

# COVID-19



## NEW WORKING ARRANGEMENTS

17 SEPT 2021, VERSION 4.0

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**VERSION CONTROL**

<b>Version Number</b>	<b>Comments</b>	<b>Date</b>
1.0	First release of this document.	25.06.2020
1.1	Updated floor plans for levels inserted with minor route changes 4-7 (LT)	02.07.2020
1.2	Section 3.3. updated with information about magnets (KG)	03.07.2020
2.0	Various changes made – updated photos and changes made in relation to new or current guidance & legislation, university procedures and TIC operating changes since version 1.2 (July 2020) was issued	29.10.2020
3.0	Various changes made in relation to latest level and new or current guidance & legislation, university procedures and TIC operating changes since version 2.0 (Oct 2020) was issued	02.06.2021
4.0	Various changes in relation to latest level and updates in University facilities, guidance, and procedures.	17.09.2021

## 1. Introduction to new working arrangements

This document explains what changes and control measures have been installed and implemented in the building due to COVID-19. These arrangements follow current Government, University and Sector guidance where applicable and are regularly reviewed in line with relevant changes.

These arrangements apply to everyone entering and / or working in TIC. In addition, this document sets out our expectations from colleagues in terms of their behaviours, and their assistance in adhering with these new arrangements for everyone's safety.

This document should be read in conjunction with any other relevant University, departmental or group specific training or associated requirements. This includes the [University Buildings New Working Arrangements](#) document (V1.8, 26 July 2021). All personnel returning to TIC should follow the applicable [University Return to Campus](#) process and requirements.

Please note this document does not cover laboratory or group specific arrangements, which remain the responsibility of individual Departments, groups and 3<sup>rd</sup> parties to similarly implement and manage.

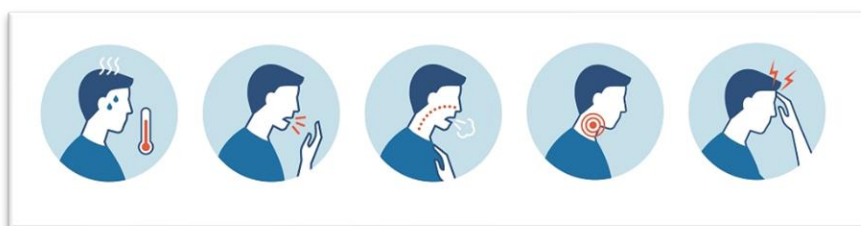
This document provides details for key topic areas in relation to overall general building facilities and operations.

It should also be remembered that in addition to these measures for COVID-19, all other current University health and safety policies and guidance is still applicable and must still be followed during this time.

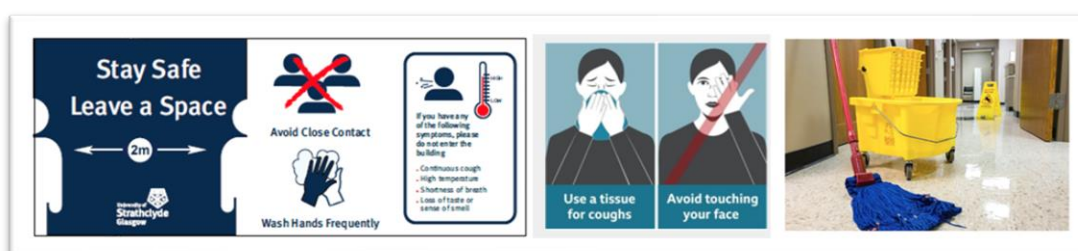
## 2. Personal hygiene, social behaviour and cleaning regimes

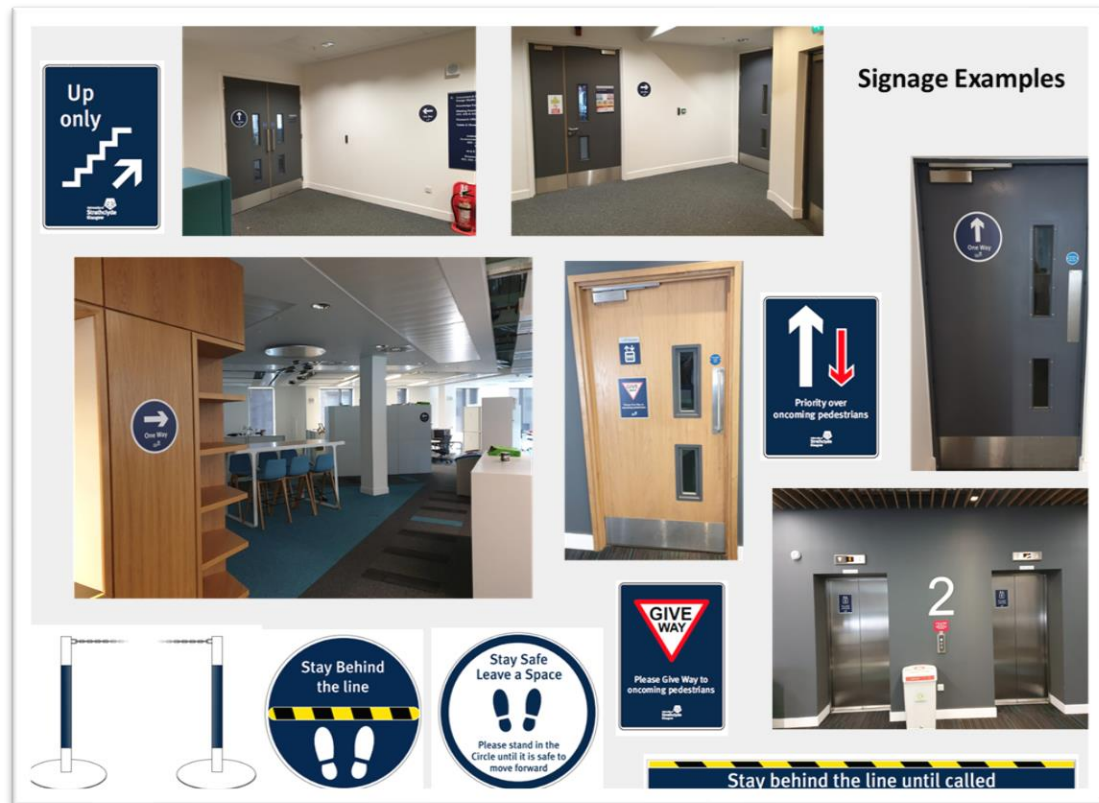
The key protection measures for minimising the spread of COVID-19 in TIC are as follows:

- Do not come to TIC if you are displaying symptoms or you have reason to believe you may be infected with COVID-19. Refer to the [Safe Return To Campus](#) which includes information about the University's Covid-19 Outbreak plan, the Covid-19 notification process and the procedures to follow. Additional details on the NHS [‘Test and Protect’](#) system can also be found here.



