College of Engineering

COVID-19 Safety Direction and Guidance

July 2020

Version 1.1

Revision History

Revision Date	Previous Revision Date	Document	Summary of Changes
07/07/20	/	COVID 19 Safety Direction and Guidance College of Engineering V1	Text revision following meeting on 06/07/20
13/07	V1	COVID 19 Safety Direction and Guidance College of Engineering V1.1	Text revision following meeting on 13/07/20

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
Ruth Bunting	Assoc. Head of College	13/07/20	V1.1
Nithiarasu Perumal	Director of Research	13/07/20	V1.1
Hans Sienz	Director of Innov & Engagemt	13/07/20	V1.1
Kevin Thomas	Head of Infrastructure & De	13/07/20	V1.1

Important

(1) All staff, students and visitors accessing College of Engineering sites **MUST** read this document in full.
(2) The PI/line manager/supervisor has overall responsibility for the H&S of the lab and its staff.
(3) Each colleague is also responsible for their own personal H&S.
(4) The application process for returning to research on site is detailed in Appendix I
(5) You **MUST** complete an online Covid-19 induction at https://canvas.swansea.ac.uk
(6) You will find permission to work health form for visitors in Appendix II
(7) Violation of safety guidelines may lead to disciplinary action.

College of Engineering COVID-19 Safety Direction and Guidance

In preparation for the College's return to work, this guidance document covers key areas to consider and address.

SCOPE

This guidance is aimed at those managing staff operating within the Swansea University College of Engineering (CoE) buildings and the returning staff who will occupy spaces within these buildings.

It aims to provide direction and guidance to those facilitating and planning the return to work and to be an operational methods document for those who are working in the buildings in the current COVID-19 environment.

This guidance document has been developed based on the following basic recommendations and principles.

i. **STAFF SHOULD NOT RETURN TO WORK IF THEY FEEL UNWELL OR ARE DISPLAYING COVID-19 SYMPTOMS.**
ii. SU Estates will authorise the buildings to be safe to reoccupy.
iii. All works to facilitate reopening will be done prior to full occupation (e.g. signage etc).
iv. All staff must obtain authorization and a permit to enter the buildings.
v. Without a permit, the individual will have no SALTO card access.
vi. Social distancing will be enforced, based on Government guidelines.
vii. The use of sanitiser and handwashing will be enforced.
viii. Staff should only come to site to perform research which cannot be done remotely.
ix. Computational/Data analysis work must take place off site.
x. Communal activities (i.e. meetings) must remain remote.
xi. Administration functions must remain remote.
xii. Teaching will commence later in 2020 and will be addressed by a separate document.
xiii. Office working is actively discouraged and will be allowed only in exceptional circumstances.

In preparation for the College's return to work, this guidance document covers key areas to consider and address.

The Guidance is divided into three main areas:

Section 1 – Preparing the work space

Section 2 – Going to and Accessing the Workplace

Section 3 – People

Section 4 – Operations

Further information can be found on the SU Health and Safety COVID-19 advice and guidance page at *https://staff.swansea.ac.uk/healthsafety/covid-19*

SECTION 1 - PREPARING THE WORK SPACE

1A - PREPARING THE BUILDING AND WORK SPACES

AS PART OF THE SAFE RE-OPENING OF THE BUILDINGS, SWANSEA UNIVERSITY ESTATES WILL ENSURE THAT:

i.   The emergency fire systems are operational. Any changes to fire exit strategy will be communicated, eg. noting that 2m distancing is relaxed in the case of a fire. In the event of a fire any fire exit should be used, with no requirement to follow the designated one-way system to the newly designated exit doors.
ii. Pre-return inspections are conducted on items such as lifts, air handling, water legionella etc.
iii. An enhanced cleaning rota will be put in place for areas such as touch points, showers, toilets etc.
iv. Protective shield/screens are in place in public areas as appropriate
v.   There is an increased availability of toilet rolls, wipes etc. Also ensuring that hand sanitiser is available.

