

Returning to the University Estate 2020



Hub



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riskmanagement

This package has been put in place as an interim measure, whilst we wait for Cardinus to make changes to their core course to bring it in to line with Scottish Government guidance and University of Edinburgh procedures.

It should be used to provide general guidance, and as an aid to individuals who are producing local induction information for their staff returning to University buildings, where the topics can be expanded to include relevant local information.

WHO SHOULD RETURN



33%





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Returning to the University estate 2020: back to work on University premises following the Coronavirus outbreak

Welcome to Returning to the University estate 2020.

When the COVID-19 pandemic arrived and the UK went in to lockdown in March 2020 many University of Edinburgh staff had to adapt quickly to working from home. The suddenness of this change created many challenges, but by and large staff coped very well with these, perhaps hoping that the change in work pattern would be temporary.

The current lockdown restrictions are easing slowly, but the Scottish Government is taking a sensibly slow and cautious approach to this. However, some staff are slowly starting to return to University premises to work, and we therefore have to address any health and safety issues which may result from this.

This course is designed to help you to understand the measures that are being put in place to avoid the transmission of the virus which causes Covid-19 as you travel to work, and when you arrive at your University workplace. You should also receive more specific guidance on how to safely access and navigate the buildings or workplaces you will be returning to from your School or Department before or on the day you return.

The University will follow all Scottish Government Regulations and guidance, and recognises that it has clear responsibilities for the health and safety of its staff whether they are work from home or on University premises. If you have any concerns then you should discuss these with your line manager or School (or local) Safety Adviser.

We appreciate that returning to the University estate may come to some staff sooner than others, and that some may adopt a “mixed” approach where they spend some time on University premises and the rest at home. If you will continue to spend some of your time working from home, then you should also complete the related course “Home Working 2020: setting up your home work area following the Coronavirus outbreak”, available through the Cardinus Hub. This will help you to address the health and safety issues associated with an extended period of home working.

WHO SHOULD RETURN

33%



Returning to the University Estate 2020

Getting back to normal

While restrictions that were imposed in response to the COVID-19 outbreak may be lifting it is important our return to work is carefully considered. **Our goal is to keep everyone safe and to minimise health risks as much as possible.**

During the last few weeks we have adapted well to working from home. Our business has continued to function and we have shown we can overcome challenges in new and innovative ways.

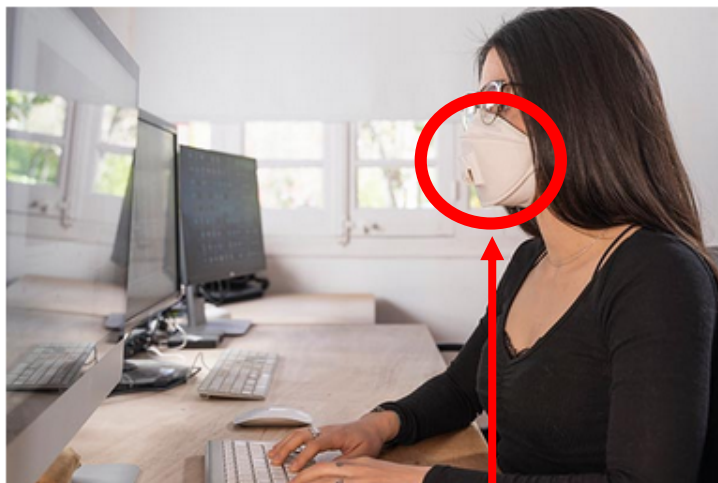
But now we can begin to return to a semblance of normality. Clearly there is no substitute for bringing people together however our offices and buildings will not fully return to normal for some time. In the meantime, by working together and following some essential rules we can begin the journey.



The University of Edinburgh does not currently recommend the wearing of face coverings on its estate. However, it supports the Scottish Government's public health measures (for example the mandatory wearing of face coverings on public transport), so if individuals wish to wear these in University buildings, then they should feel free to do so.