- Follow good hygiene practices, current social distancing requirements and signage requirements.





## Hand Sanitiser Stations

- Wash hands frequently with soap and water and for a minimum of **20 seconds** or use hand sanitiser from the various sanitiser stations if soap and water is not available or feasible.
- Avoid touching your face and mouth with your hands.
- Follow personal hygiene etiquette when coughing or sneezing. Dispose of tissues immediately afterwards and then wash your hands.



- Wear face coverings (unless exemptions apply) where there is a requirement to do so, such as when in communal workspace areas, kitchens, shared open plan offices, meeting rooms, social spaces and corridors; where signage advises this and when in areas where social distancing may not be possible. Refer to the [University Guidance on face coverings](#) if unsure.



Face coverings do not need to be worn when seated in open-plan offices where Perspex screening has been installed around desks or workstations. Face coverings will still have to be worn when staff or students are circulating between workstations. **NOTE:** Face covering requirements will be kept under review and may change in the future. Check the website if unsure.

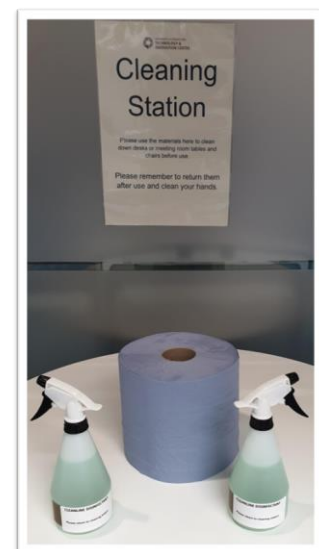
Daily cleaning continues as normal, and Estates have increased the cleaning frequency of communal contact points such as door handles and lift buttons as well as ensuring hand sanitiser stations are regularly replenished. University guidance is available on [cleaning and hygiene](#). There is also an additional responsibility on everyone to assist with cleaning where possible by participating in the regular cleaning of your own work areas and shared areas before and after use.

## 2.1 OCCUPANT CLEANING ACTIVITIES

- Cleaning sprays are available in the kitchen areas.
- Additional cleaning stations have been provided within general areas of the building.
- Frequently clean and disinfect objects and surfaces that are touched regularly.
- eCOSH assessment 7441 rev2 is available for use in the eCOSH system if required.
- Clean work areas and items **before and after** use by using disinfectant spray, leaving for a few minutes then wiping with blue paper towel or using disinfectant wipes.
- When spraying liquid disinfectant avoid spraying near face and directly onto electrical equipment.
- Avoid direct hand contact with eyes, nose and mouth during cleaning.
- Wash hands after cleaning.



Catering Sanitiser  
(Kitchens)



Pine Disinfectant Cleaner  
(Office & general areas)

**Desk Areas and Meeting Rooms** - Clean desk area before and after use

**Social Areas** - Clean table and chair before and after use

**Kitchens** - Clean sinks, drinking taps, door handles and kettles before and after using and touching

**Labs** - Clean benches and chairs before and after use.



Cleaning  
Station

## 3. Access and egress

### 3.1 GENERAL ACCESS

Building operating hours are 08.00-18.00 hours, Monday to Friday.

Exceptional access by special arrangement is possible on occasions. This requires additional requirements to be put in place and is subject to approval. Contact the Head of Operations in the first instance to discuss.

General building access is by swipe card access via the wheelchair accessible entrance door at the main entrance on George Street. The revolving entrance doors are expected to be re-instated in near future). Signage, queue and lane floor markings are in place in the foyer entrance as reminders for direct travel and social distancing. These must be adhered to in the building. Additional signage and relevant information are displayed close to the entrance, this may include details of Fire Safety Marshals & First Aiders present in the building. Departments and research groups are responsible for ensuring they have addressed the needs of Fire Safety Marshals and First Aiders as part of their return to campus arrangements. Occupants should be patient and observe social distancing requirements on entry (and exit). Building occupants will need to record their physical presence in the building until such times that this is no longer required. Hand sanitiser stations are available at entry points and should be used on arrival into the building.



Additional separate access entrance arrangements have been agreed with Conference and Events (if required), to facilitate arrival, registration and meet social distancing requirements when larger events and/or restricted teaching events are being held. See also [Meet with confidence | University of Strathclyde](#) for more information.

Out of Hours / Red Card access is subject to exceptional access arrangements. Contact the Head of Operations in the first instance to discuss.

### 3.2 GENERAL EGRESS

Current egress from the building is through the Emergency exit door set number 22 (which faces onto the Inovo building). These doors have been temporarily designated as the main exit doors of the building.

**NOTE:** This arrangement is expected be removed in the future when the main entrance doors are reinstated for both entry and exit use.



In order that we can manage building evacuations safely during reduced occupancy periods, card readers at the entry and exit doors and must be used **on both entry to AND exit from TIC.**

Access to the building is controlled via the entrance reader. When you present your card, you will be added to the building roll call. **Please ensure that when you leave the building, you badge out at the reader at the exit door.** This will remove you from the roll call.

