

COVID-19 building risk assessment – Glamorgan Building

Covid-19 is a new viral illness that can affect your lungs and airways. Symptoms vary and can be mild, moderate, severe, or fatal.

This is a COVID-19 secure building risk assessment for Glamorgan building for dealing with the current Covid-19 situation in the workplace. Using the principles identified in the Cardiff University [Organisational COVID-19 risk assessment](#), this assessment highlights the hazards linked to COVID in this building and identifies local appropriate control measures to ensure, as far as practicable, a COVID-secure workplace is maintained.

This assessment is supported by the overarching ‘**Building Reoccupation Proposal for Social Distancing**’

A schematic representation of the management of the movement of people per floor of the Glamorgan Building can be found in [Appendix 1. \(Internal access routes\)](#)

The Building re-occupation Proposal for Social distancing can be found in [Appendix 2.](#)

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Contraction and spread of Covid-19 Coronavirus.</p> <p>Staff health and wellbeing related issues associated with working remotely.</p>	<p>Staff, students, visitors.</p>	<p>The following sections outline the current controls.</p>	<p>The following sections outline additional controls.</p>			
Control of building access and movement of people						
	<p>Staff, students, visitors.</p>	<p>PAC control of building access in place managed by Security. Only authorised staff, students and Contractors can work onsite. *Alternative access control systems could be in place.</p> <p>Access requests are managed by the School.</p> <ul style="list-style-type: none"> • Core hours: All staff must use the designated entry and exit points. • Entry - main entrance to the Glamorgan Building which is from King Edward VII Avenue; • Exit - the main exit will be the 24-hour access doors located in the South Building. There will also be designated exits through -1.80 and -1.62 (South Building) for users of the rooms in the corridors that lead to these rooms • Disabled access – entry and exit will be via the 24-hour access door located in the South building. Signage will be displayed 	<p>Local management to ensure that staff, students, and visitors receive a building induction covering related significant risk and understand the necessary critical/building-specific control measures. Inductions would typically consist of:</p> <ul style="list-style-type: none"> • Communication of the COVID -19 building and institutional risk assessments. • Communication of the Building User Guide • Share with staff the intranet pages developed by SSWEL (link to pages) 	<p>HoS / Department Lead (or nominee) for any school/department located in building</p>	<p>Prior to any staff members attending site</p>	

		<p>Glamorgan Building, this will be managed by the Building supervisors and Manager employed by SOCSI</p> <ul style="list-style-type: none"> All occupants are to carry their University ID card when onsite. Members of the public, including persons under the age of 18, are not permitted entry to the building unless prior permission is granted 				
Physical distancing in the workplace – Cleaning and hygiene						
Staff	<ul style="list-style-type: none"> Staff access begins at 8am to give cleaning staff time to clean and sanitise key areas <i>before</i> staff enter. Touch points and heavily used areas will be prioritised for repeat cleaning throughout the day. Toilets/kitchenettes will close for short periods during working hours for additional cleans to be carried out. Sanitising stations will be provided at entrances and key areas, with sanitising wipes available for open-plan or large, shared offices when these are returned to use. This will be managed by Estates. Any additional provisions will be managed locally. Specific risk assessments and protocols for cleaning processes in place. Where it is not possible for cleaning staff to clean shared/hot desks between uses, sanitising wipes will be made available. Staff and students are expected to take responsibility for any workstation they use including wiping down surfaces and shared equipment (e.g. keyboards, phones) before and after use. Maximum occupancy limits for offices, other work areas and refectories established and publicised. Meetings between staff including were external stakeholders are involved must be conducted virtually. No Face to Face meetings should be arranged on site. 	<p>COVID-19 building risk assessments communicated / available to all occupants.</p> <p>Work groups to draft task specific risk assessment taking account of, and in support of, the building risk assessment.</p> <p>Staff to be reminded through briefings and posters of the importance of physical distancing both in the workplace and outside of it.</p> <p>Management checks to ensure the above controls are adhered to.</p>	<p>HoS / Dept lead located in building</p> <p>School/Dept. designated person</p> <p>HoS/Dept. Leads</p>	<p>Prior to HoS/Dept. Lead signing off building for reopening</p> <p>Prior to the activity commencing onsite</p> <p>At frequent intervals</p>		

			Statutory maintenance requirements identified for each building. Task specific risk assessments drafted and communicated.			
Physical distancing in the workplace – Defined routes/ lift access						
Staff, students, visitors	<ul style="list-style-type: none"> • Signage in buildings placed at strategic points reminding of two metre social-distancing requirement. • In corridors where queues are likely to form (e.g. outside kitchen areas, toilets etc.), signage should be made available to remind persons to keep a 2M distance. • All occupants to follow new route signs stipulating up, down, Keep Left, etc. (please see 'Appendix 2 - Building Reoccupation Proposal for Social Distancing'). This will be checked by Safety during a walk through prior to the building being signed off for reopening. • Lifts will be recommissioned, but occupants asked to use stairs where possible. Lift priority given to disabled people, or for the transport of large/heavy/hazardous materials where use of stairs not possible or safe. • If lifts must be used, staff are advised to avoid touching lift call buttons, instead use pen, elbows, etc, to operate, and limit occupancy to single use only (signs will be displayed). • Staff with accessibility requirements should contact their line manager about suitable working arrangements ahead of return and discuss updating their Personal Emergency Evacuation Plan (PEEP). • Multi occupancy offices will be limited to a capacity of 1 at any given time and occupants will need to communicate with one another to ensure the capacity is not exceeded where permission has been granted to work onsite. This will apply to the following offices: 	Estates mark out the travel routes throughout the buildings and put up information posters.				