WHO SHOULD RETURN 33%

Returning to the University Estate 2020



See previous slide regarding face coverings

Keeping up-to-date

It may be helpful for you to familiarise yourself with our COVID-19 policies. These give further information on the procedures that are being implemented and explain your role in keeping the workplace safe. These Guiding Principles and accompanying guidance documents can be found at <https://uoe.sharepoint.com/sites/Covid19>.

You should only be returning to our estate if you are invited to do so. You will receive full information and instructions on this process from your School or Department but this course will highlight the key principles.

WHO SHOULD RETURN



Returning to the University Estate 2020

Protecting our colleagues

Every effort is being made to shield our colleagues from the risk of infection. There are some groups of workers who should not return to work at this time. These include:

- **People with certain health conditions** - Those in the shielding category should not return to work at the moment, those in the higher risk category should contact their GP for advice and then discuss with their line manager.
- **Expectant mothers** - Pregnant women are no more at risk of catching COVID-19 than anyone else. There is some evidence the virus can be passed to an unborn baby and those women in their third trimester may become more unwell than others.
- **Those with caring responsibilities** - If you have caring responsibilities for someone who is sick or elderly, or you have childcare commitments, then you should discuss with your line manager whether or not you should return to work

If you are invited to return to the workplace but feel you are in a higher-risk group please reach out to your manager or HR team to discuss your options.



WHO SHOULD RETURN



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Keeping the workplace safe

If you or anyone in your household is exhibiting symptoms of COVID-19 it is important you stay at home and self-isolate.



The most common symptoms of COVID-19 are:

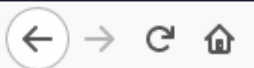
- **A high temperature** – This means you feel hot to the touch on your chest or back.
- **A new, continuous cough** – This means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours.
- **A loss of sense of taste or smell**

If you are unsure or have concerns about your symptoms please reach out to a healthcare provider. If you, or someone in your household, is struggling to breathe you should phone the Emergency Services.

If you begin to feel unwell in the office with COVID-19 symptoms it is important you inform your manager, go home and self-isolate. Try to remember who you may have been in contact with and pass this information to your manager too.

WHO SHOULD RETURN





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Summary

- ✓ Only return to the workplace if you are invited.
- ✓ If you feel you are in a high-risk group and should not be returning to the workplace, please speak with your manager.
- ✓ Do not return to the workplace if you, or anyone in your household, is showing symptoms of COVID-19.

WHO SHOULD RETURN 100%

Returning to the University Estate 2020



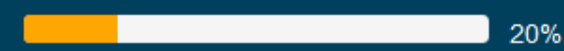
Travelling to work

Aims

At the end of the section you will:

- Understand any risk factors associated with different forms of transport.
- Understand how to wear a face mask correctly.
- Know how to respond if you feel anxious while travelling.

TRAVELLING TO WORK



Returning to the University Estate 2020

Travelling to work

Having spent a number of weeks in lockdown it might feel strange to suddenly be around large groups of people while we commute to and from work.

Whether you travel by car, bus, train or other means there are times when you may be exposed to risks associated with COVID-19. It is important to be mindful and alert to these risks so you can take positive steps to maintaining your health and wellbeing.

Click the images below for more information.

Car

Bus, train or tube

Walking, cycling or jogging

As driving tends to be a solitary activity there is less risk of exposure to viruses. That said, there are still times you need to consider your actions. For example, when you fill up with fuel. If available, make sure you wear gloves to fill up and use contactless payment. If gloves are not available make sure that you sanitise or wash your hands before you return to your car.

Be mindful of anything else you may be touching after filling up such as your wallet, credit card or phone and make sure that they are sanitised. Make sure that your disposable gloves are carefully disposed of.

If you car share you will not be able to follow social distancing rules. If you do car share it is important everyone follows hand washing guidelines and uses sanitiser (if available). Tissues should be available in case anyone needs to cough or sneeze.

Studies suggest that the COVID-19 virus may persist on surfaces for a few hours or up to several days. Make sure you clean your vehicle's dashboard or steering wheel if it is shared with others.