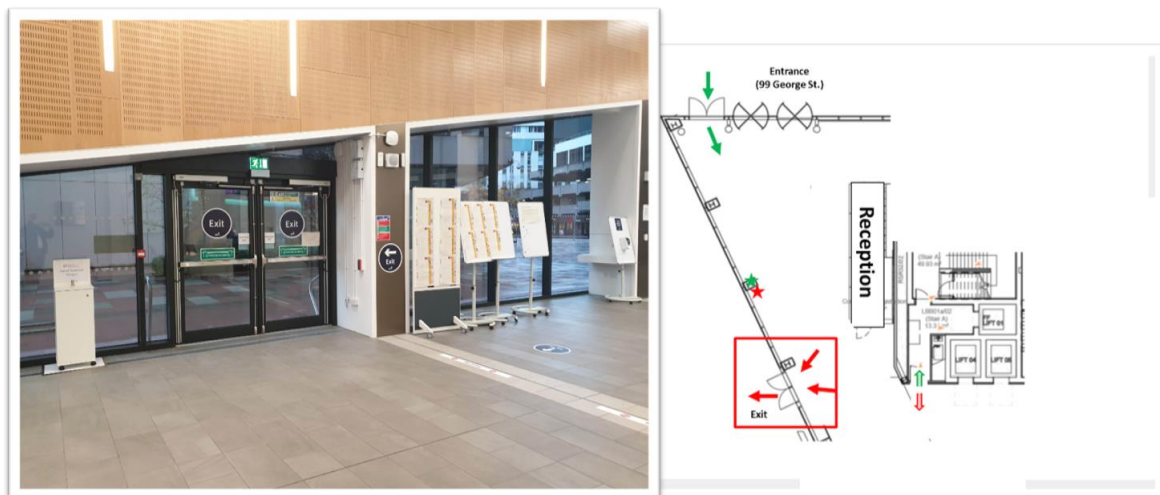
### Badge IN on ENTRY



### Badge OUT on EXIT

Please also remember to record your exit out of the building on the register board close by (if and whilst this remains in use).

In the event of a fire evacuation, all fire exit doors on level 2 of the building should be used and evacuation is by the nearest available fire stairwell to the outside of the building as normal.



## 3.3 OCCUPANCY REGISTER

In order to maintain a register of building occupants, advance notification of who is due in the building, on what days is required from Departmental & Group representatives. This is to ensure an accurate **Building Occupancy List** can be prepared in advance for the start of each new day. Details of expected individuals must be issued to **TIC Reception by 3pm** the day before (or Friday for Monday).

This should be used on **ENTRY** (to record physical presence in the building) and also on **EXIT** (to record physical exit from the building) by all building occupants working in TIC.

Compliance with this is **extremely** important for:

- General communication purposes for people working in the building;
- for monitoring the number and approximate locations of Fire Safety Assistants and First Aiders in the building at any given time of the day and also
- for use in a building evacuation

A magnetic marker piece will be available to indicate your presence in/departure from the building.

You should only touch your own marker during the day.

**NOTE:** The occupancy register procedure will be removed in due course when it is no longer deemed necessary or suitable.

DATE: Monday 29th June 2020

Dept./Group	Name	Level	Fire Safety Assistant	First Aider	IN	OUT
ASP	A. Cross	1				
ASP	K. Bonnell	1				
Human	K. Faulds	6				
CMAC	T. McGlone	8				
CMAC	M. Warzecha	8				
CMAC	K. Smith	8				
CMAC	V. Bayat	8				
CMAC	D. Bowering	6				
TIC Ops	P. Cassella	2				
TIC Ops	K. Gillies	4				
TIC Ops	E. Tate	4				
TIC Ops	M. Ross	2				
Fraunhofer	S. Andrews	5				
Fraunhofer	JM Hopkins	5				
Fraunhofer	Est. Etc.	5				
Fraunhofer						

### 3.4 ACCESS FOR DELIVERIES

Access for deliveries & couriers will remain through the TIC Stores entrance on Shuttle Street, which is managed by TIC Stores staff.



### 3.5 VISITORS AND CONTRACTORS

As restrictions ease and numbers increase, visitors will begin to return to TIC. Visitors and their hosts must follow current University guidance and procedures and ensure these are planned for in advance. Wherever possible and until informed otherwise, meetings should continue to be carried out remotely using available technology. Staff should not schedule visitors to attend unless appropriate risk assessments and approvals are in place at departmental level.

Arrangements for contractors to attend TIC must be made in advance, through the usual protocol via TIC Reception and the appropriate procedures and paperwork must be followed for them prior to arrival and when



on site. All contractors will require to sign in and out via the TIC reception log book and must be inducted to the building arrangements.

#### 4. Emergency arrangements

The advance notification of who is expected to be in the building and when and where they will be located is important in relation to our building emergency procedures.

Where possible, and during reduced building occupancy levels, individuals that are Fire Safety Marshals and / or First Aiders, are communicated and displayed by means on the occupancy register board in the foyer of the building.

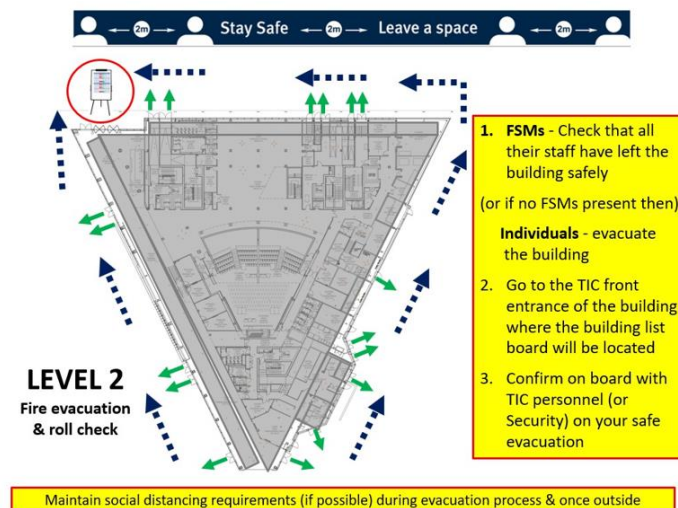
The board displays at any one time how many people in these roles are present in the building, where they are located and who they are. As both the numbers of Fire Safety Marshals and total building occupancy numbers are significantly reduced at present, it is not feasible to undertake a full sweep of all locations of the building in the event of a fire alarm evacuation. Individual research groups should ensure that they have suitable arrangements in place to be able to account for their staff and students in the event of an evacuation or need for First Aid assistance. All returning building occupants should be aware of what to do in an emergency as part of the return to campus arrangements.

