

## **Five Steps to working safely at Oxford Brookes**

Based on the [Government's 5-steps](#).

This is an abridged version for students and visitors to Oxford Brookes University of the full Five Steps to working safely at Oxford Brookes [document](#), which you are welcome to read.

### **1. Carry out a Covid-19 risk assessment**

- Oxford Brookes is carrying out risk assessments in line with the Health and Safety Executive guidance, focusing on two main areas: workspaces and people.

### **2. Develop cleaning, handwashing and hygiene procedures**

- Regular (at least hourly) cleaning with antibacterial products will take place for high touchpoints such as handles, handrails, door release buttons etc.
- Hand sanitiser units will be located at key areas such as: outside secure bike storage, reception desks, outside WCs, on every floor near stairwells, communal kitchen areas.
- Soap dispensers installed in communal kitchen areas.
- Hygiene posters installed in communal kitchens.
- Hand/equipment antibacterial wipes positioned at communal PC stations via standalone units.
- Daily, enhanced cleaning for all teaching spaces. Teaching rooms will also have sanitising products available for staff and students to self-clean their own workspaces before and after use, i.e. between teaching sessions during the day. There will be general waste bins, emptied daily, available in teaching spaces for the disposal of used antibacterial wipes.

### **3. Maintain 2m social distancing, where possible**

- Signage will be positioned externally across all campuses highlighting the key messages of following social distancing measures, complying with signage and hygiene instructions.
- On-campus, there will be directional arrow floor signage, "give way" signs for narrow spaces, marker tape to divide staircases where necessary, lift signage and pull-up banners with instructions, where appropriate.
- Social distancing floor stickers will be used in queuing areas (i.e. WCs, reception areas, key student/staff service outlets, catering).
- Water stations will carry 'Do Not Use' signage.
- Signage to take some urinals out of operation to ensure social distancing.
- Brookes green 'tick' to be installed on fixed seating in teaching rooms to ensure social distancing is adhered to.

- Signage on boards in all teaching rooms will show room capacity and room layout.
- Only essential visitors should come onto campus and by invitation only.
- Where available, entrance to buildings/rooms will require a valid staff or student card to use Salto/card swipe access points - so, if you are on campus, please remember to keep your card with you at all times.

#### **4. Where people cannot be 2m apart, manage transmission risk**

Where it is not possible for people to be 2m apart, you should remain at least 1m but with additional mitigations. Other practical measures will be implemented to manage the transmission risk:

- Oxford Brookes will be delivering smaller scale face-to-face teaching when students return in September for Semester 1, all larger lectures will be online.
- Academic teams have been reviewing the delivery of programmes and modules where they can to help minimize the transmission risk.
- Oxford Brookes and our partners are installing sneeze screens at appropriate places throughout the campus.
- Timetabling will be adjusted to accommodate staggered arrival times.
- All students, staff and visitors to campus will be required to wear face coverings while indoors on campus (except where there is a [valid medical reason](#) or while eating). Face coverings will be optional outdoors on campus.
- Those who are exempt from wearing a face covering under Government guidelines will be able to collect a [‘sunflower’ lanyard](#) to wear.
- Beyond the arrangements for teaching rooms, where it is not possible to be 2m apart we should:
  - Take additional measures to help ensure students, staff and visitors remain safe.
  - Provide additional supervision to monitor and manage compliance.
  - Carry out assessment and review of these activities to identify all repeatable tasks.

#### **5. Help people to work from home, where possible**

- Oxford Brookes has instructed those professional services colleagues who can work from home to continue to do so until 4 January 2021.
- Oxford Brookes is supporting staff working from home with access to office equipment, support from other colleagues, and guidance to help them work effectively from home.