Returning to the University Estate 2020

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Click the images below for more information.

Car

Bus, train or tube

Walking, cycling or jogging

Bus, train or tram

If you travel by bus, train or tram it can be difficult to keep yourself physically distanced from others.

If you are queuing please try to maintain a 2 metre distance from people, wherever possible. Where it is not possible try to limit contact with others.

You should use contactless payment where you can but be mindful that your phone, credit card or other payment device may need cleaning. Studies suggest that the COVID-19 virus may persist on surfaces for a few hours or up to several days. While carriages and buses will be cleaned it does not mean they are sterile. Avoid touching your face and wash or sanitise your hands before and after touching any surface.



TRAVELLING TO WORK

40%

Navigation arrows

Returning to the University Estate 2020

Travelling to work

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Click the images below for more information.

Car

Bus, train or tube

Walking, cycling or jogging

Walking, cycling or jogging to work brings many physical and mental-health benefits.

Generally, social distancing can be observed but be mindful that people tend to congregate at junctions and road crossings. Be careful to keep a distance from others.

If you usually shower or freshen up when you arrive at work, make sure facilities are open and available to you. You should be especially mindful of hygiene and clean up after yourself.

There are some social behaviours you should observe. Spitting, coughing and sneezing can spread disease. Make sure you are protecting others by covering your mouth if you need to sneeze or cough.



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Wearing a face covering if advised by the Scottish Government

If you are wearing a face mask during your commute (or at other times) it is important to remember the following:

- Before putting on your mask, wash your hands thoroughly with soap and water.
- Your mask should be the right way up and cover your nose and mouth without any gaps between the mask and your face.
- If you need to touch your mask while you are wearing it, clean your hands thoroughly first.
- As soon as your mask becomes damp, you should replace it. Do not re-use single-use masks.
- To remove your mask: remove it from behind (do not touch the front of the mask); discard immediately in a closed bin or plastic bag; wash your hands thoroughly.



If you are using a bandana or scarf as a face covering you should avoid touching it while you are wearing it and wash it after each use.

TRAVELLING TO WORK

60%



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Travel anxiety

After being in lockdown for so long it may feel strange to be in confined spaces, such as a subway or tram, with other people. It is worth finding ways to distract yourself to avoid anxiety. Games, puzzles or watching TV may help, however you should continue to be aware of your surroundings to ensure you maintain physical distancing guidelines.

Breathing exercises can also help. To do this take a deep breath in through your nose and allow it to flow as deep into your belly as comfortable, without forcing it. Breathe out through your mouth. Count steadily from 1 to 5 with each breath in and out. You may not be able to make it to 5 at first, but that's okay, do whatever is comfortable. Continue with this breathing exercise for a few minutes.

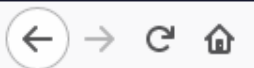
If you feel your anxiety is getting too much you should disembark as soon as possible.

Make sure you speak with your manager about any anxiety you are experiencing. Do not try to deal with it alone.

TRAVELLING TO WORK

80%





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Hub



Home



Modules ▾



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Summary

- ✓ Try to keep 2 metres / 6 feet away from other people, even when queuing.
- ✓ While travelling, be mindful of any surfaces you are touching and remember to wash or sanitise your hands.
- ✓ If you become anxious when commuting to work, speak with your manager.

TRAVELLING TO WORK

100%



Returning to the University Estate 2020



Workplace distancing and hygiene

Aims

At the end of the section you will:

- Understand the procedures for arriving at work.
- Know the workplace physical distancing and hand and respiratory hygiene measures we have in place.
- Be able to take steps to avoid putting yourself at risk.

WORKPLACE DISTANCING AND HYGIENE

10%



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Arriving at work

One of the key strategies to prevent the spread of COVID-19 is to ensure people keep a distance of 2 metres from each other.

This can be difficult when a number of people arrive at work at the same time as entrances can become 'pinch points' with people congregating and queuing together.

To avoid this you should consider staggering your arrival time or waiting until entrances are a little less busy. You should speak with your manager to agree suitable start and finish times.