##### 4.1 FIRE EVACUATION

On hearing the fire alarm building occupants must leave the building immediately by the nearest available fire exit. Follow the green fire exit signs. Building numbers are still significantly reduced, so it should be possible to adhere to social distancing during the evacuation process. Close doors as you leave and do not use the lifts. On exiting the building, and while maintaining social distancing. Make your way to the area outside TIC Reception so that you can be accounted for. Once this is done, please make your way to your normal muster point.

Where applicable Group Fire Safety Marshals (FSMs) should mark off their group names as having safely evacuated the building on the occupancy register.

Where there are insufficient Fire Safety Marshals, individuals will be required to make the staff managing the incident aware that they have evacuated safely.



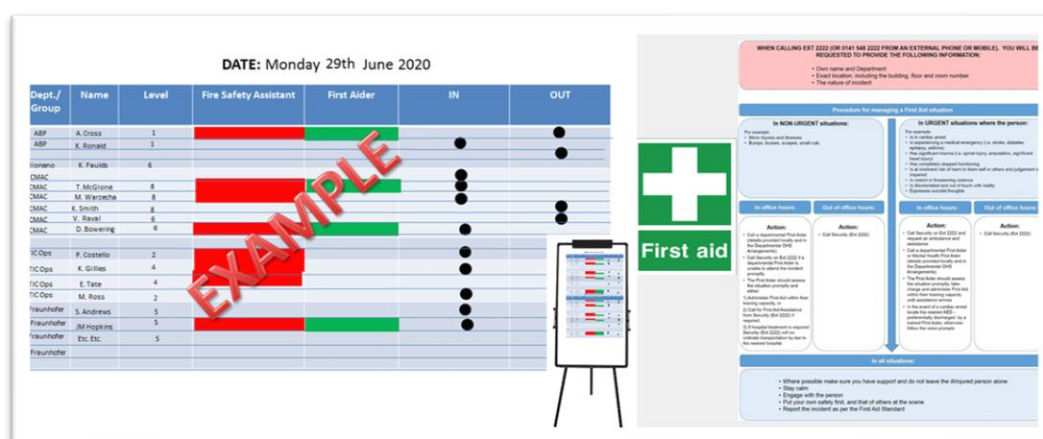
Please follow social distancing etiquette and be patient if there is a queue for this. Once FSMs / individuals have completed their check-in, they should return to their normal assembly point and await confirmation from security before re-entering the building.

Where possible Group Fire Safety Marshals are responsible for ensuring a roll call for their staff is taken and that this is confirmed against the building occupancy register. TIC Reception staff will account for any Estates

staff, external contractors and visitors separately via the TIC Reception sign-in book. Conference & Events staff will account for events staff and visitors.

## 4.2 FIRST AID

Where trained First Aiders are present in the building, these will be displayed on the daily check board at the TIC Entrance and should be known by colleagues. Security staff are the default First Aiders on campus and can be contacted on Ext. 2222. Existing procedures for summoning First Aid should be followed and where possible First Aid notices should be updated with current First Aiders details. All First Aiders must wear appropriate PPE/RPE when administering First Aid Assistance. Please refer to updated University guidance for [First Aiders](#) during Covid-19.



## 5. Building and layout changes

## 5.1 BIKE STORE

Access is restricted to registered and authorised users. Registration and approval is via TIC Reception, who will check and advise if there are spaces available for your use.

Due to the large area and good ventilation, two persons are permitted access at any one time. However, as this is communal space, face coverings should be worn. If bike store cannot be used, users should use the nearby bike racks to store their cycle.

## 5.2 CIRCULATION SPACES AND CORRIDORS

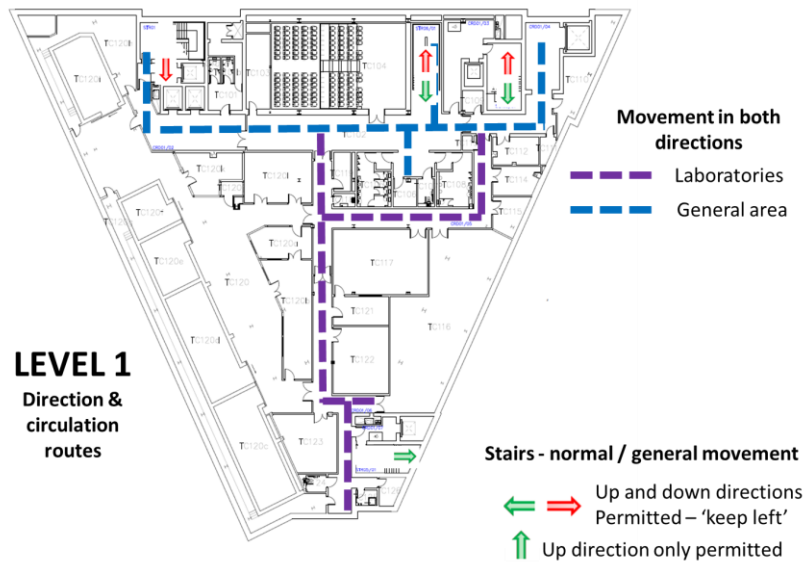
Current one-way systems have been created for corridors and walkways, allowing a series of direction loops that persons must follow when moving around the building. **NOTE:** These one-way systems are subject to change in the future and signage will be amended accordingly to reflect this.

Levels 1-3, 8 and 9 of TIC have layouts, which are not practical for one-way systems to be fully effective, and these have been dealt with differently.

