

Faculty/ Service Area		Faculties - Communal areas – this is an adapted copy of the communal areas RA circulated by E&CS on 19/5/20.				
What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls (if any) are required?	Action by whom?	Action by when?	Date of completion
Spread of Covid-19 Coronavirus	Staff, students, visitors, contractors	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Handwashing poster in each toilet area</li> <li>• Drying of hands with disposable paper towels.</li> <li>• Gel sanitisers position at main entry points.</li> </ul>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Encourage staff to report any problems.</p> <p>Review current provision of hand gel and expand where required e.g. kitchen/ rest areas / copier rooms (where they remain open) / communal teaching spaces, offices etc.</p> <p>To help reduce the spread of coronavirus (COVID-19) remind everyone of the public health advice via posters, leaflets and other materials in regular <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19"> (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19) </a>. communication bulletins and staff updates.</p>	E&CS/ CMR	Prior to staff returning to campus.	

Managed entry of staff, students etc with redesigned processes to ensure social distancing in place.

Maximum number of staff and students allowed in each building and area to be defined and controlled.

Social distancing also to be adhered to in kitchen/ rest areas and copier rooms.

Timetables reviewed to ensure any pinch points are removed to support social distancing e.g. circulation areas where staff and students congregate before and after class. Movement of staff and students etc. modelled to identify control measures required to ensure required social distancing.

Floor markings to advised staff and students of distancing requirements.

Each communal area assessed for its ability to support social distancing. Where this is not possible other measures considered. Where suitable measures cannot be implemented entry to the area prohibited.

Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.

Internal communication channels and cascading of messages through line managers to be carried out

			regularly to reassure and support employees in a fast changing situation.			
		<p><b>Cleaning</b></p> <p>Frequently clean and disinfect objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>		E&CS	Per E&CS schedule	Ongoing
		<p><b>Social Distancing</b></p> <p>Staff and students to only come on campus when they cannot complete the task from home.</p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the PHE, HPS and UK and Scottish Government</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Conference calls to be used instead of face to face meetings.</p>		All	Always	Ongoing

	<p><b>Symptoms of Covid-19</b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises HPS will be contacted for guidance.</p>	Line managers to offer support to staff who are affected by Coronavirus or has a family member affected.	All	Always	Ongoing	
	<p><b>Work schedules</b></p> <p>Reviewed to stagger start &amp; finish times to reduce number of workers on campus at any one time and numbers entering and exiting campus at any one time.</p>		Deans/ Faculty Managers	Prior to staff returning to campus		
	<p><b>Food and Drink</b></p> <p>If a kettle, fridge, microwave or other electrical device is used it must be thoroughly cleaned with a disinfectant wipe prior to use.</p>		All	Always	Ongoing	
Completed by:			Date:	17/6/20		

Reviewed by (Line Manager):

Date of next review:

17/7/20

Faculty/ Service Area		Faculties - Single use offices				
What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls (if any) are required?	Action by whom?	Action by when?	Date of completion
Spread of Covid-19 Coronavirus	Staff, students, visitors.	<p><b>General Controls</b></p> <p>Per the communal areas RA.</p>		Various (see above)	Various (see above)	Ongoing
		<p><b>Entry</b></p> <p>Occupant to clean external door handle before entering office using available disinfectant wipes.</p> <p>Occupant to leave door open whenever possible to avoid need for visitors to touch door.</p> <p>Occupant to clean internal door handle on arrival with disinfectant wipe in case visitor needs to close door.</p>		Occupant	On entering office	
		<p><b>Visitors</b></p> <p>To be by appointment only to avoid unnecessary journeys and need for visitors to touch door.</p> <p>To remain standing at door until table and chairs are cleaned with disinfectant wipes.</p>		Occupant and visitors	Always	

		<p>To enter when occupant has retired to more than 2m from visitors chair.</p> <p>All visitors must be at least 2m from each other with more than one visitor. Book a different room using Resource Booker if this is not possible.</p> <p>Occupant to clean internal door handle immediately after visitor has left with disinfectant wipe.</p>				
		<p><b>Office Equipment</b></p> <p>Must not be shared.</p>		All	Always	Ongoing
Completed by:			Date:	17/6/20		
Reviewed by (Line Manager):			Date of next review:	17/7/20		

Faculty/ Service Area		Faculties - Seminars				
What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls (if any) are required?	Action by whom?	Action by when?	Date of completion
Spread of Covid-19 Coronavirus	Staff, students.	<p><b>General Controls</b></p> <p>Per the communal areas RA.</p>		Various (see above)	Various (see above)	Ongoing
		<p><b>Room Booking</b></p> <p>The room booked for the seminar must be suitable for the expected numbers with all attendees (including the lecturer) 2m from all other attendees at all times.</p>		All	Always	Ongoing
		<p><b>Entry</b></p> <p>Lecturer to clean external door handle before entering seminar room using available disinfectant wipes.</p> <p>Occupant to leave door open to avoid need for others to touch door.</p> <p>Students to fill tables furthest from door first to ensure 2m rule is observed at all times.</p>		Lecturer	On entering seminar room	



		<p><b>Equipment</b></p> <p>Must not be cleaned with a disinfectant wipe prior to use.</p>		Lecturer	Prior to using equipment.	
		<p><b>Prior to Leaving</b></p> <p>Occupant to ensure any rubbish (except confidential waste) is taken away to leave the office clean and tidy and so allow cleaners to concentrate on communal areas.</p>		Occupant	Always	Ongoing
Completed by:			Date:	17/6/20		
Reviewed by (Line Manager):			Date of next review:	17/7/20		

Faculty/ Service Area		Faculties - Multiple use offices				
What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls (if any) are required?	Action by whom?	Action by when?	Date of completion
Spread of Covid-19 Coronavirus	Staff, students, visitors.	<p><b>General Controls</b></p> <p>Per the communal areas RA.</p>		Various (see above)	Various (see above)	Ongoing
		<p><b>Room Booking</b></p> <p>Occupant to agree a schedule that limits access to ensure they never breach the 2m rule.</p>		Occupant	Prior to attending office	Ongoing
		<p><b>Entry</b></p> <p>First occupant to clean external door handle before entering office using available disinfectant wipes.</p> <p>First occupant to leave door open whenever possible to avoid need for other occupants and visitor to touch door.</p> <p>First occupant to clean internal door handle on arrival with disinfectant wipe in case other occupants or visitor needs to close door.</p> <p>All occupants to ensure 2m social distancing rule is observed at all times.</p>		Occupant	On entering office	

		<p><b>Visitors</b></p> <p>To be by appointment only to avoid unnecessary journeys and need for visitors to touch door.</p> <p>To remain standing at door until table and chairs are cleaned with disinfectant wipes.</p> <p>To enter when occupant has retired to more than 2m from visitors chair.</p> <p>All visitors must be at least 2m from each other with more than one visitor. Book a different room using Resource Booker if this is not possible.</p> <p>Occupant to clean internal door handle immediately after visitor has left with disinfectant wipe.</p>		Occupant and visitors	Always	
		<p><b>Office Equipment</b></p> <p>Must not be shared. Each occupant to have their own equipment.</p>		All	Always	Ongoing
		<p><b>Prior to Leaving</b></p> <p>Occupants to ensure any rubbish (except confidential waste) is taken away to leave the office clean and tidy and so allow cleaners to concentrate on communal areas.</p>		Occupant	Always	Ongoing

Completed by:		Date:	17/6/20
Reviewed by (Line Manager):		Date of next review:	17/7/20