**WORKPLACE DISTANCING AND HYGIENE** 20%



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Hand and respiratory hygiene

Wash hands with soap and water for at least 20 seconds upon arrival and at regular intervals. Use hand sanitiser, available at all entrances, if wash hand basins are not readily available, followed by hand washing as soon as possible.

Washing your hands is the most effective method to avoid the spread of infection. It is important you wash your hands thoroughly, scrubbing all surfaces (the back of your hands, between fingers and under nails) for at least 20 seconds.

Sneeze into a disposable tissue and discard immediately, or sneeze into the crook of your elbow.



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Advice for staff and students on good hand washing technique

Washing your hands properly should take about twenty seconds, using the procedure shown below:



Wet hands with water



Apply enough soap to cover all hand surfaces



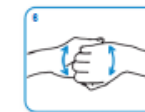
Rub hands palm to palm



Right hand over left with interlaced fingers, and vice versa



Palm to palm with interlaced fingers



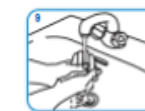
Backs of fingers to opposing palms with fingers interlocked



Rotational rubbing of left thumb clasped in right palm, and vice versa



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm, and vice versa



Rinse hands with water



Dry hands thoroughly with a single use towel or air drier



Use towel to turn off tap, where available



Your hands are now clean

Graphics taken from WHO guidance at: https://www.who.int/guidance/7593/hand_hygiene_protocols/**WORKPLACE DISTANCING AND HYGIENE**

30%





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Office cleanliness

You will see an increase in cleaning staff who are working to keep you safe. Our Estates Department cleaning team is aware of our COVID-19 policies, and are working to ensure that all touch points in communal areas are kept clean to prevent any potential virus spread.

While the cleaning staff are responsible for keeping the workspace clean it is your responsibility to look after your workstation to help prevent the spread of infection. You should pay particular attention to wiping down anything that is regularly touched such as phones, keyboards and mice. You should also consider wiping down the arms of your chair and your desk before you start work and at the end of each day. Sharing of equipment or hot desking is discouraged but if required, there must be a locally managed procedure for cleaning between users.

Some areas of the workplace have heavy use. Be mindful of the following, as they may be contaminated:

- Door handles
- Lift controls
- Handrails
- Security swipe points



Please wash your hands before and after you access frequently-used areas, or touch

WORKPLACE DISTANCING AND HYGIENE

40%



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Office layout

To help ensure physical distancing, we will be implementing a number of control measures, including one way systems, specific entrance and exit points, and consistent signage as well as changes to the internal layout of buildings, if appropriate. You may find that you need to use an alternative desk and you will be informed of this by your School or Department. Consider your, and your colleagues, access to desks and you may need to ask someone to step aside to safely reach your desk.

B - BUILDING ENTRANCE



Entry Only

02 - ENTRY ONLY NO EXIT

- Either side of door
- Visible location
- Sticker



No Exit

03 - EXIT ONLY NO ENTRY

- Either side of door
- Visible location
- Sticker



Please keep your distance

06 - PLEASE KEEP YOUR DISTANCE:

- External side of door
- Visible location
- Sticker



Please keep your distance

07 - PLEASE KEEP YOUR DISTANCE:

- On floor within entrance lobby
- Visible location
- Circular floor vinyl

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D - GENERAL CIRCULATION - corridors



Please follow one way system

10/10a - ARROW

- On wall or floor where one-way system in place
- Sticker



One way only

11/11 - PLEASE FOLLOW ONE-WAY SYSTEM

- On wall/floor
- Sticker



Please keep your distance

12 - PLEASE KEEP LEFT

- On floor where one way system not in place
- Floor vinyl strip



Please keep your distance

07 - PLEASE KEEP YOUR DISTANCE:

- On floor at footpaths
- Visible location
- Circular floor vinyl

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Meetings

Since lockdown started, we have become increasingly familiar with meetings being held online. While there is no substitute to meeting face-to-face you are encouraged to continue to use online tools. If you do need to meet face-to-face it is important to consider the layout of your meeting room. Many will be small, enclosed spaces making it difficult to apply physical distancing guidance. The first person into a room should sit the furthest from the door, the next person should sit next to them (at a distance) and so on to avoid getting too close to each other. Take your own water bottle or refreshments to avoid crowding around drink stations.