SUBSEQUENTLY THE COLLEGE OF ENGINEERING TECHNICAL AND INFRASTRUCTURE STAFF WILL ENSURE THAT:

I.   Lifts are marked for single person use to minimise contact. Lift use should be focused on the disabled or those carrying heavy loads.
II. Entrances and exits to the building are designated and highlighted.
III. Directional/spacing signage are in place.
IV. Potential "pinch points" that reduce the 2m distancing are identified and signposted.
V.   Individual maximum room occupancy notices are placed on room doors.

1B - PROCEDURES AND GUIDANCE

Swansea University publishes a range of guidance, Standard Operating Procedures (SOP) and Risk Assessment (RA) documents which are applicable to staff working in engineering workshops and laboratories. Links to these documents are given in Table I.

1	COVID-19: HEALTH & SAFETY (H&S) ADVICE & GUIDANCE FOR SWANSEA UNIVERSITY STAFF	*https://staff.swansea.ac.uk/healthsafety/covid-19/*
2	General SU H&S and Risk assessments	*https://staff.swansea.ac.uk/healthsafety/policies-and-procedures/general-health-and-safety/*
3	SU – Ensuring safe management and operations and a healthy working environment	*https://staff.swansea.ac.uk/healthsafety/*

4	**HSE: COVID-19 Risk Assessment and Reporting Advice**	*https://staff.swansea.ac.uk/media/information-sheet-hse-covid-19-risk-assessment-and-reporting-advice.pdf*
5	**Generic COVID-19 Risk Assessment**	*https://staff.swansea.ac.uk/media/generic-covid-19-risk-assessment.pdf*
6	**Risk Assessment: Adaptions to the University Physical Environment in connection with COVID–19 Recovery Plan**	*https://staff.swansea.ac.uk/media/risk-assessment-adaptations-to-university-physical-environment-covid-19-recovery-plan.pdf*
7	**Start-up / Return to Work Checklist**	*https://staff.swansea.ac.uk/media/start-up-return-to-work-checklist.docx*
8	**Lone Working during Covid-19 Lockdown/ Restrictions Risk Assessment**	*https://staff.swansea.ac.uk/media/risk-assessment-example-lone-working-during-covid-19-lockdown-restrictions.pdf*
9	**Return to Working in Laboratories**	*https://staff.swansea.ac.uk/media/information-sheet-returning-to-work-in-laboratories.pdf*
10	**Return to Working in Engineering Workshops and Laboratories**	*https://staff.swansea.ac.uk/media/information-sheet-return-to-work-engineering-workshops-and-labs.pdf*
11	**Personal Protective Equipment: Gloves Policy Arrangements**	*https://staff.swansea.ac.uk/media/personal-protective-equipment-gloves-policy-arrangements.pdf*
12	**Social Distancing**	*https://staff.swansea.ac.uk/media/information-sheet-social-distancing.pdf*
13	**Working with contractors**	*https://staff.swansea.ac.uk/media/client-checklist-working-safely-during-covid-19.docx*

Table I Swansea University COVID-19 documentation.

SECTION 2 – Going to and Accessing the Workplace

2A - BUILDING ACCESS, OCCUPATION AND EXIT

Swansea University staff/students and/or visitors **MUST NOT** enter any College of Engineering building or workspaces without the express authorization of Head of College.

The process for the application for access authorisation is shown in Appendix I.

College of Engineering buildings include:

    i.   Engineering Central
    ii.   Engineering North
    iii.   Engineering East
    iv.   ESRI
    v.   Institute of Structure Materials (ISM)
    vi.   SaMI & SINTEC (Singleton)
    vii.   SPECIFIC (Baglan)
   viii.   CESR (St Asaph)
    ix.   Bay Studios

Shared work spaces include:

i.   All Laboratories & workshops
ii.   All cellular office spaces
iii.   All large open "hub" office spaces

ON ENTERING THE BUILDING

i.   Everyone **MUST** enter the building via the designated entry points.
ii.   No "tailgating" to gain access to buildings without permits.
iii.   Everyone **MUST** egress the building via the designated exit points.
iv.   Everyone **MUST** sanitize their hands using the provided alcohol gel when they enter the building.