		<ul style="list-style-type: none"> ○ 0.02 - Student Hub ○ 0.04 - Rachel Thomas, Gemma Robinson, Hannah Vincent ○ 0.06 – Karen Chivers, Sue Hayes ○ 0.22 - Steve Donaldson, Sioned Thomas ○ 0.24 - PGR/Research Office ○ 0.25 - Reception – Ros, Rob, Steve ○ 0.53 – IT Office – Zoe Kind, Gareth Evans, + ANO ○ 0.62 – DTP Office – Carole Baker, Claire Evans, Simon Wood ○ 0.69 - Currently – Emmajane Milton, Judith Penikett (occasionally) ○ 0.70 – Sioned Pearce, Rhian Barrance ○ 0.73 – Deb Nicholson, Heather Pennington ○ 1.01B – Trevor Jones, Rachel Hurdley ○ 1.08 – Niall Casserly, Louise Roberts ○ 1.11 – Charlotte Brookfield, Sion Jones ○ 1.15 – Carina Girvan, Alison Stevens ○ 1.20 – Fabricio Mendes-Fiahlo, Yizhang Zhao ○ 1.30 – Jane Hobbs, Helen Marsden ○ 2.11 – Nico Trajtenberg, Dan Smith ○ 2.13 – Luca Giommoni, Arron Cullen ○ 2.15 – Sophie Hallett, Jenni Hoolachan ○ 2.19 – Martin Weinel + ? ○ 2.28 – Matthew Williams, Steven Stanley ○ 2.30 – Shailen Nandy, Jamie Lewis ○ GEOPL 2.52 ○ GEOPL 2.59 (Research Office). ○ GEOPL 2.61 (PA/HR/COMMS office) <p>-1.02, -1.05, -1.06, -1.22, -1.23, -1.25 - GEOPL PhD students will not be able to use their shared offices until further notice. Permission can be granted on a case by case basis to collect relevant equipment or research.</p>				
Laboratories – this is not applicable to the Glamorgan Building						

Staff, students	<ul style="list-style-type: none"> Local task-based risk assessments reviewed in line with current government guidance and sector good practice. 				
Lecture theatres, seminar rooms, workstations and managing meetings					
Staff, students	<ul style="list-style-type: none"> Lecture theatres will have designated entry only and exit only doors. Where single-entry door only, exiting of the lecture theatre will need to be conducted while still maintaining social distancing. e.g. vacate one row at a time to re-join the one-way corridor. <ul style="list-style-type: none"> Where a large lecture theatre results in a one-way system being compromised (e.g. -1.62 and -1.80), the timetabling system will enable 'block-out' booking e.g. By booking LT, the seminar rooms are also booked out to avoid people traffic Seminar Rooms – where desk/chairs are not-fixed (e.g. not Theatre style), 2-metre distancing markers will be made on the floor and signage will be placed up to ensure those desk/chairs are not removed from that space and students remain in designated areas Ventilation: Alterations to the air handling systems have been made so that the extracted air does not mix with the incoming air. Under normal circumstances the extract air would go through a heat exchange process to recoup some of the heat leaving the building, but as this now represents a possible Covid risk then all heat recovery devices have been disabled. Where available, windows should be opened frequently particularly upon room change over to optimise natural ventilation by means of 'fresh' air. Staff will be responsible for closing any open windows at the end of their teaching session/on exit from their office. Digital solutions will be the preferred method of meeting to limit face to face meetings and maintain two metres distance from staff and students 	In computer labs, some or all equipment will be removed for workstations that have been decommissioned due to social distancing measures	School's designated lead	Prior to teaching commencing	

		<ul style="list-style-type: none"> • Not every desk will be able to be used every day therefore office occupancy capacity will be assessed after physical distancing rules are implemented. Maximum room capacity will be displayed on the entrance doors to multi occupancy rooms/offices • Local directional signage in place to ensure safe routes are indicated. (one-way system exit routes and emergency exit routes). In the case of an emergency evacuation, all occupants of the building should use the nearest exit as denoted by the fire evacuation signs. • Staff and students are expected to take responsibility for any workstation they use including wiping down surfaces and shared equipment (e.g. keyboards) before and after use. The last user of any office, communal room or teaching room should, where possible, wipe the door handles on exit. • Seminar times will be limited to 45 minutes to allow for safe exiting – staff leading teaching will need to ensure content can be delivered in the time available allowing for safe entry and cleaning of workstations • Where possible, staff and students should avoid touching door handles by pushing the door with their feet or shoulder. • Workstations and desks will be arranged with a minimum separation between them – where necessary screens will be fitted including reception desks. Where removal of desks is not permissible, signage will be added to identify which desks/workstations have been decommissioned. 				
Welfare facilities						
	<p>Staff, students, visitors</p>	<ul style="list-style-type: none"> • Bottle filling points will be available for Staff and Students • Hot water points in Kitchens are only available for staff • Food heating points in Kitchens are only available for Staff 				