Levels 4-7 of TIC (with the exception of Level 6 at core 3 of the building) have one-way direction loops in place, with main loops distinguishing between the office and lab areas of the building. All people circulating should walk in single file, keeping away from anyone at the end of a desk run (where applicable). In open plan office sections with desks on both sides, this can be achieved by keeping to the centre of the walkway. Distance

signage and queue markers are in place to remind persons to maintain social distance from others. However, common sense should also be applied.

**Level 1** lab corridor occupancy is very low a common sense approach when moving around negates the need to operate a one-way system. Please note core 1 stairwell is quite narrow and it has a downward only direction of travel from level 2 to level 1.



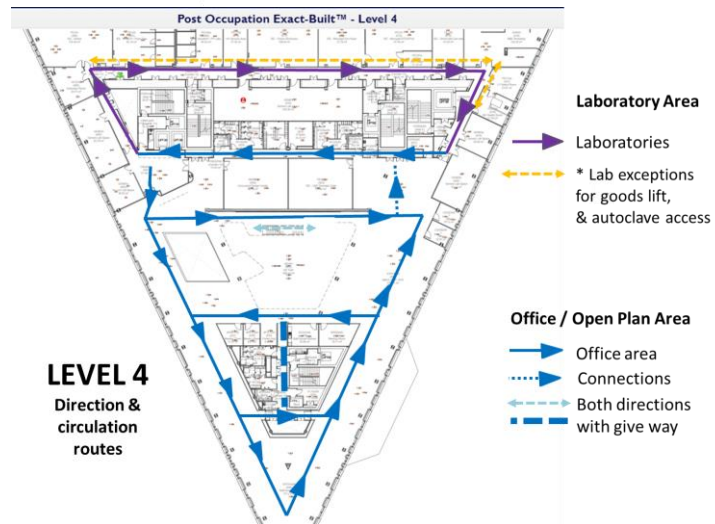
**Level 2** of TIC is large enough to accommodate movement in both directions, provided occupants follow signage and social distancing requirements.



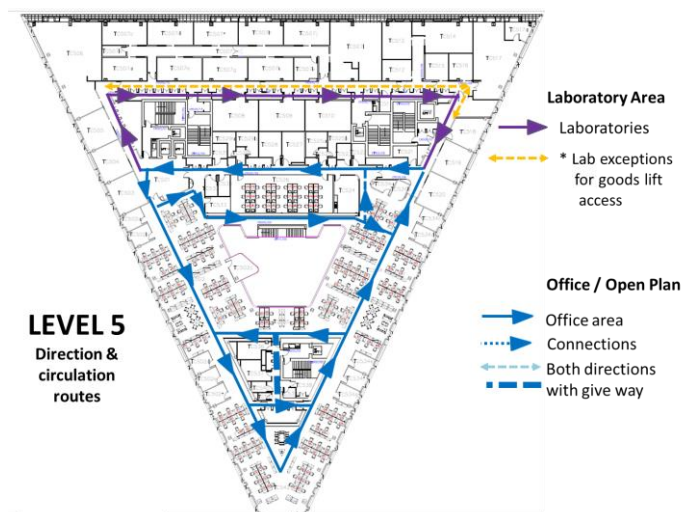
Similarly, with **level 3** of the building, movement in both directions is permitted provided occupants follow signage and social distancing requirements.



**Levels 4-7** of the building follow similar layouts with the office and laboratory areas covered by separate one-way direction circuits. The outer office circuit (blue on the slide) is mainly in an anti-clockwise direction and the laboratory circuit (purple on the slide) is on a clockwise direction. There will be occasions when there are exceptions to this rule, for example, when items are being transported along the laboratory corridor from the goods lift.

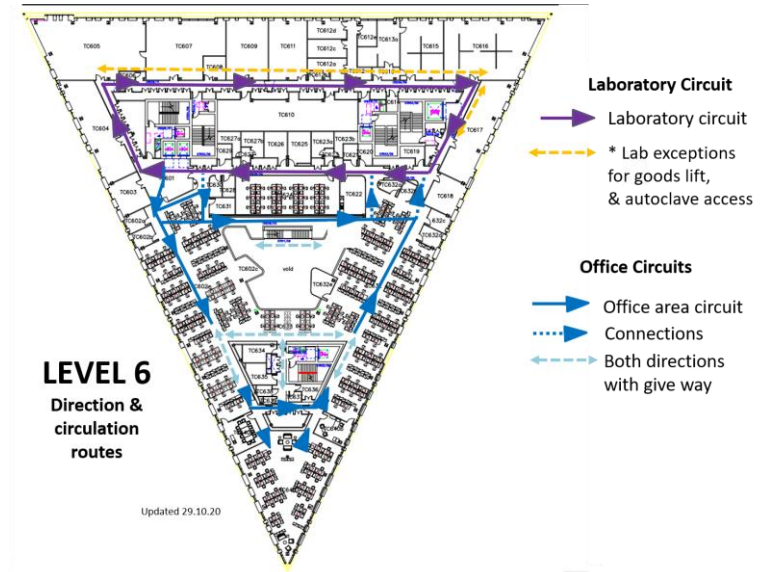


**Level 5** circulation and direction routes.

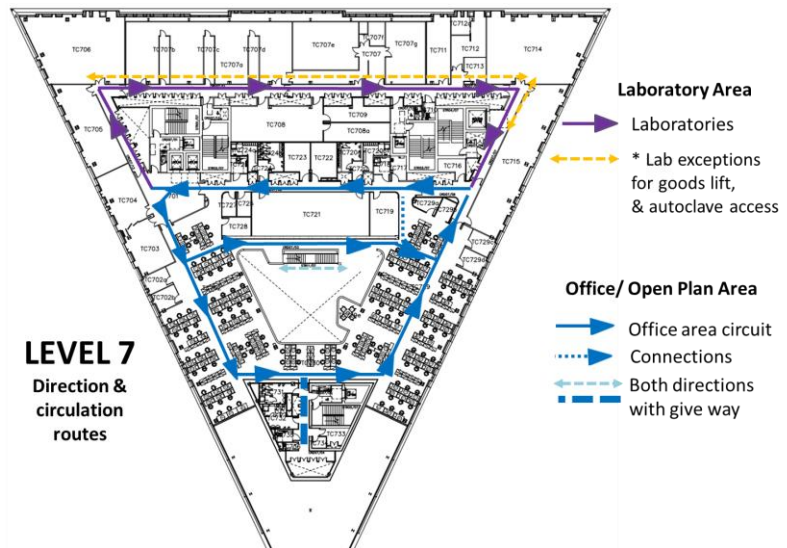




**Level 6** direction and circulation routes.



**Level 7** direction and circulation routes.



**Level 8** operates in an anticlockwise direction and care should be taken by those entering or leaving rooms on this level due to the dead-ends





