**Line Managers workspace check List for prioritised during the COVID-19 pandemic (Alert Level 3)**

This document is intended to assist Line Managers in demonstrating that they have reasonable measures in place to control risks in their workplaces when undertaking business critical research during the COVID-19 pandemic.

All other work (office work, writing up, analysing data) should continue to be done at home; restrictions still apply to face-to-face meetings and electronic means for supervisory meetings, lab meetings, workshops etc will continue.

This check list is based on the principles in HM Government document “Working Safely during Corona Virus <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Building: Room no:** | | | | |
|  | **Assurance Measure** | **Y** | **N** | **NA** |
| 1 | The Head of Directorate has approved return to campus |  |  |  |
| 2 | A local COVID-19 risk assessment has been undertaken and approved |  |  |  |
| 3 | A review of other relevant risk assessments has been undertaken to take into account revised practices during pandemic |  |  |  |
| 4 | Staff have been informed of the findings of the risk assessments |  |  |  |
| 9 | Emergency/First Aid kits are available and kit items are in date |  |  |  |
| 10 | Relevant signage and visual aids promoting hygiene, social distancing and any specific PPE requirements are in place in accordance with the local COVID-19 risk assessment. |  |  |  |
| 11 | IT checklist has been completed for all computers in use, in line with guidance provided |  |  |  |
| 12 | Daily cleaning is arranged with Estates and Facilities. |  |  |  |
| 13 | All operations where <2m working is permitted are identified, known to staff and where the social distancing requirements cannot be fully met and working is permitted, control measures in place in accordance with the risk assessment |  |  |  |
| **Date:**  **Line Manager Name:**  **Signature:** | | | | |