		<ul style="list-style-type: none"> • Seating to consume food & drinks will be available in Staff Common Rooms where social distancing requirements are met. • Multiple cubicle Ladies, Gents, Accessible toilet will be classed as one gender neutral toilet facility. Facility by floor level are as follows: Lower Ground North Building: None Lower Ground South Building: <ul style="list-style-type: none"> • 3 single use available outside -1.80 • 3 single use available outside -1.59 Ground Floor North Building <ul style="list-style-type: none"> • 1 opposite 0.19 • 1 oppose 0.06 • 1 x disabled opposite 0.10 • 2 in the horseshoe around the council chamber Ground Floor South Building <ul style="list-style-type: none"> • 3 single use available outside/opposite 0.73/0.74 • 2 single use available outside 0.57/0.58 • 1 single use – disabled toilet opposite 0.85 First floor South Building <ul style="list-style-type: none"> • 2 opposite 1.74 • 2 oppose 1.63 • 1 disabled opposite 1.67 First Floor North Building <ul style="list-style-type: none"> • 1 opposite 1.23 1 opposed 1.08 Second Floor South Building <ul style="list-style-type: none"> • 3 opposite 2.74 				
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		<ul style="list-style-type: none"> • 3 opposite 2.57 • 1 disabled opposite 1.63 <p>Second Floor North Building</p> <ul style="list-style-type: none"> • 1 opposite 2.18 • 1 opposite 2.41 • 1 disabled 2.01 <p>Third Floor South Building: None</p> <ul style="list-style-type: none"> • Locks will be fitted to outer toilet facility door to secure any multiple facility that is now only suitable for a single user. 				
Infection control						
	<p>Staff, students, visitors</p>	<ul style="list-style-type: none"> • Notices will be displayed reminding staff and students of the key infection prevention requirements. • Respiratory hygiene: Staff and students are required to wear face coverings whilst inside the buildings (where this does not contravene any local risk assessment that is in place), for staff, see the following link for where it has been identified that face coverings can be removed https://intranet.cardiff.ac.uk/staff/supporting-your-work/coronavirus-outbreak/access-to-campus/wearing-a-face-covering 	<p>Employees reminded on regular basis to wash hands for 20 seconds with soap/water, and dry with disposable towels. Also, to catch coughs and sneezes in tissues, ('Catch it, Bin it, Kill it'), and avoid touching face, eyes, nose or mouth with unclean hands. Tissues made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To reduce the spread of COVID-19 remind everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>			

			Posters, leaflets and other materials are accessible via the following link https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19			
Catering and communal areas						
Staff, students, visitors	<ul style="list-style-type: none"> • Staff and students encouraged to bring their own water bottle and eat food outside if the weather permits. • Arrangements for use of communal kitchens will be made on an individual basis dependent on size, location, accessibility with clear occupancy levels indicated operating a 'one out one in system'. Staff who are onsite for teaching purposes should avoid communal areas and use their offices for consumption of food where the weather does not permit eating outside • Communal areas such as archives or photocopying rooms will operate a 'one in one out system.' <p>Glamorgan Catering operations:</p> <p>Focus: Introduce a safe system of movement around the building to provide the users with the ability to maintain the required 2m social distancing by not having to return past other users. Ensure sufficient means of cleaning and sterilising hands and surfaces to reduce risk of contamination.</p> <p>Entry and Exit: Entry to Glamorgan café is via the corridor and Glamorgan Buildings one-way system. Floor signage in the catering area will indicate routes for the service counter. Exit will be through the Fire Exit route, linking back into Glamorgan Building one-way flow.</p> <p>Deliveries: Delivery drivers will be required to abide by risk assessment provided by Catering with deliveries being either</p>					