**Level 9** will only have small groups in attendance and all persons should carefully observe social distancing when in the area.



### 5.3 COMMUNAL KITCHENS

Adhere to the latest/current guidance and protocols for occupancy and use of the kitchens facilities. Wear a face covering (unless exempt) before entering. Wash hands before touching items and surfaces and clean surfaces and items such as kettle handles, work surfaces etc. before use. Bring in and use your own cutlery and crockery where possible. Wash and dry communal items before use. Do not leave personal items in or out in the kitchen areas. Take home items or store in personal locker or desk when not in use. Where possible, stagger breaks and meal times and encourage staff to bring in prepared lunches. Clean area after use. Food safe sanitiser sprays and paper towels are available in all kitchens. Please follow the instructions for use and refer to eCOSH 7441 (rev 2) for further information.

- eCOSH 7441 rev2 is available for use in the eCOSH system if required.
- Clean work areas and items **before and after** use by using disinfectant spray, leaving for a few minutes then wiping with blue paper towel or using disinfectant wipes.
- When spraying liquid disinfectant avoid spraying near face and directly onto electrical equipment.
- Avoid direct hand contact with eyes, nose and mouth during cleaning.
- Wash hands after cleaning.



Catering Sanitiser  
(Kitchens)

### 5.4 LABORATORIES

University Departments and 3rd party organisations are responsible for determining and setting out their own detailed guidance for activities that can be safely undertaken in their laboratories. Available lab space, equipment use and access requirements need to be taken into account in relation to social distancing, hygiene, maintenance and cleaning requirements

Any requirement for the use of PPE should be determined through the normal risk assessment process. Considerations should be given to priority activities, rotas, shifts, booking of equipment, use of PPE, signage, occupancy working numbers, lone working procedures, one-way route systems, use of barriers, floor markings, and communication methods between workers. A common-sense approach must also be in place when working in laboratory areas.

#### 5.4.1 PPE AND NON-PPE

Personal Protective Equipment (PPE) such as disposable nitrile gloves should not be worn routinely around the general parts of the building UNLESS they are required as PPE for a specific task. This includes cleaning staff carrying out cleaning duties or TIC Ops staff delivering parcels.

If you do not normally wear a facemask or gloves for PPE at work, then you do not need to wear these because of coronavirus.



Facemasks worn as PPE are Respiratory Protective Equipment (RPE) and should only be worn in laboratories and when carrying out activities for which face masks have been assessed as a requirement. RPE must be suitable for the task, for example, FFP2 or FFP3 are the normal lab grade masks.

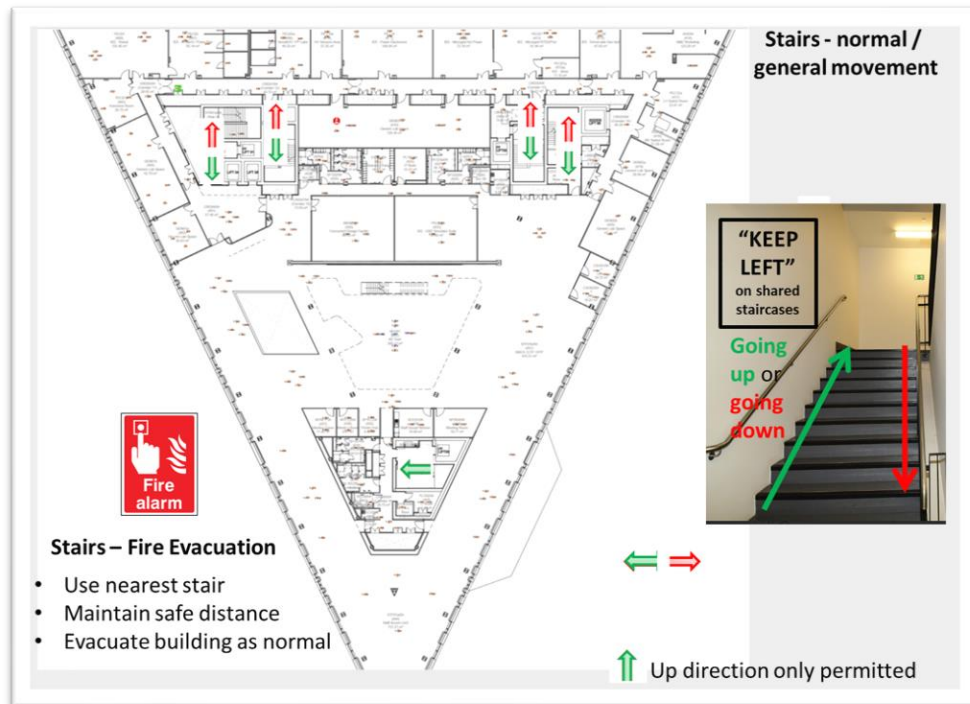
On the other hand, face coverings such as shop bought or homemade face coverings are **not PPE**. Please check your local risk assessment, speak to your safety contact or refer to the latest [University guidance on the use of PPE and face coverings](#) on campus.

The labcoat laundry service currently runs every fortnight. Contact TIC Stores for details.

