**COVID-19 - Secure Workplace Local Induction Checklist (V1 – 21/07/2020)**

The Local Induction Checklist is to be used by Line Managers who have staff / PGR returning to a University Campus or any work location managed by the University of Exeter. This is to ensure all staff returning to the workplace are fully aware of the local arrangements in place to reduce the risk of COVID-19 infection. Managers should refer to the COVID-19 Workplace Risk Assessment to describe the hazards in the workplace and the controls that are in place to reduce the risk.

Once complete and any actions identified are completed, both the line manager (person conducting the induction) and member of staff being inducted, must sign and date the form. This can be done electronically. The form is to be saved in the managers local records and be available in the event of any audits or inspection.

Please talk through all of the relevant areas below and initial the ‘**Confirm Discussion’** column as required (person conducting the induction is to initial). Please place N/A next to any areas not relevant to the work area indicating that this point has not been discussed.

Visit th[e COVID-19 Working Safely](http://www.exeter.ac.uk/staff/wellbeing/safety/safetyguidance/covid-19-safe-working/#tab3) web pages to access further information, links and resources that support the areas covered in the following checklist.

|  |  |
| --- | --- |
| Name of staff member:  |    |
| Person carrying out local induction:  |    |
| Work area(s) being covered (the places this employee will be required to carry out work):  |   |
| Date of local induction:   |   |
| On-campus working start date:   |   |

# Mandatory Training

All staff returning to on-campus working need to have completed the online COVID-19 mandatory training prior to starting work

|  |  |  |
| --- | --- | --- |
| **COVID-19 Secure Workplace Mandatory Training**  | Confirm the online training has been completed via the [LearnUpon](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/) system  | **Manager: Sign and date here to confirm completion record has been seen:**    |

# Carrying out the local induction

Please be mindful that some colleagues might feel anxious about returning to the work place and concerned about the procedures put in place. Make sure that they understand who they can talk to about any concerns and where possible deal with these concerns as they arise throughout the induction.

# 1.Personal Safety, Health and Wellbeing and Team Arrangements

|  |  |  |
| --- | --- | --- |
| **Induction Area**  | **Requirement**  | **Confirm** **discussion (initial or** **N /A)**  |
| Raising Concerns  | Confirm the opportunity has been offered for staff to raise concerns regarding their safety, health and wellbeing (personal COVID-19 risk   |   |
|  | assessment form is available to discuss and agree any further action required) Confirm staff know who to contact if additional concerns arise.  |  |
| Equality Impact Assessment  | Confirm this has been discussed with returning staff member including any arrangements relevant to them including workplace adjustments  |   |
| Key safety roles  | Any key roles in the dept. and who is performing these (e.g. laser safety, radiation, bottled gas) |   |
| Communicating with the wider team  | What are the team working arrangements? How should team members communicate with each other? Those now on campus should remember that colleagues working from home might still be balancing caring and home schooling duties so can not necessarily work the same core hours as those on campus working  |   |
| Wellbeing and Support  | Ensure that staff are aware of all of the wellbeing and support mechanisms available to them.  Check whether they need any additional support and talk to the Occupational Health and Wellbeing team where required.  |   |
| COVID-19 contact tracing  | Describe the arrangements in place for logging work location and hours for any future tracing purposes  |   |
| **COVID-19 Symptoms**  | **Confirmation that the staff member understands that with any COVID 19 symptom, however mild, they must stay at home, self-isolate and request a test. If anyone in their household has symptoms they should not come to work.** **If NHS track and track inform them that they are a close contact, they must stay at home and self-isolate** **More instruction on what to do is available on the** [COVID-19 Working Safely](http://www.exeter.ac.uk/staff/wellbeing/safety/safetyguidance/covid-19-safe-working/#tab3) web page. |   |
| Use of public transport | Confirm a discussion has taken place relating to how a colleague would get home in the event of any COVID symptoms without using public transport. |   |
| Green Principles  | Describe any green principles in place   |   |

**2.Workspaces and work arrangements**

|  |  |  |
| --- | --- | --- |
| **Induction Area**  | **Requirement**  | **Confirm** **discussion (initial or N /A)**  |
| Building arrangements   | Explain all procedures that have been put in place to support a secure workplace such as notices, guidance, hand gel and signage. Have people been allocated a specific work station, if so where? Show staff any relevant signage or arrangements in place.  |   |
| Lone working and the use of the Safe Zone App:  | Cover any arrangements for lone / remote working Explain the purpose of Safe Zone and recommend they use this when on campus: **More instruction on what to do is available on the** [COVID-19 Working Safely](http://www.exeter.ac.uk/staff/wellbeing/safety/safetyguidance/covid-19-safe-working/#tab3) web page.  |   |
| Use of face coverings  | Confirm any mandatory building / workspace requirements. Clear face visors are available for those who need them – contact coronavirusenquiries@exeter.ac.uk  |   |
| Safe distancing requirements  | Confirm the safe distancing arrangements in place and how to work effectively in the workspace. Confirm arrangements for taking breaks and maintaining social distancing.  |   |
|  | Confirm measures in place for those who are required to move around work areas / spaces / campuses such as one way systems. Confirm use of shared spaces and kitchens.  |  |
| Shifts and Rotas   | Confirm any rotas or shift patterns  |   |
| Booking rooms and equipment  | Confirm any changes in processes for booking equipment or rooms  |   |
| Cohorts and bubbles  | If working cohorts / bubbles are being introduced, what are the arrangements?  |   |
| Small spaces  | Confirm whether there are any additional arrangements for small spaces or storerooms  |   |
| Safety  | Confirm any changes or impacts to “normal” safety arrangements that need discussing  |   |
| Restricted tasks  | Confirm any tasks that must **not** be carried out now  |   |
| Higher risk work  | What are the higher risk tasks / work and what are the arrangements for ensuring they are appropriately controlled?  |   |
| Cleaning  | Confirm how the area will get cleaned and whether staff need to do any preparation for the cleaners or indeed any form of cleaning themselves. Confirm of any cleaning arrangements for frequently shared touch points Any arrangements for lab coats or uniforms  |   |
| PPE  | Confirm any cleaning, replacement, storage arrangements for PPE  |   |
| Handwashing  | Confirm requirements and facilities  |   |
| Personal Items  | Confirm any storage arrangements for personal clothing  |   |
| Shared equipment  | Confirm any shared equipment and arrangements for cleaning between use  |   |
| Deliveries  | Confirm the arrangements are in place for inbound / outbound goods  |   |
| New hazards  | Confirm any new hazards in the work area arising from changes  |   |
| Vehicles  | Confirm any arrangements for work vehicles  |   |

# 3.External People

|  |  |  |
| --- | --- | --- |
| **Induction Area**  | **Requirement**  | **Confirm** **discussion (initial or N /A)**  |
| External work visitors  | Confirm how to manage third parties and contractors and how to ensure contractors and visitors confirm the absence of symptoms prior to entering the work area  |   |
| Customers  | Confirm arrangements for external visitors and customers ie queuing, one way systems, location to reception desks, waiting areas etc. and how to ensure visitors confirm the absence of symptoms prior to entering the work area  |   |
| Members of the public  | Confirm the arrangements for members of the public and how to ensure visitors confirm the absence of symptoms prior to entering the work area.  |   |

# 4.New Staff

|  |  |  |
| --- | --- | --- |
| **Induction Area**  | **Requirement**  | **Confirm discussion (initial or N /A)**  |
| Induction of new staff i.e. they have never worked on Campus before  | Building orientation: Ensure they are familiar with the building as needed. Fire safety: Describe the exit routes and assembly point, day of alarm test, role of fire marshals. Ensure they have contact details and a network of support.  |   |
|  | Ensure a wider on boarding process has taken place, including induction and orientation: see the [Induction Webpages](http://www.exeter.ac.uk/induction/) for details   |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Action Required  | Staff member completing the action:  | Date to be completed:  | Signed off once complete:  |
|   |   |   |   |

# 5.Emergency Procedures

|  |  |  |
| --- | --- | --- |
| **Induction Area**  | **Requirement**  | **Confirm discussion (initial or N /A)**  |
| Fire  | There have been no changes to the fire evacuation procedures in this building – in the event of a fire alarm please evacuate the building and use the building assembly point  |   |
| First aid   | The name(s) of first aiders are displayed on the information board at the entrance to buildings. These will potentially change due to working patterns and as more staff return to the campus.  A list of first aiders with approved return to campus dates can be found on the [Covid-19-safe-working website](http://www.exeter.ac.uk/staff/wellbeing/safety/safetyguidance/covid-19-safe-working/#tab5) (under safety roles tab).  If you need to summon a first aider you can do so via the SafeZone app.  |   |
| Emergency cleaning details   | **Exeter** Head of Facilities Operations on 07785 591757, seven days a week Deputy on-call manager (Cleaning) 07769 364852, seven days a week For incidents overnight 07795 591757 or Night Cleaning Supervisor on 07769365647 **Cornwall (Penryn)** Cleaning Services Manager on 07824841457, seven days a week during office hours For incidents overnight call Head of Facilities Operations, on 07824841369  For off campus locations e.g. NHS, landlord managed sites, please familiarise yourselves with local arrangements.  |   |

# 6. Other

|  |  |  |
| --- | --- | --- |
| **Induction Area**  | **Requirement**  | **Confirm discussion (initial or N /A)**  |
|  |  |  |
|  |  |  |

**7. Required Actions:**

Please compete the table below to identify any actions that need to be taken forward

|  |  |  |  |
| --- | --- | --- | --- |
|   |  |  |  |
|    |   |   |   |
|    |   |   |   |

# 8. Sign off

|  |  |
| --- | --- |
| **Staff member name / signature**  |  |
| **Manager /person carrying out local induction name / signature**  |  |