of pedestrians and cyclists
<input type="checkbox"/>	Consider campus occupancy levels when assessing if footpath mitigation systems may be required
<input type="checkbox"/>	Ensure social distancing can be maintained when leaving and collecting cycles by the use of tape etc.
<input type="checkbox"/>	Consider the provision of extra cycle parking spaces

## Emergencies

This guidance is in addition to standard health and safety guidance; a degree of common sense will be required while at work. For example, an incident of any kind i.e. if a spillage of a toxic chemical in a laboratory resulting in the blockage of a designated exit route, a fire alarm activation, the need to assist someone in an emergency situation, an attempt should still be made to maintain social distancing where possible.

When maintaining social distancing between persons is not possible e.g. evacuating an area or building, leave as quickly as you can as safely as you can and re-instate social distancing once at a place of safety.

When responding to an incident and maintaining social distancing would be detrimental to the person affected or preventing the incident from being managed effectively, social distancing may need to be ignored to provide appropriate treatment. Social distancing should be re-instated once it's safe for all concerned to do so.

All final exit doors must remain operational, to ensure a safe and quick evacuation from the premises, in the event of a fire. Signage and queuing arrangements should not obstruct the external means of escape, so far as reasonably practicable.

Safe access for emergency services must always be maintained, provision of any additional controls i.e. barriers, signage etc. should take this into account. Any restrictive access/egress measures should be capable of being overridden in the event of an emergency.

In the event of any incident, accident, or ill-health, report the incident using the University Incident Reporting Form.

<http://www.exeter.ac.uk/staff/wellbeing/safety/formssignsandtemplates/>

<input type="checkbox"/>	All fire doors must remain operational
<input type="checkbox"/>	Signage and queuing arrangement should not obstruct means of escape

## Fire Safety

- All means of escape for use in the event of an emergency remain unchanged in every building
- In the event of an emergency vacating the premises to ultimate safety will take priority over social distancing measures
- Restricted access/egress or one-way systems in the building can be overridden in the event of an emergency
- Ensure that escape routes are not obstructed
- Ensure all building users are aware of how to obtain a Personal Emergency Evacuation Plan (PEEP) should they need assistance
- It is also important if you have changed work location that a new PEEP is in place (if needed)

<input type="checkbox"/>	Ensure all building users are aware of escape routes from buildings and that escape takes precedence over distancing and one-way systems etc.
<input type="checkbox"/>	Ensure all building users that need one have a PEEP in place for building(s) they are working in

## First aider onsite presence

The presence of first aiders is likely to be reduced with the reduced number of employees present during this restart period, however, considerations should be given to the actions that can be taken to mitigate this.

The first aid needs assessment needs to be reviewed, a ratio of 1:50 in high risk areas and a ratio of 1:100 in low risk areas is the norm (excluding Estate Patrol personnel).

First aider details have been imported into the SafeZone app and they will be contacted via the app if required to respond to a first aid incident.

For the Streatham campus, neighbouring buildings have been grouped into zones/clusters. Where there may not be a first aider present within a particular building, though there are first aider(s) present in a neighbouring building within the same zone/cluster and the ratio can be met the building can be declared as compliant for first aider presence.

Local decisions need to be made to ensure that appropriate level of cover can be provided on a daily basis. Other considerations include the activities that will be undertaken and the potential need to stop higher risk activities from restarting if the first aider ratio cannot be met.

Access to the number of first aiders approved to return to work on campus is available via the COVID-19 Workplace Safety Website (within the safety roles tab):

<https://www.exeter.ac.uk/staff/wellbeing/safety/safetyguidance/covid-19-safe-working/>

Any updates to first aid arrangements should be included in the signage on the building entrance and the local first aider will be responsible for doing this.

<input type="checkbox"/>	Confirm, via the <a href="https://www.exeter.ac.uk/staff/wellbeing/safety/safetyguidance/covid-19-safe-working/">COVID-19 Working Safely website</a> that there is a sufficient number of first aiders for the number of employees on site (excluding Estate Patrol)
<input type="checkbox"/>	Check first aiders have valid in date certificates or have completed the online refresher (if certificate has expired)
<input type="checkbox"/>	Ensure that there is a process in place for first aider cover

<input type="checkbox"/>	Ensure arrangements are in place to communicate who the first aiders will be on given days
<input type="checkbox"/>	Ensure fire and first aid arrangements are included in the building signage

## Processes for completing and reviewing risk assessments

Estates Services and local managers should work together and in consultation with building users on the risk assessment and any Protocols/Standard Operating Procedures/Safe Systems of Work.

Reviews of risk assessments and subsequent working arrangements should be carried out where:

- Any significant changes are required following changes in work practices, HSE, PHE, Government advice, University policy etc.
- Improvements can be made
- Problems have been identified in how the arrangements are working in the building
- Learning from accidents, near misses, work-related ill-health (physical and mental) reports, sickness absence data or employee surveys

<input type="checkbox"/>	Process agreed for reviewing and revising risk assessments where required
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## Monitoring arrangements

All buildings that have been approved for use will be subject to routine inspections to ensure the arrangements set out in the risk assessments are being maintained effectively.

## Appendix 1: Building Ready Risk Assessment

[See separate document](#)