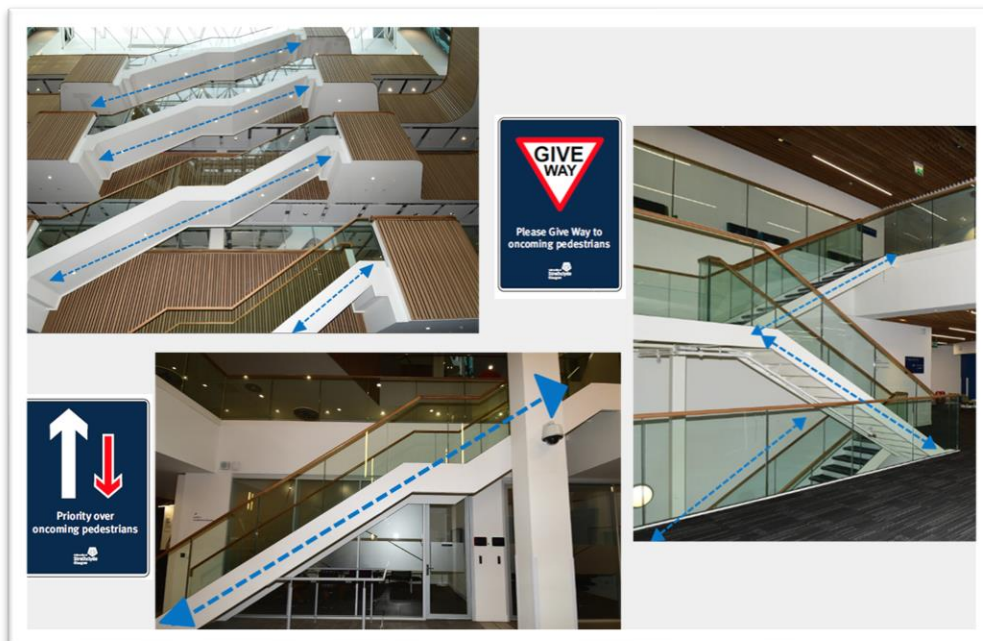
#### 5.5 LIFTS & STAIRCASES

People are encouraged to use the stairs where possible, rather than use the lifts. Face coverings must be worn (unless exempt). Follow and adhere to occupancy and use signage for the lifts. Wash or sanitise hands after pressing lift buttons or use a suitable implement or elbow to press the button. Floor markings will be used to distance those queuing to use the lifts. The **goods lift** is for the transport of large/heavy/hazardous materials where transport on stairways would not be possible or safe.

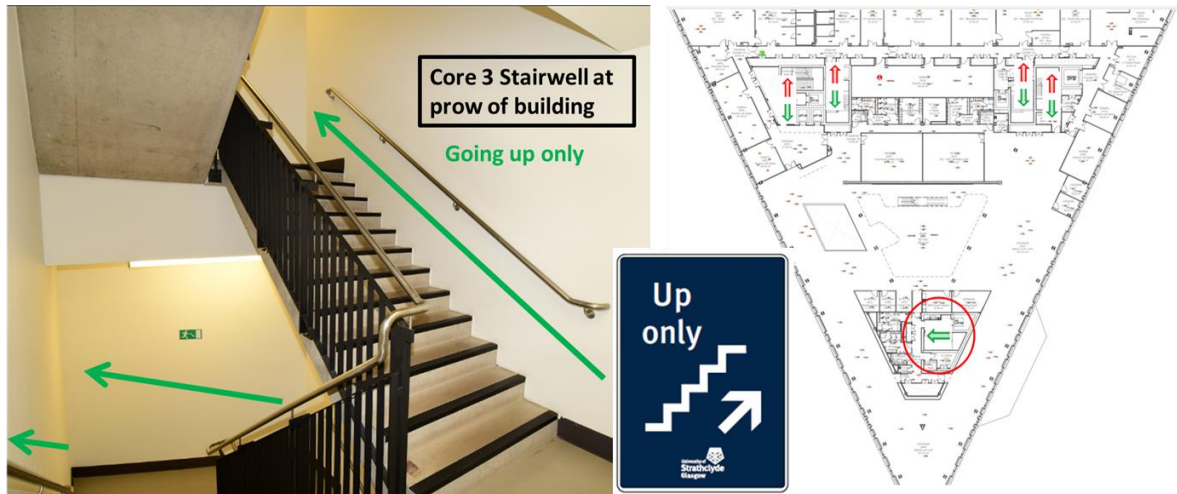
Signage indicates keeping to the left and maintaining appropriate social distancing. All persons should 'keep to the left' in the direction of travel and walk in single file and adhere to social distancing requirements.



The atrium stairs in the core of the building and the mezzanine stairs connection levels 1, 2 & 3 in certain locations, can all be used for both directions of travel, provided that the 'give way' protocol is observed and adhered to. **Please observe the give way protocol in these areas.**



The stairwell in Core 3 which is towards the prow of the building is narrow and should only be used to travel up the building. However, in the event of a fire evacuation or emergency, it can be used to evacuate the building as normal.



## 5.6 MAIL AND PRINTER HUBS

Normal service levels for mail delivery and collections are in operation by Security Wardens. Please observe social distancing at mail and printer locations.

## 5.7 MEETING ROOMS, CONFERENCE ROOMS AND REFLECTION ROOM

Use remote technology if possible.

Minimise face-to-face meetings.

Limit the pool of people you meet in face-to-face meetings.

Follow current signage and instructions for use.



External signage will indicate the maximum number of occupants permitted in the room at any one time.

## 5.8 OPEN PLAN, COMMUNAL AND SOCIAL SPACES

Face coverings must be worn (unless the wearer is exempt) when moving around the indoor communal spaces of the building and until such times when this is no longer required. This includes all corridors, walkways, stairs and social spaces. Face coverings can be removed once seated and if current social distancing requirements are met.



