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**Incident Management Team**

**Interim Room Booking Policy – November 2020**

**1.0 Purpose**

To provide a common policy, central point and means to book room for staff requirements where it is **necessary** to do so during the University’s Covid Recovery Plan and are dependent on prior authorisation from the relevant member of Directorate.

Bookings via this route are for NON-TEACHING – Teaching bookings should be directed to Central Timetabling.

**2.0 University Policy**

The University Policy is that face to face meetings should not take place and should be conducted online. It is recognised that there are certain exceptions, such as :-

* Critical academic activities requiring a physical presence or use of specialist University equipment or space
* Where there is no other means to conduct a meeting (i.e. one or both have no access to a PC)
* Site Project Meetings where physical handovers or site inspections are required
* Maintenance activities that require access to University spaces
* Bookings should not include people external from the University - in line with current policy.

**3.0 Approvals**

Room Bookings will only take place once the appropriate approval has been given via the following routes: -

**Faculties**

* School Director

**Professional Services**

* Director or Head of Service

**Estate & Facility Management (EFM) – Maintenance / Projects**

* SEG Member
* Designated PSO
* EFM Helpdesk

**4.0 Booking Times / Availabilities**

Bookings can be made during building opening times, minus 30 mins for closing ([Link Here](https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff/building-opening-times)).

For outside of Building opening times (including weekends) – please Contact EFM Helpdesk.

Booking into teaching spaces for Semester Two (Academic Year 2020/2021) can only take place once timetables have been settled this is likely to be the 8th February 2021.

**5.0 Method**

Staff requiring bookings should contact their Approval route. If approved, the approver can either quickly make the booking (using exclusive access) or pass to [non-teachingroomrequests@ljmu.ac.uk](mailto:non-teachingroomrequests@ljmu.ac.uk) to process.

**6.0 Room Use / Conditions**

We are operating under Covid Secure conditions and in line with national and Liverpool City Region standards:-

* Sanitise **hands** on entry to space
* Please use wipes in the room to clean any surfaces / equipment ahead of and after use
* Observe social distancing and ventilate the room where possible
* Use **face** coverings where 2m and inadequate ventilation cannot be achieved
* Sanitise hands on leaving **space**

Please do not move furniture around the room, and leave it where it has been positioned.

In general, please leave the room in the condition you found it, including furniture, remove litter and place in bins / receptacles, turn off equipment after use, close windows,

**Bookings should not include people external from the University - in line with current policy.**

Proof of the booking should be made available to Customer Service Advisors and/or Building Marshals on entry to the Building.

During this period, large lecture spaces cannot be used for ad-hoc bookings – due to overheads for additional ventilation required in those spaces.

**7.0 Rooms / Room Capacities**

Approvals would be subject sphere to control, for examples, School Directors would have access to specialist and general spaces in their remit. Estate and Facilities Management would also have access to spaces, but access to specialist spaces would require implicit permission / communication with the Faculty. Professional Services leads would be allow to book general spaces (inclusive of all University Spaces and rooms).

The University is operating room capacities under a social distancing model, it is important that this is recognised during booking.

Room bookings should normally be for no more than two people; there may be very exceptional circumstances where greater numbers are required, for example, specialist training requiring face-to-face contact. In these circumstances, a risk assessment, taking into account the space and the activity conducted, should be carried out ([Microsite Link](https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff/risk-assessment)) and kept to hand by the person making the booking.

**8.0 Student Use**

There are various scheme in operation for specialist requirements for students, the Library provides facilities for students to book out PCs ([link here](https://scientia-rb-ljmu.azurewebsites.net/#/app/booking-types/6806b364-5f1c-4472-a682-190fb3a09b77)).

For non-teaching bookings requiring a student presence, they must be accompanied or supervised by a member of staff and the activity planned must be risk assessed for the space and task.

**9.0 Review / Governance**

The Policy is overseen and approved by IMT as part of the University Covid Recovery Plan, this is currently split into phases, as follows :-

Phase 1 - Pre Academic Year (2020/2021)

Phase 2 - Semester 1 (2020/2021)

Phase 3 - Semester 2 (2020/2021)

Current Tiers are available on the LJMU Micro Site (LINK HERE).

All bookings made are governed by this policy, along with staff responsibility to follow these conditions and terms.

**10.0 Communication**

Room booking reports are available via POWERBI to :-

* EFM
* IMT
* Faculties

Requests for bookings will be both acknowledged and confirmed (if approved).

Any queries regarding this policy should be directed to [non-teachingroomrequests@ljmu.ac.uk](mailto:non-teachingroomrequests@ljmu.ac.uk).