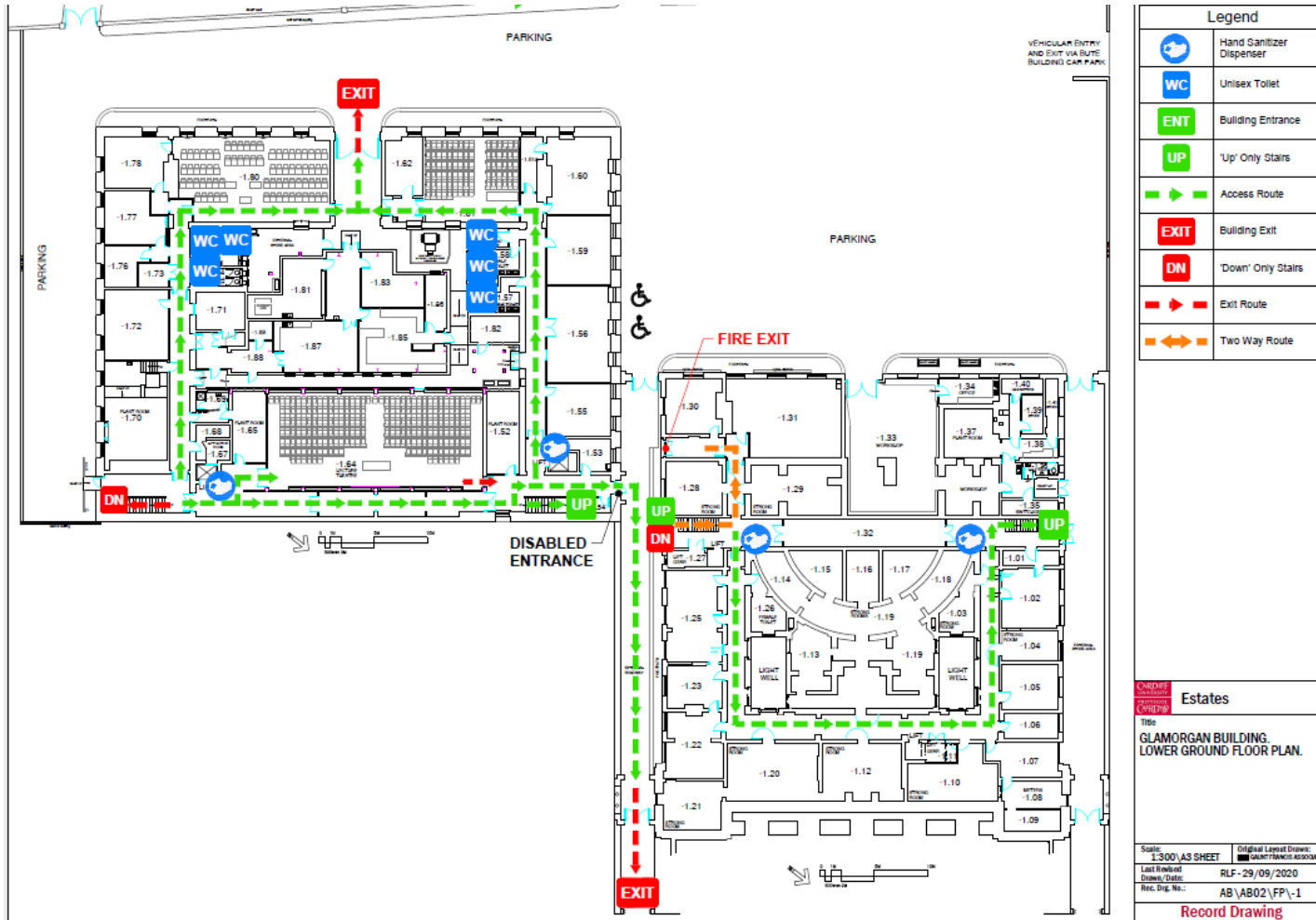
	<p>through main entrance following one-way system or for larger deliveries through the car park door before 9am. The car park door is exit only on Glamorgan Building one-way system – suppliers have signed that deliveries will be made before 9am if this route is required.</p> <p>PPE: Catering team will abide by food safety legislation, ensuring regular handwashing. Social distancing will be enforced and where not possible face coverings will be worn. Perspex screens will be implemented at servery points and where required to separate queues from dining customers.</p> <p>Signage: Floor signage will indicate queue routes, pay points and safety steps in place. Entrance and Exits will be clearly marked with no entry signs where required. General advice and guidance will be disseminated electronically as necessary. Please familiarise yourself with advice posters located throughout the building.</p> <p>Toilet Facilities: Toilet facilities will be in-line with the Glamorgan building protocol. Dining customers using the toilets will need to exit the café and follow Glamorgan Building one-way system.</p> <p>General Information i.e. reduce furniture, internal designated routes, queuing systems,</p> <ul style="list-style-type: none"> - Catering team declaration at the start of each working week that they are Covid-19 safe to be in work. - Catering team fitness to work and wellbeing will be checked on a daily basis. - Catering team will sign in and out on the SafeZone app. - Customers are required to register in line with Wales Test, Trace, Protect legislation, using the QR code provided. This information is GDPR compliant and information requirement is managed by Head of Catering and Foodservice, hursta1@cardiff.ac.uk - Opening hours are amended to 8.30am to 3pm. 				
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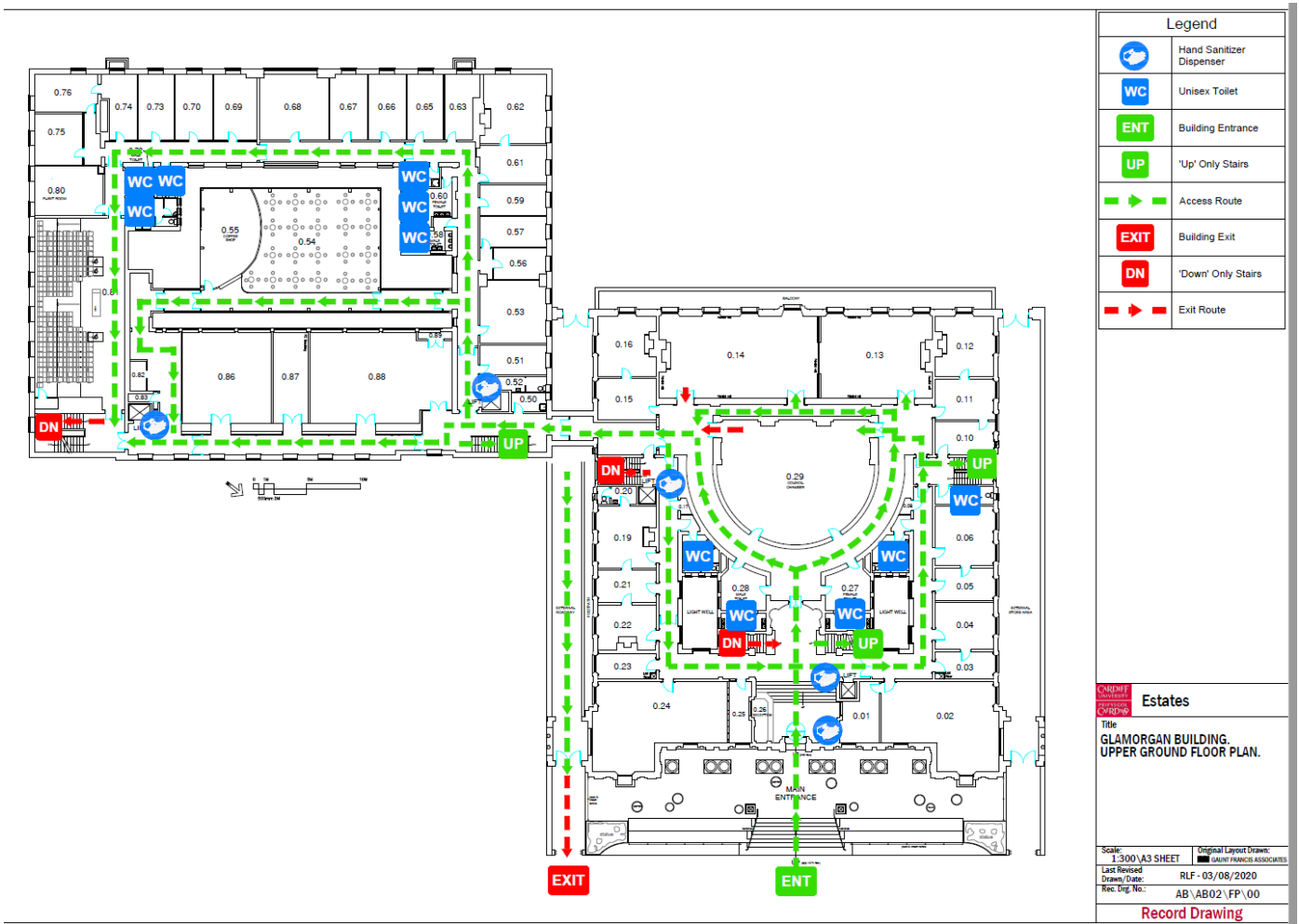
		<ul style="list-style-type: none"> - Furniture will be removed from Glamorgan Cafe and stored off-site. Minimal furniture will be retained, signage indicating that tables are for single occupancy unless sitting in social ‘bubble’. - Anti-bacterial gel will be provided at entrance and exit points. - Queues will be marked with 2m social distancing indicators. Perspex screens will be used to separate queue and customer seating areas where required. - Payments will be cashless. - Customers are required to download the loyalty app and this is to be swiped at the till point. Even if a customer does not want to collect loyalty app, this system is being used as a GDPR safe way for us to be able to identify customers who have used our facilities for grab and go. - Reusable cups will be accepted. These must be clean. Cup lids removed and cups placed on the reusable cup disc provided at the counter. Our baristas will pour the drinks using a no-contact service technique. - A