



Access and use of
NCIUL premises

NCIUL

HEALTH & SAFETY

GUIDANCE – COVID-19

COVERED IN THIS GUIDANCE

- General Information
- Access/egress from buildings
- Corridors, staircases and lifts
- Service Desks
- Student Office area
- Toilets

GENERAL INFORMATION

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This guidance has been produced to outline the NCIUL's procedures in relation to employees and other persons returning to the workplace.

Government guidelines focus on maintaining social distancing measures, but this will also serve to provide additional guidelines aimed at minimising the spread of COVID-19 virus on campus.

This guidance exists in addition to all current policies and guidance. In such moments, the temptation from a person's health and safety perspective can be to concentrate solely on the primary focus. It must not be forgotten that all health and safety policies and guidelines must still be followed.

GENERAL INFORMATION

General advice to minimise risks associated with Covid-19 are as follows:

1. If displaying symptoms, you must self-isolate and inform your line manager. Line managers/recordkeepers will need to log the absence.
2. Wash hands regularly with soap and water for a minimum of 20 seconds.
3. Coughs and sneezes should be covered with a tissue and disposed of immediately (into your elbow if no tissue) followed by washing your hands.
4. Staff must maintain social distancing when greeting others, this includes avoiding of shaking hands.
5. Staff must follow workplace arrangements for wayfinding, instruction and one way directional routes at all times.
6. Staff should continue to report any issues to the Estates & Facilities help desk

ACCESS TO AND EGRESS FROM BUILDINGS

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Where safe to do so, the use of just one door for general access and one door for general egress to help control the flow of persons in and out of the building will be implemented.

Fire doors should remain operational as per normal (pre Covid-19) circumstances and therefore only used in emergencies.

At all entrance points to buildings, signs will be in place to remind persons of the social distancing that is expected to be adhered to.

It will be necessary to regulate entry so that the premises do not become overcrowded.

Additional signage will be used to ask persons not to enter the premises if they have symptoms.

ALCOHOL HANDRUB HAND HYGIENE TECHNIQUE FOR VISIBLY CLEAN HANDS

Where hand sanitisers have been made available at access points or within buildings, you are encouraged to use these. The official NHS technique illustration is provided here:

NHS

Alcohol handrub hand hygiene technique – for visibly clean hands



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1 Apply a small amount (about 3 ml) of the product in a cupped hand
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2 Rub hands together palm to palm, spreading the handrub over the hands
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3 Rub back of each hand with palm of other hand with fingers interlaced
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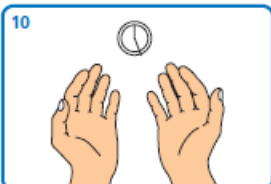
4 Rub palm to palm with fingers interlaced
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5 Rub back of fingers to opposing palms with fingers interlocked
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6 Rub each thumb clasped in opposite hand using a rotational movement
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7 Rub tips of fingers in opposite palm in a circular motion
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8 Rub each wrist with opposite hand
- 

9 Wait until product has evaporated and hands are dry (do not use paper towels)
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10 The process should take 15–30 seconds

