

HEALTH, SAFETY AND WELLBEING RESPONSIBILITIES DURING COVID

ROLE	RESPONSIBILITIES DURING COVID
ELT	<ul style="list-style-type: none"> I Overarching responsibility for decision making based on recommendations from IMT
IMT	<ul style="list-style-type: none"> I Oversight of and decisions on institutional arrangements, on behalf of ELT. Consult regularly with trades unions. Agree communications to students and staff I Maintain links and work collaboratively with the combined local authority, health protection agencies and other city-wide higher education partners I Benchmark institutional arrangements against sector and government guidance/standards. Monitor the publication of updated government/sector guidance and review institutional arrangements in light of the same I Ensure appropriate governance is in place for decisions made. I Make recommendations to ELT.
Student Advice and Wellbeing Department	<ul style="list-style-type: none"> I Represent the University in Campus Shield and liaise with the City's Public Health agencies I Report issues to IMT or the Occupational Health Unit, as appropriate I Responsible for the university's track and trace function I Ensure that students' wellbeing is addressed, particularly those in third party student accommodation. I Manage face-covering exemptions for students.
Safety, Health and Environment Department	<ul style="list-style-type: none"> I Provide advice and support on controls for COVID arrangements and to colleagues writing risk assessments I Write and engage on institutional COVID risk assessments. Consult with trades unions on changes. Keep all COVID risk assessment templates under review I Upload risk assessments to SharePoint in a timely manner. Provide access to trades unions and Heads of Operations. Review a representative percentage of risk assessments. Provide advice and support in respect of home workstations I Create COVID-related First Aid guidance and distribute to First Aiders. Create and distribute enhanced COVID-safe first aid supplies to First Aiders I Create fire guidance that acknowledges the COVID risks, yet allows the university to operate within an environment that provides a level of fire evacuation management, which supports the occupancy numbers of individual buildings; thus, providing safe environments to operate within I Responsible for the training of up to 450 Marshals to support the fire evacuation teams across the university estate I Review building occupancy numbers and ensure sufficient First Aid and Fire Warden cover is available

Estate and Facilities Management Department

- I Prepare arrangements for communal areas in each building
- I Initialise enhanced cleaning and sanitising of areas after notification from the Track and Trace Team
- I Appoint and train marshals to ensure that access/egress to/from buildings is managed, ensuring all building users show evidence of a weekly negative test, adhere to social distancing and wear face masks as required.
- I Provide additional signage on social distancing, hand hygiene and wayfinding and review in line with operational requirements
- I Provide hand sanitiser stations at building entrances, toilets, lifts and key points throughout buildings. Provide hand sanitiser and wipes at individual teaching spaces
- I Facilitate walk arounds with trades union colleagues prior to the opening of buildings
- I Ensure offices and teaching space have suitable ventilation arrangements
- I Manage compliance in common areas and undertake regular building inspections of COVID-safe measures
- I Manage the Estate and Facilities Management Helpdesk for responses for COVID-related queries
- I Safely dispose of domestic waste
- I Estate and Facilities Management (EFM) staff will control the flow of people into buildings with the use of marshals to ensure building occupancy numbers are kept within safe, manageable levels
- I Marshalls will be deployed at key locations within buildings to ensure the flow of people is managed to maintain social distancing with people wearing face coverings
- I EFM will undertake enhanced cleaning in line with the Covid-19 cleaning Information document but it remains essential that personal hygiene and handwashing or using sanitiser to prevent the spread of Covid-19 is continued in line with current NHS guidance
- I EFM staff will undertake cleaning of all general circulation, general teaching, lecture theatres, toilets, washrooms, lifts, staff offices, IT suites, receptions, kitchens and brew stations, and general meeting rooms in line with the cleaning schedule in the Covid-19 cleaning information document
- I EFM staff will set rooms up to ensure social distancing can be maintained. Furniture should not be rearranged during teaching sessions
- I Issue sunflower lanyards to staff and students with approved exemptions.

Human Resources Department

- I Obtain relevant advice from the consultant Occupational Physician. Advise managers and staff on individual risk profiles in light of governmental changes to shielding advice. Provide guidance to staff on the dedicated COVID webpages
- I Ensure normal staff processes are available and not affected during COVID restrictions. Provide updates on sickness, musculoskeletal disorders and mental wellbeing absence rates and trends
- I Manage face-covering exemptions for staff.