cleaning station will be provided for customers to sanitise the table they are using before and after use. - Enhanced cleaning service of contact points is being provided by Estates Cleaning Services. - Catering team will be cleaning down their work area every 30 minutes. - The café will be cleaned down at the end of each day. <p>Customers can access regular updates on Cardiff University Food and Drink offer through the click and collect menu, Loyalty App – Cardiff University Food, Instagram – CUFood, and Cardiff University Catering Yammer.</p> <p>Should any customers of Glamorgan Café need to share feedback on their experience then please email Annabel Hurst, Head of Catering and Foodservice, foodanddrink@cardiff.ac.uk</p>				
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Working onsite – Deliveries and drivers					
Visitors, staff, students.	<ul style="list-style-type: none"> Delivery drivers will be instructed to ring on arrival at the building. This will enable a member of the reception staff to direct them to and meet them at the 24-hour access door. The staff member will safely route the delivery personnel to the delivery point. Delivery information will be added to requisitions advising companies of the new delivery requirements. Delivery of personal items will not be permitted. 				
Emergency preparedness					
Staff, students	<ul style="list-style-type: none"> Fire risk assessments completed before reoccupying the building. Campus Patrol Officers are onsite (but in reduced numbers). In the event of an emergency building evacuation, occupants must use their nearest safe exit point, regardless of any COVID-19 specific signage or routes. Prompt evacuation will take priority over social distancing considerations. At assembly points, staff should take every care to maintain physical distancing whilst being within visual sight of any Fire Wardens. (Please note: Few trained Fire Wardens are likely to be present, so evacuate immediately, do not await instruction). <ul style="list-style-type: none"> All staff should complete the online Fire Safety Awareness module on Learning Central at the start of term (required annually) and prior to coming onto site for the first time following introduction of the COVID secure measures Under no circumstances should fire doors be propped open. Should staff feel unwell with potential coronavirus (COVID-19) symptoms whilst at work, they should: <ul style="list-style-type: none"> contact their line manager go home and follow the government advice. If it is not possible for them to go home, they should: <ul style="list-style-type: none"> contact their line manager isolate in an office in the building 	<p>Staff coming onsite will need to complete the statutory fire safety module</p> <p>First aider needs assessment will be completed and contact details will be displayed at key points in building</p>	All	SOC SI/GE OPL	