WORKPLACE DISTANCING AND HYGIENE



60%



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Using lifts

Lifts are typically small, confined spaces and it may be difficult to maintain a distance of 2 metres from other people therefore their use should be encouraged only for those that require assistance between floors.

If you do have to use a lift, there are a few things you can do to avoid the risk of transmission:

Avoid touching lift control buttons with your bare fingers. Use the end of a pencil, or something similar. If you do need to use your bare finger make sure you wash your hands thoroughly as soon as possible, or use a sanitiser.

- Avoid speaking. COVID-19 can be spread through water droplets in the air.
- Stand with your back to the person you are travelling with.
- If you need to sneeze or cough, make sure you use a tissue, your sleeve or your elbow. Do not sneeze into your hand.



WORKPLACE DISTANCING AND HYGIENE

70%



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Taking the stairs

Taking the stairs is a healthy option to taking a lift. There are many benefits:



Over the course of a day you can get a decent workout!



There is a significantly lower risk of mortality when climbing more than 55 flights of stairs per week.



Climbing stairs can burn 8-11 kcal of energy per minute.

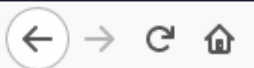


Even two flights of stairs climbed per day can lead to 2.7kg / 6lbs of weight loss over one year.

Where there is more than one stairway connecting floors, stairways may be designated as an 'up route' or a 'down route' to prevent face-to-face interaction of persons, and to ensure 2m distancing is maintained. Like lifts, stairways can be restricted spaces so be mindful of physical distancing. For your safety it is important you use the handrail, but ensure that you wash or sanitise your hands afterwards.

WORKPLACE DISTANCING AND HYGIENE





Returning to the University Estate 2020



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Summary

- ✓ Maintain good hand and respiratory hygiene and physical distancing of 2 m at all times.
- ✓ Maintain your workstation hygiene so the cleaning team can focus on communal areas.
- ✓ Physical distancing should be maintained in all activities; this includes meetings, moving about the building and using the stairs and lifts.
- ✓ If you have any concerns please raise them with your manager.

WORKPLACE DISTANCING AND HYGIENE

100%



Returning to the University Estate 2020



Workplace safety

Aims

At the end of the section you will:

- Understand your role in ensuring the safety of your workplace.
- Understand what to do in an emergency.
- Realise the importance of maintaining good housekeeping practices.



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Preparing yourself for an emergency

During the return-to-work process we may have fewer employees in the workplace, and fire stewards and first-aiders may be a little further away than normal.

Your safety and wellbeing is our biggest concern. We will always have enough safety resources to protect you from harm, however, now would be a good time to remind you of some key safety messages.

In an emergency there may not be time to consult the fire notices. Therefore, you should always learn your emergency procedures and your escape routes in advance.

Familiarise yourself with more than one route of escape in case your normal route is blocked by fire. Make use of any training provided and read the fire notices in each room.

WORKPLACE SAFETY

25%





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What to do if you notice a fire

You may first become aware of a fire by smelling smoke, seeing flames or even hearing it. In the event of a fire you must:

1. **Raise the alarm.** Do you know where the fire alarm points are in your workplace?
2. If needed, **the Emergency Services should be notified as soon as possible by calling University Security on 2222.**
3. **Head for the nearest fire exit.** This will be clearly marked for you.

If safe to do so, and you have been trained, use a fire extinguisher or fire blanket.

During an emergency it may not be possible to observe physical distancing rules and your priority should be your safety. At assembly points try to minimise contact with others and don't touch your face if you have come into contact with handrails or other surfaces. Wash or sanitise your hands as soon as possible.