INSIDE THE BUILDING

i.   Everyone **MUST** move around the building following the designated one-way systems.
ii.   Everyone must observe and respect the COVID-19 safety and distancing signage.
iii.   Everyone **MUST** maintain a social distance of 2 metres.
iv.   People should keep their contact with common contact surfaces (e.g. phones, screens, desks, buttons, switches etc) to a minimum.
v.   Non-essential movement around the building should be avoided.
vi.   People should wash and /or sanitize their hands as often as possible.
vii.   No visitors should be brought or invited into the building.

ON EXITING THE BUILDING

i.   Everyone **MUST** exit the building via the designated exit points.
ii.   Everyone **MUST** sanitize their hands using the provided alcohol gel when they leave the building.

2B - ATTENDANCE AND INDUCTION

ATTENDANCE PERMISSIONS

i.   The member of staff must get their proposed activity declared as business critical by a member of the CoE Senior Management team, (ie. Director of Research for research related activity, Director of L&T for teaching and Associate Head of College for Administration teams and Welfare.)
ii.   Once endorsed by the appropriate CoE Senior Management Team, the member of staff **MUST** apply for a permit to work within a College of Engineering building. This permit will be location/task specific and for a defined time period. The application process is outlined in Appendix I.
iii.   All authorized Swansea University staff/students and visitors working in shared workspaces within the College of Engineering **MUST** read and adhere to the Swansea University Guidance

and SOPs relevant to their approved and permitted work in the College of Engineering. (see Section 1B, above)

    iv.   Staff/Student cards **MUST** be displayed at all times. Access permits **MUST** be available at all times.

    v.   Risk assessment to work in Laboratory spaces **MUST** be completed and submitted to the College of Engineering Infrastructure team for assessment and approval to enter and work.

SHORT VISITS

Access to an office or hub for a very short visit to collect items or check on equipment is permissible with a permit to visit. However, working in an office or hub is not permitted until further notice, Exceptional permission may be granted by Head of College, but only in exceptional circumstances endorsed by Associate HoC.

Links to Swansea University guidelines and task specific SOPs and Risk Assessment documentation templates are given in Table I.

INDUCTION – DAY ONE TASK

    i.   All returning staff/students **MUST** complete an online COVID-19 induction. Information can be found on the Swansea University Canvas page https://canvas.swansea.ac.uk .

    ii.   For those entering labs for the first time to work, separate lab-related safety inductions will be conducted by Senior lab technicians or PI/Supervisor/Line manager.

    iii.   Subsequently, everyone **MUST** sign a register to confirm they have conducted an on-line COVID-19 induction and a lab safety induction. This signed confirmation will be kept centrally within the College of Engineering.

SIGN IN ON ARRIVAL; SIGN OUT ON DEPARTURE

    i.   If it is decided a daily 'sign-in' and 'sign-out' process is required, a method for all to do so will be made available (to be communicated).

    ii.   Once provided, instructions for use will be provided – likely to require that all staff/students 'sign-in' on arrival and 'sign-out' on departure each day.

    iii.   Hand sanitiser will be provided and must be used to clean hands before and after signing in and signing out.

2C - USE OF KITCHENS AND COMMON WELFARE AREAS

Until further notice, work tasks should be confined to lab spaces only. Kitchens and Welfare areas should be used for refreshments and food only.

IDENTIFY RISKS

The use of kitchens and welfare areas presents risk in the form of the spread of COVID-19 infection via coughs/sneezes or from surfaces. In addition, risks arise from eating or preparing food and drinks that may be contaminated.

CONTROL MEASURES

Control measures are outlined in the Swansea University "Generic COVID-9 Risk Assessment" document which can be found at *https://staff.swansea.ac.uk/media/generic-covid-19-risk-assessment.pdf* . Staff should read and familiarize themselves with this document.