		<ul style="list-style-type: none"> • contact their line manager or supervisor who will be able to advise and support in line with Public Health Wales guidance. They should only drive themselves home if they feel fit to do so and should avoid going home on public transport. For minor injuries such as small cuts, they may be asked to self-administer a treatment if advised by a first aider. • Guidance for first aiders can be found here. For minor injuries such as small cuts, staff may be asked to self-administer if advised by a first aider. 				

Appendix 1: Internal access routes





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Legend	
	Hand Sanitizer Dispenser
	Unisex Toilet
	Building Entrance
	'Up' Only Stairs
	Access Route
	Building Exit
	'Down' Only Stairs
	Exit Route

CARDIFF UNIVERSITY
PRIFYSGOL CAERDYDD

Estates

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GLAMORGAN BUILDING.
FIRST FLOOR PLAN.

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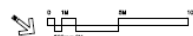
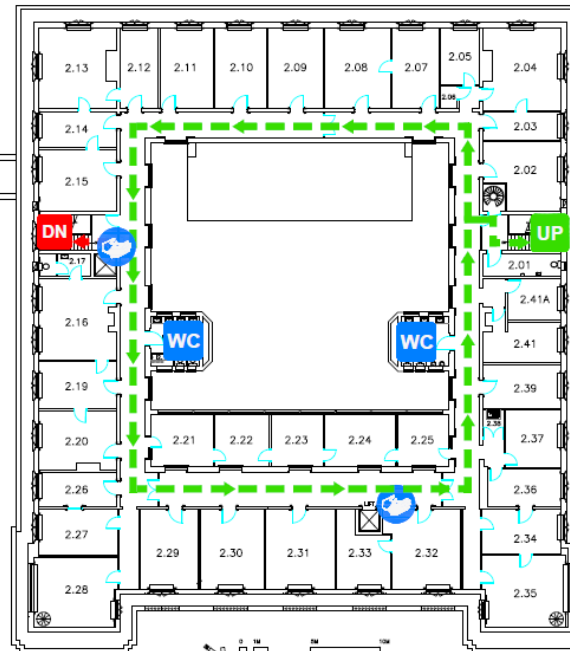
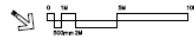
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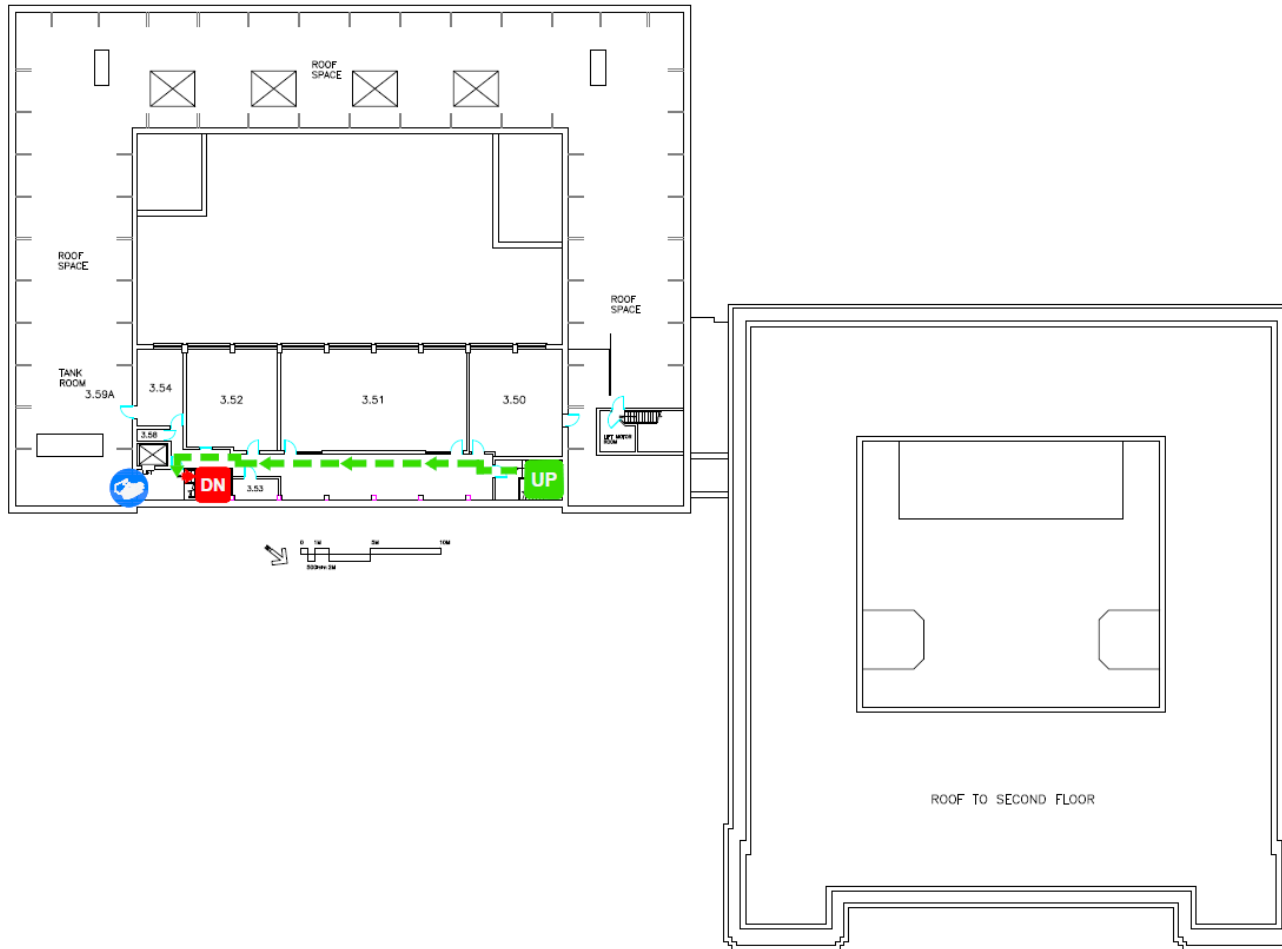
Legend	
	Hand Sanitizer Dispenser
	Unisex Toilet
	Building Entrance
	'Up' Only Stairs
	Access Route
	Building Exit
	'Down' Only Stairs
	Exit Route

Estates
Title
**GLAMORGAN BUILDING.
SECOND FLOOR PLAN.**

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Legend	
	Hand Sanitizer Dispenser
	Unisex Toilet
	Building Entrance
	'Up' Only Stairs
	Access Route
	Building Exit
	'Down' Only Stairs
	Exit Route

CARDIFF UNIVERSITY
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Estates

Title
**GLAMORGAN BUILDING.
THIRD FLOOR PLAN.**

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Last Revised: AI - 25/07/2019

Drawn/Date: AI - 25/07/2019

Rec. Drg. No.: AB\AB02\FP\03

Record Drawing

Appendix 2 - Building Reoccupation Proposal for Social Distancing

Glamorgan Building.

Movement through the Building:

It is proposed to introduce a one-way system of movement around each floor of the building to provide the users with the ability to maintain the required 2m social distancing by not having to return past other users.

Entry & Exit:

The Glamorgan Building consists of two blocks, North and South (Extension). There is only one main entrance to the Glamorgan Building which is from King Edward VII Avenue. This door will be designated as "Entrance Only". The main exit for the building will be from the lower ground floor in the South block (Extension) leading to the access pathway between the two buildings and will be designated as "Exit Only". The exit door will also act as the 24-hour access point as it was previously. There is also a secondary exit between teaching rooms -1.80 and -1.62 to prevent having to contravene the one-way system but this will only be used by persons accessing teaching spaces on this floor.

The disabled entrance and exit will be via the 24-hour access door located on the lower ground floor in the South Building. Unless accessing rooms on the lower ground floor of the South Building, on entry to the building, persons will use the lift located at the entrance of the corridor immediately to the right. Unfortunately there will be a need for persons with a disability to contravene the designated one-way system on entry to the building either on the lower ground or ground floor to access rooms, other persons will give way and ensure a 2M distance is maintained. Signage will be put in place to remind building users.

Reception Desk:

The reception is in room 0.25 on the ground floor. The occupancy of the office will be changed to 1 person to ensure social distancing is possible. Where possible, enquiries should be limited to telephone. Where in person enquiries are required, the receptionist and enquirer will need to maintain a 2M distance and wear a face covering. Visors will also be provided for reception staff.

Council Chamber and Committee Rooms:

The Council Chamber can be accessed as before, via the front entrance but following the corridor to the right at the rear of the Council Chamber, so that all users enter the Council Chamber via the door nearest to the entrance to committee room 0.14 (known as committee room 2) and exit via the door nearest committee room 1. Committee room 0.13 (known as committee room 2) and committee room 014 (known as committee room 1) should be accessed via the same route. Entry to committee room 0.14 (known as committee room 1) is via the central entrance whereas exit from committee room 0.14 (known as committee room 1) will be via the access door on the same side as the exit from the council chamber. Robust signage will be displayed to ensure students and staff know which direction to move to gain access to these spaces.