**WORKPLACE SAFETY** 37%

If you hear the fire alarm



Leave by the most direct (nearest) route, one-way systems are suspended in an emergency evacuation. It does not have to be a 'fire exit'. Normal exits can be used if they are not cut off by flames. Do not wait or return for your belongings. It may appear safe, but fire and smoke can spread rapidly. Don't use lifts unless these lifts are specially designed for evacuation purposes and you have received instructions from a fire steward.



Close doors and windows behind you (if possible and safe to do so) as each room is evacuated. This helps stop the spread of smoke and fire. If you are in a smoke-filled area get down as low as possible. The air will be cleaner and cooler nearest the floor. If you are trapped, get close to a window where you can shout for help.



Once outside go to your assembly point and report to the person in charge. Try to avoid contact with others as much as possible. Always gather away from the building and do not obstruct the fire services. **Do not re-enter the building until told to do so by someone who has been designated with that responsibility.**

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The working environment

Here are a few common hazards you need to recognise and report if you notice them around you.

- **Badly stored items** could fall and injure you if not secured.
- **Wet floors/spilled liquids** could cause you to slip and hurt yourself.
- **Obstructions on or near stairs, escalators, doorways and emergency routes** could put you at risk of falling.
- **Fire doors, which are wedged open.**
- **Inadequate or faulty lighting** makes it hard for you to see any hazards.

Think about your immediate working area. A lack of space may affect evacuation in the event of fire, create tripping hazards and make you adopt an uncomfortable posture (which can lead to health problems). So keep your working area tidy!

Anything in your workplace that could cause an accident should immediately be addressed or notified to your manager.



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First aid

Additional training and information is available to our first-aiders, should the need arise during this pandemic. Physical distancing should be observed unless there is a pressing need to approach the casualty.

- Wear gloves or cover your hands when dealing with open wounds.
- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely.
- Do not touch a wound with your bare hand.
- Do not touch any part of a dressing that will come into contact with a wound

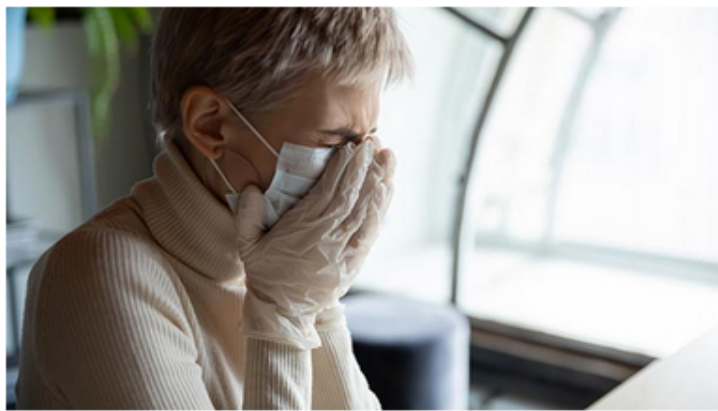
If you have to provide assistance to someone who is unconscious or having trouble breathing phone the Emergency Services (9) 999 and follow their advice. Follow this up with a call to University Security to inform them of the situation and ensure a report is submitted online at <https://www.accidents.is.ed.ac.uk/>

**WORKPLACE SAFETY**

75%



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Above all

Don't forget, if you begin to feel ill at work with COVID-19 symptoms you should go home immediately. Inform your manager as well as following the Scottish Government guidance at NHS Inform at:
<https://www.nhsinform.scot/self-help-guides/self-help-guide-coronavirus-covid-19>.

As we continue to open up our workplaces it is inevitable our guidance will change. Please follow any signs or guidance we publish; it will keep you, and your colleagues, safe.

WORKPLACE SAFETY 87%



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Summary

- ✓ Be sure to familiarise yourself with more than one route of escape in case your normal route is blocked by fire.
- ✓ In the event of a fire you must head for the nearest and safest fire exit.
- ✓ You should immediately address or notify your line manager of anything that could cause an accident.
- ✓ **If you feel ill with COVID-19 symptoms, go home immediately.**

WORKPLACE SAFETY

100%