KEY MEASURES FOR STAFF INCLUDE:

i. Staff should bring their own food where possible.
ii. Break times should be staggered to allow social distancing.
iii. Staff should follow instruction signage on items such as taps, hydroboils etc.
iv. Staff should wash hands prior and after eating or handling food.
v. Staff should clean high touch areas such as tap and hydroboils using sanitizing wipes.
vi. Staff should ensure all waste is put in the bin.
vii. Staff should not put lunch bags inside the cupboards or fridge.
viii. Staff should keep chairs and tables physically separated by 2m.
ix. Staff should use outdoor spaces for breaks if it is safe to do so.
x. Staff should stay on Campus during break times.
xi. Staff should bring and use their own cutlery and cups/plates etc.

SECTION 3 – PEOPLE (Personal Safety)

3A - HEALTH AND WELL BEING

STAFF SHOULD NOT RETURN TO WORK IF THEY FEEL UNWELL OR ARE DISPLAYING COVID-19 SYMPTOMS.

Before returning to working on site, the member of staff or student **MUST** complete a return to work induction. The induction can be found on the Swansea University Canvas website at https://canvas.swansea.ac.uk .

A questionnaire for visitors/visiting academics/contractors should be filled in and assessed by the College of Engineering Infrastructure team. The visitor/contractor questionnaire is in Appendix II. If the answer to any of these health questions is YES then the visitor should not be allowed on site.

Visitors should only be allowed to travel to site in accordance with Government Guidelines.

3B - TRAVELLING TO WORK AT THE COLLEGE OF ENGINEERING

NOTE - Staff and students should only travel to University Sites (including car parks) when authorised to work by a permit.

PUBLIC TRANSPORT

i.   Determine if your journey to work is absolutely necessary. Swansea University COVID-19 policy is that staff should work from home if possible.

ii. If at all possible, travelling by public transport should be avoided.

iii. If it is absolutely necessary to travel by public transport, travel at off-peak times to avoid crowded vehicles.

iv. If it is absolutely necessary to travel by public transport, maintain social distancing.

v.   If it is absolutely necessary to travel by public transport, use contactless payment.

vi. If it is absolutely necessary to travel by public transport, check timetables as operators are currently running a reduced timetable.

vii. When you reach your destination, sanitize your hands with alcohol gel.

CAR TRAVEL

i.   Determine if your journey to work is absolutely necessary. Swansea University COVID-19 policy is that staff should work from home if possible.

ii. If you must travel by car, avoid sharing a car with anyone other than family members.

iii. If you must share a car, try to share with the same individuals and keep the number to a minimum.

iv. Keep the car ventilated. Wipe down hard surfaces with a sanitizing wipes/spray. Sanitizer should not be left in the car.

v.   When you reach your destination, sanitize your hands with alcohol gel.

WALKING & CYCLING

i.   Determine if your journey to work is absolutely necessary. Swansea University COVID-19 policy is that staff should work from home if possible.

ii. In order to reduce the risk of spreading COVID-19, ease pressure on public transport and keep traffic levels to a minimum, staff are encouraging to walk or cycle if possible.

Further information on COVID-19 travel guidance can be found on the SU website at *https://staff.swansea.ac.uk/healthsafety/covid-19/*

3C - MANAGING PERSONAL RISK

COVID-19 Health and Safety Guidance for infection control and working in laboratories and workshops can be found at https://staff.swansea.ac.uk/healthsafety/covid-19/.

ELIMINATE MAIN RISKS

i.   SU policy dictates that staff should work at home unless there is no alternative.

ii. Workers who feel unwell with COVID-19 symptoms should **NOT** enter Swansea University Buildings or attend the workplace.

iii. Tasks should be arranged to enable them to be done by one person wherever possible. If two people are required, social distancing of a minimum of 2 metres **MUST** be maintained as much as possible.

iv. Face-to-face and skin-to-skin contact **MUST** be avoided.

v. Stairs should be used in preference to lifts wherever possible.