Seminar rooms and Lecture Theatres in South Block:

The South Block can be accessed via the main entrance in North and following the one-way system to the left of the Council Chamber and into South Block. All seminar rooms and lecture theatres are accessed via the one-way system around each floor. The staircases are designated "up only" and "down only" to maintain 2m social distancing.

Toilet Facilities:

Multiple user toilet facilities are being made gender neutral and single user only, due to the difficulties of social distancing within the space. There will be a requirement to fit locks to all outer doors. There will only be one-way movement along the route outside the toilet facility. Queuing points where there are toilet facilities co-located will be limited to 1 queue.

Toilets located on the lower ground floor South Building will only be accessible if accessing the teaching spaces on the corresponding corridor. To maintain the one way system, users of the toilet facilities would need to exit the building through either -1.80 and -1.62 and re-enter using the entrance to the North building should they need to re-gain access to the teaching space.

Toilets located in rooms 0.58 and 0.60 (and the disabled toilet 0.64) as well as toilets located in 0.71 and 0.72 will only be accessible if accessing rooms 0.56 – 0.81 and only where the one-way system is not contravened.

Additional External Toilets (for compliance, dependent on user numbers, See Note at end of document):

If additional facilities are required, we will need to check drainage runs, power and water supplies to decide on the most suitable position. Building capacities will be reviewed at regular intervals to enable the need for external toilets to be assessed and installed where required.

Water & Food Heating/Welfare Space: (there are different requirement for employees and student/public)

Bottle filling points - All
Hot water points - Staff
Food heating points - Staff
Vending – there are no vending machines onsite
Seating to consume food & drinks - Staff
To aid social distancing all the above could be within the Café area.

Study Space/common rooms:

Currently discouraged to minimise users staying in the space but if a requirement we propose to limit numbers and move tables & chairs to provide the required 2m separation with possible floor marking around the furniture to discourage their movement.

Staff Kitchens: One user at a time with a queuing point and social distancing in the seating area.

Meeting and Seminar Rooms:

Meetings should be conducted virtually. Meeting and seminar rooms will be utilised for teaching or storage space

Hand Sanitiser:

Dispensers x2 to front entrance (One alcohol based, one non-alcohol-based side by side). A dispenser will also be located by the 24-hour access door as this will be an entry point for out of hours access

Dispensers to entrance of lifts.

Dispensers in food/drink preparation areas.

All areas will have an even distribution of alcohol and non-alcohol based sanitising stations

Signage:

Policy and operational use of building to include emergency evacuation procedure.

Directional wall and floor signs to clearly show routes and permitted direction of travel.

Floor hatching at pinch-points to remind users to social distance

Queuing/social distance signs on floor at reception, toilet facilities, lifts, staff kitchens and outside main entrance.

Door Operation:

Corridor Door/ Fire Doors: If required to minimise touch, fire doors can be fitted with fire alarm activated door-hold openers. (If not hard-wired, use Dorgard battery type holder). This will be determined by the fire risk assessment conducted by SSWEL.

General:

Face masks: Face masks must be worn when moving through the building or around the office areas. Masks can be removed where the local risk assessment allows, or the conditions are met as per the following link <https://intranet.cardiff.ac.uk/staff/supporting-your-work/coronavirus-outbreak/access-to-campus/wearing-a-face-covering>.

Ventilation: Alterations to the air handling systems have been made so that the extracted air does not mix with the incoming air. Under normal circumstances the extract air would go through a heat exchange process to recoup some of the heat leaving the building, but as this now represents a possible Covid risk then all heat recovery devices have been disabled. Where available, windows should be opened frequently particularly upon room change over to optimise natural ventilation by means of 'fresh' air. Staff will be responsible for closing any open windows at the end of their teaching session/on exit from their office.

Peak Access Periods:

Start and end of day: Set staggered start & finish times where possible

Lunch times: Encourage staggered lunch breaks.

Irrespective of the time staff or students arrive on site, Safe Zone should be used to register on site attendance

Outside Normal Hours:

Consider changes to door access outside of normal hours when reception is closed, and the number of users is lower. Entry and Exit to the building will be through the designated 24-hour door while still observing 2m social distancing.

Staff with Mobility Issues:

Designate space on ground floor for staff with mobility needs/PEEP's to avoid use of stairs or lifts and mitigate against difficulties during fire evacuation.

Lifts:

Lifts will be signed to state if required for accessible access/movement of items, one user only, to discourage use to lower floors and fitted with external hand sanitiser to all floors.

Note, for Information:

Toilet facilities for employees

Staff 1-5 = 1 Toilet

Staff 6-25 = 2 Toilets

Staff 26-50 = 3 Toilets

Staff 51-75 = 4 Toilets

Staff 76-100 = 5 Toilets

Students/public 20 users = 1 Toilet.