Occupational Health Unit	<ul style="list-style-type: none"> I Provide occupational health advice regarding COVID controls as a result of referrals following the completion of individual risk profiles I Provide advice on sickness, musculoskeletal disorders and mental wellbeing absence rates and trends.
Directors/Heads of Department	<ul style="list-style-type: none"> I Ensure that local COVID risk assessments and General Building Risk Assessments for general teaching are in place I Monitor the arrangements in areas under their control. Support staff and students as issues arise.
Corporate Communications and Stakeholder Relations Department	<ul style="list-style-type: none"> I Promulgate COVID communications to the university community, with “Three at Three” bulletins to all staff and communications to the Directorate, including weekly meetings with the Vice-Chancellor I Review COVID communications strategy I Custodians of the University’s COVID microsite.
Registry/Timetabling team	<ul style="list-style-type: none"> I Schedule academic delivery in such a way that there are sufficient gaps between sessions to prevent unnecessary congregation of students I Manage the allocation of suitable rooms for the requested curriculum delivery as tiers change.
Academics and others responsible for face-to-face teaching	<ul style="list-style-type: none"> I Supervise the activities of students under their control and escalate behavioural/compliance issues, where necessary I Ensure students are evacuated safely in the event of a fire alarm or similar I Ensure change-over times in classrooms are adhered to for social distancing purposes I Members of staff responsible for face-to-face teaching sessions should check that no one is participating in in-person sessions if they are suffering with symptoms of coronavirus (COVID-19) or when advised to self-isolate I Members of staff responsible for face-to-face teaching sessions should design sessions and rehearsals to avoid situations where students are unable to socially distance and, if this is not possible, reduce any time that students are not able to maintain social distancing I Anybody using a general teaching area, lecture theatre or IT suite should clean down the areas used before and after use with the disinfecting wipes provided I Specialist teaching and research areas are to be cleaned by Technical staff responsible for them I Members of staff responsible for face-to-face teaching sessions should ensure that students sit in the spaces provided and do not rearrange furniture to reduce social distancing I Members of staff responsible for face-to-face teaching should ensure that someone is at the classroom before the session is due to start to welcome and guide the students to their places in a controlled manor and that face coverings are being worn

- Members of staff responsible for face-to-face teaching should ensure that openable windows are kept open during teaching sessions. If there are no openable windows then the room will have mechanical ventilation that is permanently on to provide a ventilated environment.

**Line managers/
supervisors of activities**

- Draft, discuss and consult on their teams' risk assessments, send completed risk assessment to Safety, Health and Environment
- Engage with staff, being mindful of their mental wellbeing. Discuss arrangements with staff who complete individual risk profiles
- Ask their staff about risk assessments and ensure they are reviewed, as required.

All staff

- All staff have a responsibility for Health and Safety on campus in line with the Health and Safety Policy
- All staff should comply with the LJMU Institutional COVID-19 risk assessment and local risk assessments appropriate to the activities being undertaken and location
- All staff should report COVID-safe and related Health and Safety issues immediately to the Estate and Facilities Management Helpdesk
- All staff should request anyone not wearing a face covering, to either put one on, provide advice on obtaining a sunflower lanyards where people have exemptions, maintain 2m distance from others or leave the campus
- All staff should discourage others, especially groups, from lingering within buildings
- Wear face covering in circulation space. Follow hands, face, space protocol and promote this with others
- Follow instructions from Marshalls. Adhere to the staff Code of Conduct
- Note the content of the staff COVID microsite. Adhere to the precautions contained in local COVID risk assessments/general binding/specialist risk assessments and if unclear discuss with line managers/supervisors
- Complete individual risk profile, if appropriate
- Raise any issues or problems with their line managers/supervisors/Estate Management Helpdesk or Safety, Health and Environment Department. Do not attend if symptomatic, tested positive, or required to isolate under the UK Government's COVID rules
- Staff using specific facilities such as brew stations, photocopiers, offices should wipe down areas they have been in contact with before and after using them with the wipes provided in these areas.
- All staff with specific health and safety responsibilities i.e. Fire Evacuation Coordinator, Fire Warden, First Aider, Evac Chair Operator, H&S Coordinator, etc., should maintain their respective duties when on campus and ensure they are aware of any changes affecting these roles. Such staff should ensure that their work rota presence within the building(s) is provided to their Head of Operations/Services for notification to the SHE Department on a regular basis.

<p>Students</p>	<ul style="list-style-type: none"> I Wear face covering in circulation space. Follow hands, face, space protocol and promote this with others I Follow instructions from staff and Marshalls. Adhere to the Student Behaviour Guidance and promote and adopt the “Respect Always” and “Look after your Mates” ethos I Note the contents of the students’ COVID microsite I Raise any issues or problems with their academic supervisors or Student Advice and Wellbeing. Do not attend if symptomatic, tested positive or required to isolate under the UK Government’s COVID rules.
<p>Contractors</p>	<ul style="list-style-type: none"> I Adhere to the Contractors Charter, which contains stipulations about employees or workforce with confirmed COVID or suspicion of COVID I Adhere to their own and LJMU COVID risk assessments and controls.
<p>Visitors</p>	<ul style="list-style-type: none"> I Except in specific circumstances, visitors are not permitted. If a visitor is approved, the Visitor Reporting Form must be completed on-line. They must not have COVID or COVID symptoms or be required to isolate under the UK Government’s COVID rules I Adhere to their own and LJMU COVID risk assessments and controls.

