A drawing of a face

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**PLAN FOR RETURN TO WORK ON CAMPUS (non-lab based)**

In accordance with government guidance the default position for all University employees is to work from home wherever possible. There are however some roles which cannot be done from home and thus any return to work on campus must be planned to ensure that it can be carried out safely. This document provides a template to be completed by all professional service Directors and Heads of School for any area of work that they intend to restart on campus as described by the documents below:

* The principles and guidance produced by the [University Partial Opening – Working on site](https://sotonac.sharepoint.com/teams/HealthSafetyduringCOVID-19/SitePages/Return-to-work-on-campus-(non-lab-based).aspx) working group
* Government guidance on the re-opening of higher education buildings and campuses <https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-reopening-buildings-and-campuses>

A checklist is available to assist in the completion of this template .

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# Managing the health and safety risk

* 1. Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority by using the risk hierarchy.
  2. Please explain or illustrate how you intend to minimise the risk of infection in the work area and ensure social distancing in order to comply with the objective at 1.1 above. Your detailed answer should form part of your risk assessment but a general overview is required here to provide the assurance required:

**Prayers are performed in rows. Current 2m distancing allows for a maximum capacity of 28 people. If the government allows for 1m distancing indoors in university/HE/places of worship, then the maximum capacity will increase to 56 people at any one time, with PPE. People will be requested to bring their own prayer mats and to make their ablutions at home wherever possible.**

**For collection of food from the Marquee – groups of 6 are allowed outside, we will ensure that there are no more than groups of 6 in the queue and will make sure people do not gather inside or in larger groups, and encourage them to essentially go home as quickly as possible once they have collected their food.**

**For those who will use the prayer room before collecting their food, we will ask everyone to exit the prayer room from the rear exit, and release people in groups of 6, where after they can collect their food from the marquee.**

**For the Eid celebration congregation – groups of 6 will gather outside in accordance to government guidelines, with appropriate distancing between the groups. We will encourage the use of PPE and stress the importance of getting a COVID test done beforehand. A ticketing system will be employed to control numbers and allow for tracking and tracing. The entire event will be streamlined and we will aim to complete it within 20-30 minutes. After the prayer concludes, we will ensure people are quickly dispersed and dispatch groups of 6 in a staggered fashion to avoid the groups from mixing.**

* 1. Please explain or illustrate how you intend to minimise the risk of infection in the common areas e.g. toilets, corridors etc and ensure social distancing in order to comply with the objective at 1.1 above. Your detailed answer should form part of your risk assessment but a general overview is required here to provide the assurance required:

**We will implement a one-in-one-out policy, only allowing one person into the area at any one time. A hand sanitising station as already been installed.**

* 1. Please highlight any areas of the workplace where social distancing would be difficult to achieve and explain what other arrangements you intend to put in place:

**The entrance; an orderly queue will be formed upon exit to avoid crowding, for both the prayer room and marquee.**

**For the Eid prayer this will not be an issue as it is taking place outside.**

* 1. Please explain how you will manage lone working in accordance with University policy and guidance:

N/A

* 1. Please provide details of any induction, training or additional information you intend to provide to employees to ensure they are aware of the measures you have put in place:

**Signage will be put up at the entrance and inside. Those who frequently use the prayer room are already in a WhatsApp group where all major updates are posted. We will also broadcast any essential information to the ISOCs social media outlets.**

* 1. Please explain what process you intend to put in place to ensure a safe emergency evacuation should it be required, including those with hearing, sight or mobility difficulties:

**In an emergency, members will assist each other in evacuating the premises.**

* 1. Please give details of any shortfall in fire warden or first aid cover within the School indicating the buildings affected:

N/A

# Business Need

* 1. Are you providing this information based on a phased approach to on site work:

No - I am not using a phased approach

If this plan is part of a phased return to campus please indicate which version this is:

N/A

* 1. Please provide details of which buildings you intend to use:

**B40 – Prayer Room, the marquee used for COVID testing sample dropoff**

**For the Eid prayer – the green space outside of the Prayer Room**

* 1. Please indicate what type of work you intend to carry out:

Other

* 1. Expand further if you need to:

**Use for the 5 daily prayers, use for collection of food for iftar (dinner) during Ramadan.**

* 1. Please explain the benefits of re-opening in terms of income, knowledge or other societal benefits, contracted work, student experience etc:

**It is an obligation in Islam to pray 5 times a day, preferably in congregation. During the month of Ramadan especially, students will want to use the prayer space for prayers and reflections.**

**During Ramadan, we fast from sunrise to sunset. We will need to distribute food for students to break their fasts with**

**For the Eid prayer – to establish the sense of community for the Muslims on campus. We were unable to partake in Eid Prayers last year and subsequently many of the freshers and second years are out of touch with the older students and wider community.**

* 1. How do you intend to prioritise this:

**N/A**

* 1. Please give details of any support staff roles/skills required to enable this research:

N/A

# Preparation

* 1. Please give details of any preparation required to enable you to re-start work on campus, including any known timescales:

**Signage. We will also require details on entry (through signing a form/book) with Name/ID and contact details. We will then form a group and provide necessary information there.**

**For the Eid prayer – there will be a ticketing system where attendees will need to pre-book their place.**

* 1. Please identify teams or services required to enable this preparation to take place:

**Cleaning of the toilet, installation of hand sanitising stations**

# Declarations

* 1. Please confirm that you and your designated leads have read the following documents and used them to inform your control measures:
* The principles and guidance produced by the [University Partial Opening – Working on site](https://sotonac.sharepoint.com/teams/HealthSafetyduringCOVID-19/SitePages/Return-to-work-on-campus-(non-lab-based).aspx) working group
* Government guidance on the re-opening of higher education buildings and campuses <https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-reopening-buildings-and-campuses>
  1. Please confirm that you have in place a completed/revised risk assessment for each area of work that you intend to re-open on campus which takes the additional hazard of the Covid-19 viral infection into account:

* 1. Please confirm that access to these risk assessments will be provided to all affected staff and that you have a process in place to ensure they have read and understood them:
  2. Please confirm that you are satisfied with the Health & Safety measures put in place:
  3. Please confirm that you have taken account of ED&I principles and have measures in place to ensure equitability for all:
  4. Please confirm that you have a designated lead for each work area:
  5. Please confirm that you have consulted with relevant staff about your plans to re-open:

# Authorisations

Date sent to the Dean: Click or tap to enter a date.

Approved by the Dean: Click or tap to enter a date.

Signature:

Date sent to the COO: Click or tap to enter a date.

Approved by the COO: Click or tap to enter a date.

Signature: