

SAFE OPERATING PROCEDURE

Use of on campus informal study spaces

All students using informal study spaces are expected to comply with the University H&S arrangements outlined in this Safe Operating Procedure and available via the [MyUni Health and Safety pages](#). Students are required to complete the [Health and Safety COVID Recovery Induction](#) for students and sign the updated [student charter](#).

Preventing COVID transmission

The following paragraphs identify the University control measures in place for preventing COVID transmission on campus and in informal study spaces.

You are reminded **NOT** to come to campus if you are feeling unwell with identified COVID symptoms. The most common symptoms include; a high temperature, new or continuous cough or loss of taste or smell. Other symptoms can be identified on the [NHS website](#) and advice should be always sought before attending University. Students are asked to report symptoms and absence via [MyUni Support](#) and follow Welsh Government guidelines for isolation and get a test as part of the national test, trace and protect strategy.

Face coverings and PPE

The University expect face coverings or masks to be worn on campus, particularly when moving around or in spaces where social distancing may be more difficult. This includes in communal areas within buildings such as entrances, corridors, toilets and learning environments, such as lecture theatres, seminar rooms and PC labs.

Some individuals may not be able to wear a face covering for medical reasons or a disability. In these instances, individuals may be anxious about being challenged for not wearing a face covering and are encouraged to wear a sunflower lanyard, carry an exemption card or [download a digital exemption](#) on to a mobile phone. Wearing/ carrying the [Hidden Disabilities Sunflower](#) discreetly indicates to people around you including staff, colleagues and health professionals that you have a hidden disability and you are unable to wear a face covering, that you may need additional support, help or more time.

The use of face coverings will increase communication difficulty for many people, especially those that are deaf or hearing impaired or those who rely on lip reading or facial expression to communicate. You may be asked to remove your face covering, or you may ask someone to remove their face covering to assist with communication. If this is the case, remove your face covering temporarily, ensuring that you maintain 2 metre distance and are in a well ventilated area.

Students are requested to inform the Disability Office and My Uni Support if they are deaf, hearing impaired or rely on lip reading or facial expression to communicate and require appropriate support. Individual communication needs will be identified and appropriate measures implemented to support communication.

It is important to check individual communication needs with the people you are talking to and be mindful of different strategies for communicating in general.

Face coverings are not a substitute for social distancing, good hand sanitising or robust cleaning regimes.

- Students are expected to wear face coverings in all informal study spaces except where exemptions have been identified as outlined above.
- Students who are unable to wear a face covering have been asked to inform the [MyUni support team](#).
- Students refusing to wear a face covering (apart from those carrying an exemption card/ displaying a hidden disabilities sunflower) could be politely challenged and reminded of the University student charter and reported to academic services.

Further information can be found in the face covering information sheet on the [MyUni Health and Safety pages](#)

Maintaining attendance registers and Test and trace

The University has arrangements in place for test, trace and protect in line with Public Health Wales and Local Health Board guidance. The University supports the Government UK wide digital app and requires students to check in using the QR codes provided.

In addition to the Government app, and to assist with test, trace and protect all students are required to sign in to rooms via the existing TDS points. Students are also strongly encouraged to check in to the SafeZone app when attending campus.

The use of SafeZone is particularly important during out of hours activity and lone working.

Social distancing

All spaces, including those used for informal study have been risk assessed in line with Government guidance. You must comply with the following when using these spaces;

- Ensure that you maintain 2 metre social distance from others at all times.
- Use seating and furniture provided.
 - Do not alter space / room layouts and do not add any additional seats or furniture to any study spaces under any circumstances, as it places all users of the space and the University at risk if social distancing capacities are exceeded.
 - Do not sit together even if you are from the same household.
- Where applicable, comply with maximum room capacities that have been identified. This information will be available on / near to the door to the space.
- In computer suites, the ISS team have disabled the keyboard and mouse on the computers that should not be used. These computers will remain switched on and spaces will be used for remote dial in.

Cleaning and Sanitising

The University has arrangements in place for enhanced cleaning and sanitising of all areas.

In addition to cleaning by the Campus Services team, the following arrangements are in place;

- Sanitising wipes (Sanisafe 3) are available in the vicinity of all informal study spaces for users.
- The sanitising wipe dispenser buckets are fixed to a surface so please do not attempt to remove.
- The sanitising wipes will be frequently checked and replenished.
- All users of informal study spaces are required to wipe their immediate space. The following process is required;

- Collect a wipe from the wipe bucket/ dispenser when entering the space / room and proceed to work space/ seating area.
- Wipe the desk and other hard surfaces such as chair arms with a sanitiser wipe.
- Dispose of the wipes in the bins provided.
- Sanitise hands after wiping the equipment using the personal hand sanitiser provided to you by the University.

Personal Hygiene

Hand sanitiser stations are placed at every entrance to all buildings and students will be issued with a small personal bottle of sanitiser for their use. Refill stations are in place across the University.

Students are reminded to comply with the University requirements to wash and/ or sanitise hands frequently in accordance with the guidance and avoid touching their eyes and face.

- Students are required to wash or sanitise hands when;
 - Entering and leaving buildings.
 - When entering and leaving informal study spaces
 - After cleaning/ wiping shared equipment or touching a high frequency touch point.

Ventilation and Thermal discomfort

It is foreseeable that individuals will experience a degree of thermal discomfort as a result of increased natural and mechanical ventilation in study spaces. This is a balance of risk between minimising COVID transmission and individuals feeling cold. Where applicable, windows should be kept open. Students are advised that informal study spaces may be colder than usual and suitable clothing should be worn.

Emergency situations

Download and check in to the SafeZone App when on campus.

Fire

In the event of a fire alarm activation, Students should immediately evacuate the building through the nearest safe exit. **It's important you Evacuate with your face covering.**

- The one-way system and social distancing does **not** have to be adhered to in an emergency.
- Once outside and a safe distance away from the building, students should gather near but not congregate at the muster point.
- Social distancing is to be maintained once outside of the building.

If you require assistance to evacuate a building in the event of an emergency, please inform the disability office and [MyUni Support](#). A personal emergency evacuation plan (PEEP) will be developed with you.

First aid

Arrangements are in place for the provision of first aid and first aiders are aware of additional COVID control measures. If you require first aid;

- Inform a university staff member, contact a university reception desk or use the safe zone app to summon help
- In the event of an emergency contact security (333 from a landline), use the SafeZone app or 999 for the emergency services.