REDUCE REMAINING RISK

i. Workers should wash their hands for at least 20 seconds or use alcohol-based sanitizer before and after using shared equipment and surfaces.

ii. Workers should **NOT** work face-to-face. Workers should work side-by-side or back-to-back with a spacing of 2 metres or more.

iii. Workers should regularly clean, with appropriate sanitizing agents, common touchpoints such as doors, buttons, desks, keyboards, handles, equipment etc.

USE OF FACE COVERINGS

The wearing of face covering is a recommended by Swansea University. (https://staff.swansea.ac.uk/media/information-sheet-face-coverings.pdf).

Use of COVID-19 PPE is covered in Section 4 - Operations.

SECTION 4 - OPERATIONS

4A - OPERATIONAL GUIDLINES

i. Computational and data analysis activities should remain off site. IT issues should be resolved by contacting the CoE IT technical team. The CoE IT technical team can be contacted using engineeringIT@swansea.ac.uk.

ii. Numbers returning to work will be strictly controlled to ensure safe operations and that social distancing is maintained.

iii. The PI/Supervisor/Line manager should nominate those staff/students who should be returning for business critical reasons. Applications for a permit should be signed by the PI/Supervisor/Line manager. **The application process is detailed in Appendix I.**

iv. The PI/Supervisor/Line manager must identify a group representative for their lab/research group. This should be a fixed individual who is a main lab user or should be arranged on a responsibility rota basis where a number of staff use the space on a shift/infrequent basis.

v. Initial laboratory operations should be implemented by a small nucleus of experienced researchers, identified by the PI/Supervisor/Line manager.

vi. Researchers must use their own specific lab coat. PPE should be securely stored overnight in the laboratory by the researchers.

vii. 2m distancing should be maintained at all times except in emergencies, eg. fire.

viii. In stairwells and corridors, staff should stay to the left.

ix. Return to work induction will be delivered to all those returning (ideally electronically)

x.   The PI/Supervisor/Line manager and Senior research technicians should ensure that all risk assessments comply with College guidelines. **See Table I**.

xi.   Social distancing should be maintained by not exceeding the maximum number of occupants in a work space as denoted on the door signage. If the space is at maximum occupancy then a one-in-one-out policy should be adopted.

xii. If labs are shared by different groups, they should consult on workflows to enable social distancing and thus not exceed room maximum occupancy.

xiii. It is permissible to challenge and to be challenged regarding COVID-19 operations and safety.

xiv. Lunch and breaks should be done on a rota to minimise exposure.

xv.   There is a clear distinction between social distancing and lone working. Researchers should be aware of unintentional lone working.

xvi. Non-essential work travel is prohibited.

xvii. Non-essential visitors are prohibited. Essential visitors e.g. maintenance staff should be undertake an induction (see Section 3A).

xviii. Contractors should only enter site under permits signed by SU Estates and should be checked to ensure they are maintaining social distance, cleaning touch points etc.

4B - PERSONAL PROTECTIVE EQUIPMENT (PPE)

i.   For all those working in a College of Engineering building shared lab spaces, it is strongly recommended that face coverings be worn in line with Swansea University H&S guidelines (https://staff.swansea.ac.uk/media/information-sheet-face-coverings.pdf). In addition, face coverings are available free-of-charge from the College of Engineering Technical team.

ii.   The only exception to the above is in the event that the work undertaken in the workspace requires the worker to use a task-specific PPE mask that is of a higher performance than a standard face covering. In this case, the task-specific PPE should be worn and the standard face covering re-applied when the task is complete.

4C – COMPLIANCE

The Principle Investigators PI /Supervisor/Line manager is ultimately accountable for the safe conduct of work within their laboratories.

In line with this, the following actions will take place:

i.   If a PI/Supervisor/Line manager is unable to come to work then a nominated individual should represent them.

ii.   For every research group, the PI/Supervisor/Line manager will identify a COVID-19 laboratory safety officer. This person may already be the lab safety officer. This individual will serve as a point of contact for the PI/Supervisor/Line manager and the College of Engineering.

iii. The College will establish a COVID-19 oversight team. This team will consist of senior technical staff who will work with colleagues to review SOPs, H&S and work plans, together with supporting self-monitoring of lab spaces and operations.

iv. Issues should be reported to the PI/Supervisor/Line manager and where appropriate, onwards to the College SMT.

v. Adverse events should be reported via the Swansea University H&S reporting system (https://staff.swansea.ac.uk/healthsafety/report-it/).

vi. **Repeated infractions or non-compliance by an individual will be escalated to the College of Engineering SMT and ultimately to the Head of College. Disciplinary action may follow.** Concerns regarding COVID-19 and safety can be reported via headofengineering@swansea.ac.uk.