deanyourhands
campaign



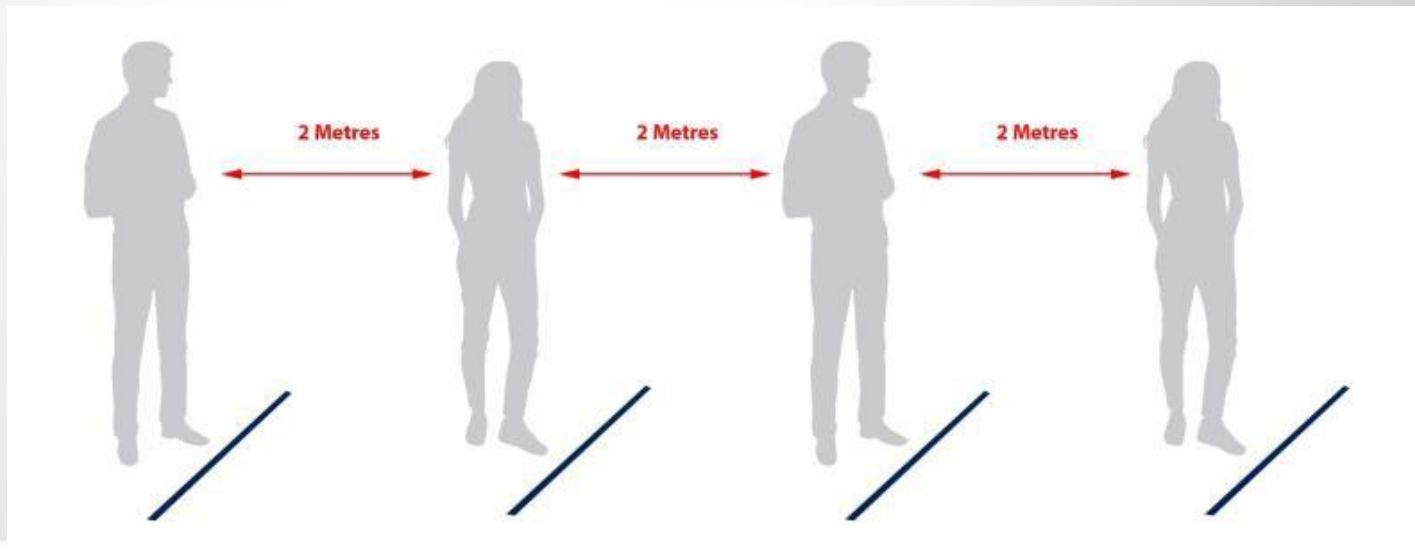
NHS
National Patient Safety Agency



CORRIDORS

CORRIDORS

- Where possible, a one-way system will be designed, creating a safe circulation loop that persons should follow when moving around the building.
- Signage will be placed at regular intervals along corridors, reminding persons to maintain a distance of at least 2m from others.
- In sections of corridors where queues are likely to form (e.g. outside kitchen areas, toilets, etc), corridors will be marked at 2m intervals to ensure social distancing is maintained whilst queuing.



CORRIDORS

In buildings where there are more than one stairway connecting floors present, stairways will be designated as an 'up route' or a 'down route' to ensure social distancing is maintained.

When using a staircase that is narrow and passing would result in close proximity, a verbal alert procedure (e.g. shouting "Is anyone using this stairwell?") will be implemented before using a stairwell to ensure there is not another person already using it.

LIFTS

LIFTS

The use of lifts in buildings should be avoided at all times and used only by disabled persons, or for the transport of large/heavy/hazardous materials where transport on stairways would not be possible or safe.

RECEPTION AND SERVICE DESKS



RECEPTION AND SERVICE DESKS

As NCIUL returns to some degree of normality, it may be necessary to offer customer facing services.

Within these areas, appropriate queuing arrangements will be clearly laid out for customers.

To prevent persons coming too close to desks, temporary barriers will be positioned to enforce social distancing



STUDENT OFFICE AREA

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- Staff are advised to bring their own food and beverages inclusive of water. The student office area is located next to the PC student area, and there will be a one door in and one door out system in place.
- The room will be laid out with a tables and chairs in accordance with the 2m social distancing guidelines.
- The maximum capacity is 10:
 - A slot will be allocated for up to 1 hr this will be agreed in advance.
 - Table and hard surfaces around it (chair legs) to be cleaned after each slot has finished.
- Sanitisers will be made available.

TOILETS

HAND WASHING TECHNIQUE WITH SOAP AND WATER



Wet

Wet hands with warm running water.



Soap

Apply soap and rub hands palm to palm for 20 seconds.



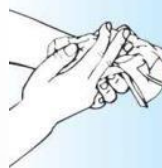
Wash

Wash backs of hands, wrists, between fingers and under fingernails.



Rinse

Rinse hands under running water until all soap has gone.



Dry

Dry hands thoroughly with a paper towel, clean towel or hand dryer. Turn off tap with a paper towel not bare hands.

Your hands are now clean!

Stop germs spreading
The power is in your hands
Wash your hands!

TOILETS – SINGLE / ACCESSIBLE FACILITIES

In the case of single, lockable facilities, please leave the facility in a respectable condition.

If wanting to use any toilet facility, ensure you stand at least 2m from the door to allow the previous occupant the appropriate space to leave without breaking social distancing guidelines.

TOILETS – COMMUNAL / MULTI-OCCUPANCY

For the majority of communal toilets on campus, it is envisaged that maintaining social distancing will be difficult.

Exercise caution when using communal toilets and maintain social distancing when entering, exiting and washing hands.

In addition, a sign on the inside of the communal toilet, will be present, to remind persons of good hand washing practice given this will be a higher risk area with contact on doors by all users.

DECLARATION

Please now confirm you have watched and understood the information in this presentation, by e-mail.