

Building Safe Operating Procedures

Use of buildings in accordance with Covid-19 Controls

This General Building Safe Operating Procedure applies to all buildings and may be supplemented by numerous specific activity operating procedures and risk assessments, where required.

The document details the arrangements that have been put in place, and those which staff and students should follow to help protect each other from Covid-19 whilst on campus.

1. GENERAL INFORMATION

a. Provision of General H&S and Covid-19 Information

- All staff and students are asked to watch a short Powtoon presentation on the arrangements the University has put in place to protect its staff and students against Covid-19, available here: <https://www.bangor.ac.uk/hss/covid19.php.en>
- In addition, a range of information regarding Covid-19 and answers to Frequently Asked Questions (FAQs) can be found on the H&S Covid-19 Webpage: <https://my.bangor.ac.uk/hss/covid19.php.en>
- Other general health and safety information is also available on the H&S Website. A useful link is the A – Z of Health and Safety to help navigate you to the right place: <https://my.bangor.ac.uk/hss/inflink/infoab.php.en>

b. Local College / School / Service H&S Information

Schools, Colleges, Services will provide additional local H&S information, as needed. For example, building access arrangements and specific risk assessments and authorization procedures for some activities, such as research.

c. Building Infrastructure

- Campus Services has continued to undertake all general and statutory maintenance throughout 'lockdowns' and through the year.
- Monday to Friday, 8.45am to 5pm building related concerns should be reported to the Campus Services Helpdesk maintenance@bangor.ac.uk or by calling ext: 2783, or 01248 382783.
- The above includes requests for additional hand sanitiser, communal cleaning products etc.
- Outside of these hours, the Helpdesk is covered by Security and any requests need to be reported on **01248 38 2795**. Calls will divert automatically.

d. Emergencies

- **Emergency Contacts:** Please note some phones are no longer in use and calls may need to be made via Teams. Security is available on **01248 38 2795** or **333** (emergency).
- **Fire Alarm:** In a fire alarm evacuate as normal and do not re-enter the building until authorized. On re-entering the building wear a face covering and practice good hand hygiene. Please do not use a lift in a fire alarm - Refuge Points remain operational for those who cannot evacuate via stairs.
- **First Aid:** There is First Aid cover available via Security and in some cases local First Aiders.

2. USE OF ALL BUILDINGS

a. Access

- Do not enter buildings if experiencing Covid-19 symptoms or if you have been asked to self-isolate.
- Remember your University ID Card as most buildings will be on SALTO, entry / exit.
- If others are present in the vicinity, please try to observe social distancing.
- Hand sanitisers are available at all entrances. Please sanitise hands on entry / exit.

b. Social Distancing

- **Teaching Spaces:** Centrally timetabled space has been assessed and given a maximum capacity. Single 'Contact Groups', with up to 30 participants (+ lecturer) will be in place in smaller lecture / seminar rooms. Social distancing is not required but the space allows people to sit away from others if wished.

Larger lecture & seminar spaces are set up to hold multiple smaller 'Contact Groups'. Each Group is numbered so the reference can be entered onto the Check-In App.

Set ups allow lecturers to remain 2 metres socially distanced from others. Perspex screens are also installed at some lecterns.
- **Communal / Circulation Spaces:** Please try to observe 2m social distancing in such spaces (e.g. corridors, kitchens) and try to avoid stopping in corridors or on stairs to talk to others. Signage regarding prioritisation etc must be followed.
- **Offices:** Offices remain single occupancy unless specifically assessed. Staff rotas are a good method for shared office spaces to limit use to one person at a time.

c. Ventilation

- Campus Services has assessed all mechanical ventilation systems and adjusted where needed.
- Air Purification Filter (HEPA) units have been set up, where required, to promote good ventilation in lecture and seminar rooms. Please ensure these remain switched on and please do not adjust settings.
- Always open windows to promote good ventilation in rooms and if two or more people have been in a room, leave open for a period afterwards to clear the air.
- Co2 monitors may be in place in some teaching spaces. Please do not adjust settings.
- Report any issues with filter units or windows to maintenance@bangor.ac.uk / ext: 2783.

d. Face Coverings

- Face coverings must be worn within all buildings (with standard exceptions), this includes students whilst in lectures and in PC Labs/study spaces.
- During teaching, lecturers may remove face coverings if other mitigation measures are in place (e.g. presenting from over 2m distancing away or from behind a Perspex shield).
- Face coverings are not required in single occupancy offices.

e. LFD Testing

- You are advised to perform an LFD Test before returning to campus and after this twice weekly for the first 28 days whilst back on campus.
- After this you are encouraged to test weekly.
- LFD Home Test Kits are available from hubs across the University. Locations can be found on the Covid-19 Information, FAQs for Staff webpage: <https://my.bangor.ac.uk/covid-19/staff-faq>

f. Cleaning

- Campus Services regularly clean key touch points in circulation and communal areas of all occupied buildings.
- Keep your own work areas clean, especially if others will use the area after you.
- Communal cleaning materials are available in buildings and at lecture points for self-cleaning.
- Please report any issues, the need for cleaning or cleaning materials to maintenance@bangor.ac.uk / ext: 2783.

g. Hand Hygiene

- Please practice good hand hygiene regularly and as directed.
- Sign-posted hand sanitiser points are available at all entrances/exits and throughout all buildings.
- Anti-bacterial / viral soap is provided in welfare areas (toilets).
- Paper towels are available in welfare areas with hand driers electrically isolated.
- Posters and information showing how to wash or sanitise hands correctly is provided in H&S Information and displayed in all buildings.

h. Shared Equipment

- Users are requested to clean shared equipment prior and following use.
- Cleaning materials can be sourced from Campus Services: maintenance@bangor.ac.uk / ext: 2783.

i. Lifts

- The lift should be single person use only (unless with a support person).
- Always wear a face covering whilst in a lift.
- And remember - never use a lift if the fire alarm is sounding.

j. Photocopiers

- Posters advising of safe use and cleaning are displayed.
- Users are requested to wipe surfaces with the wipes provided.

k. Kitchens & Shared Rest Areas

- Please continue to maintain 2m social distancing in these areas.
- If possible, bring prepared food and drink and eat/drink at your own work area.
- And finally, please do tidy up after yourself and keep areas clean.

l. Test, Trace and Protect

- Staff and students with any symptom of Covid-19 should not come onto campus.
- It is important staff and students support all Test, Trace and Protect efforts. This includes using the University Check-in App if instructed as this will help identify possible contacts.

m. Covid Symptoms / Covid-19 Positive

- If you develop symptoms whilst on campus, please leave the building by the shortest, clearest route, go home, and arrange a test.
- Only if safe to do so, please inform someone before you leave.
- And if you do test Covid-19 positive please notify a relevant person (e.g. Line Manager) and the University via the on-line reporting system: <https://apps.bangor.ac.uk/covid/>

3. USEFUL CONTACTS

- **Health and Safety:** healthandsafety@bangor.ac.uk
- **Campus Services:** maintenance@bangor.ac.uk / ext: 2783
- **Security Main Arts:** 01248 38 2795 / 333 (emergency)
- **Human Resources:** hr@bangor.ac.uk