

Exchange Station Risk Assessment - Use of rooms for on-line academic delivery
Access Protocols to be incorporated in Resource Booker process

Access protocols will follow the Covid-19 instructions issued to all staff under the national lockdown. These will be issued to staff via the Resource Booker booking procedure:

- Staff should recognise the symptoms of COVID-19 and not attempt to travel to the building if they feel unwell.
- In accordance with the current Government guidelines for higher education on-site activity, unless staff are required to be in the University, they must work from home.
- In order to travel into work, staff must obtain a critical worker confirmation letter. This must be requested via IMT@ljmu.ac.uk and have the permission of the relevant Director of School.
- Anyone permitted on campus, for whatever reason, must be able to demonstrate evidence of a negative Covid test within the last seven days. Tests must be obtained on a weekly basis if staff are on site regularly.
- Wearing of face coverings is mandatory in common areas at all times within Exchange Station and when social distancing cannot be maintained.
- All bookings require 24 hours' notice.
- Each room will be bookable as single use only.
- Fire Evacuation and First Aid arrangements for the building:
 - In the event of the fire alarm, staff must leave their room immediately and report to the assembly point at the rear of the building. Staff who require First Aid are to report to Exchange Station main reception which is adjacent to the bookable spaces and manned 24/7.
- Users have responsibility to sanitise work surfaces and IT equipment within the room before and after use. Sanitiser wipes will be made available in each room for this purpose.
- Users are required to bring in their own food, drink and utensils when using the spaces.
- Users will only enter and leave the building via the designated entry and exit points.
- Users must ensure their movement around the building is kept to an absolute minimum required to complete the task. Not lingering in building communal spaces and only entering the room when vacant.
- Users will ensure they leave their space promptly within the allotted time.