APPENDIX I — COLLEGE OF ENGINEERING RETURN TO WORK PROCESS

Start

PI submits work description through RC or L&T as appropriate
to review and prioritise (to include what, who, where, when and why)

Qualify as Business Critical? — No → **Archive for future Action**

Yes

Technical Team assesses which activities are feasible in which order

Technical Team invites PI to provide detailed information on requirements
and works closely to assist PI develop appropriate Procedures and Risk Assessments

Technical Team informs university CR team of requirement

PI submits [Draft] procedures and
Risk Assessments to Technical Team

Technical Team (& CoE H&S partner)
reviews and provides feedback to PI

SoPs and RA ready to submit to CR Team? — No → PI modifies procedures and/or RA as needed

Yes

Technical Team coordinates with PI the preparation of laboratory as needed
(any permits needed for this pre-work activity coordinated separately within CoE)

Technical Team and PI agree proposed realistic start time for full activity

Technical Team submits requirement, proposed start
time and supporting documents to central CR Team

Uni CR Team follows own process

Additional info from CoE as needed

Uni CR Team approves activity

Technical Team adjusts proposed start time with PI if needed

PI submits CoE Access Request Form (final: who, where, and when)

Technical Team raises Permit(s)

HOC authorises Permit(s)

Technical Team updates SALTO access

PI acknowledges responsibility for group to follow COVID-19 Guidelines

All authorised to access to complete
(on-line) COVID-19 Induction and (in-Lab) Lab Induction (by technician or PI)

Activity Starts

Ongoing monitoring, control and review by PI, Technical Team
and CoE Exec Group

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APPENDIX II   COVID-19 PERMISSION TO WORK IN A SWANSEA UNIVERSITY BUILDING HEALTH FORM

To help prevent the spread of COVID-19 in the workplace, every team visitor must complete and sign this form. This form will be retained by the Swansea University Infrastructure team and keep on record for future reference.

Please note that every question MUST be answered. This form needs to be completed before you are allowed to access the buildings.

NAME	
COMPANY/ORGANISATION	
YOUR CONTACT DETAILS	
SWANSEA UNI. CONTACT	

PERMISSION TO WORK IN SWANSEA UNIVERSITY BUILDING - QUESTIONS		
	Please circle one	
Do you have any symptoms of COVID-19? Any or all of these: Dry cough, high temperature, fever, runny nose, sore throat, breathlessness, loss of taste or smell or flu-like symptoms now?	Yes	No
Have you had any of the above symptoms of COVID-19 in the past 14 days?	Yes	No
Have you been diagnosed with confirmed or suspected COVID-19 in the past 14 days?	Yes	No
Are you in close contact with anyone who is a confirmed or suspected case of COVID-19 in the past 14 days? (i.e. less than 2m for more than 15 minutes cumulative over 1 day)	Yes	No
Have you been advised by a doctor to self-isolate at this time?	Yes	No
Have you been advised by a doctor to cocoon/shield at this time?	Yes	No
Please provide details below of any other circumstances related to COVID-19 not included above which may need to be considered to allow your safe return to work. Further guidance on specific risk groups can be found on the NHS website- https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/		

DO NOT COME TO THE WORK AT THE BAY OR SINGLETON CAMPUSES IF YOU FEEL UNWELL OR HAVE SYMPTOMS OF COVID-19

If your situation changes after you submit this form you must contact Swansea University immediately. Please ensure you continue to monitor your own health as well as those that live with you. Your safety and wellbeing and that of those around you is paramount to us.

Print name	
Signature	
Date	