Departments/groups and 3<sup>rd</sup> parties are responsible for setting out the social distancing arrangements required for their allocated desk areas in TIC. Workstation arrangements will depend on a number of factors (such as location to traffic circulation routes, workstation layout, numbers of available workstations required for staff, availability of screens etc.).

Where possible, individuals should maintain current social distancing requirements from each other. Face to face arrangements should be avoided unless there are suitable barriers or screens are in place.

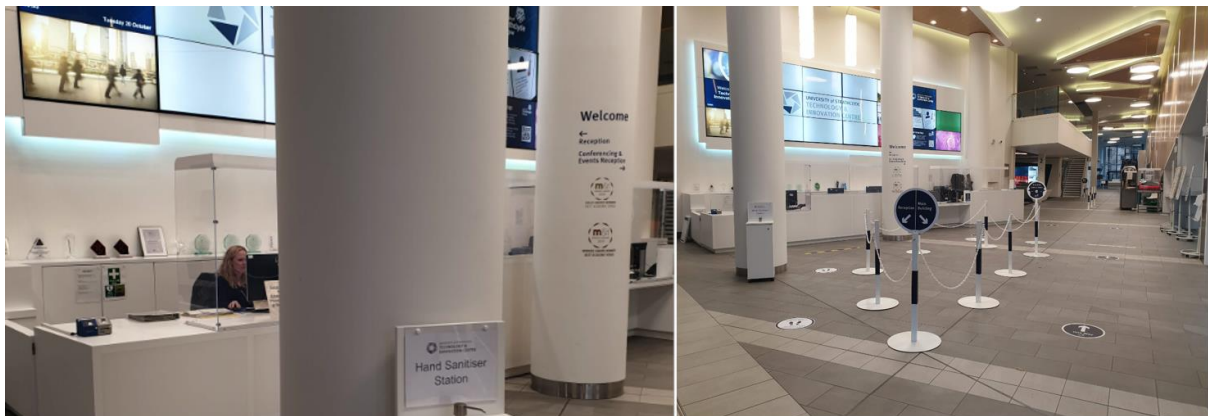
Furniture has been arranged and relocated according to current social distancing and usage availability.

Blue pods are for single person use only. Similar arrangements have been adopted for other 'break out' and social seating areas in the building.



### 5.9 RECEPTION DESK

The Reception foyer has been amended with signage, queue lines, floor markings and clear protective screens. Sanitising wipes/sprays are available.



### 5.10 TOILETS, SHOWERS AND CHANGING AREAS

Use accessible toilets and shower facilities wherever possible to minimise inadvertent close contact. Larger toilet and shower facilities are a "one in-one out" system. Knock the door and wait for a response if you are unsure if anyone is in. Signage on the doors will indicate this. If the facility is occupied, move on to next facility. Remember to wear a face covering and follow the one-way system on the way to and from the facilities.

**NOTE:** Access to the toilet facilities is expected to go back to normal (pre-covid) in the future and communication will be made once this happens.



## 6. Operational changes

### 6.1 RECEPTION

TIC Reception operating hours are: 08.00-18.00 Hours (Monday – Friday). Reception staff are present during normal building hours. Staff will sign in external contractors and visitors. Access card passes will be issued and returned via in and out boxes. Where possible, TIC Staff & building occupants should call reception (Ext. 7000) or email TIC Reception staff rather than physically presenting at the desk.

### 6.2 TIC STORES

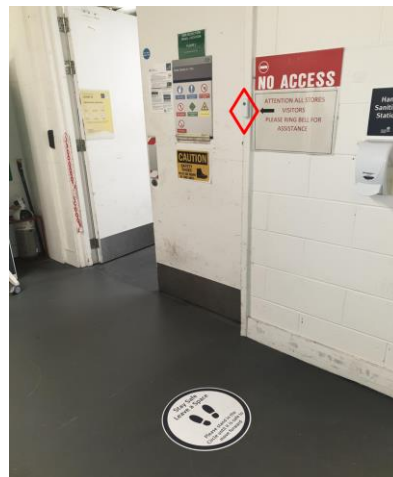
TIC Stores operating hours are: 08.00-16.00 (Monday – Friday).

Stock ordered from stores should be requested by phone or email rather than personal visit. Stores will deliver wherever possible to minimise concentrations of staff accessing the stores area. Delivery will be to end of desk village or lab door and socially distanced at all times. All inbound parcel deliveries will be arranged with the recipient by phone or email.

The stores counter area is no longer in use. Any visits made in person should be to the double doors and the bell (highlighted below) used to summon assistance.

Outbound goods will be collected by stores team where possible or, by prior arrangement, can be left on racking in stores corridor with appropriate paperwork attached. Generally, all outbound parcel movements should be requested by phone or email rather than personal visit.

Deliveries are received at the back door with a “reception” table set up to distance from delivery staff. Signage at back door indicates the use of buzzer to gain entry. PPE such as disposable gloves, good hand hygiene and face coverings to be worn as required.



### 6.3 AUTOCLAVE FACILITY (TC405)

The autoclave facility (TC405) is only accessible to authorised and approved personnel. It is designated for **single person use** only to meet with current social distancing requirements, which should meet most existing user requirements. However, there may be occasions where 2 people will need to be in the room (e.g. for demonstration and training purposes, or for service engineer works etc.) and for these occasions, you will need to ensure that you have a suitable risk assessment with appropriate control measures in place.

Only authorised and suitably trained staff should use this facility. ULab bookings must be made for all use in order to comply with track and trace requirements.

A booking system is now in operation for access to and use of the facility. You can access this via the ULab system and/or via the QR code below. **Note:** you need to be registered with ULab to make a booking.



ULab:

<https://www.ulabequipment.com/facility/strath/>

and direct link to the autoclave:

<https://www.ulabequipment.com/equipment.php?ID=4725>

For new requests to use this facility, please contact [tic-safety@strath.ac.uk](mailto:tic-safety@strath.ac.uk) for further information on the requirements.

**NOTE 1:** Access to the autoclave facility is expected to go back to normal (pre-covid) in the future and communication will be made once this happens.

**NOTE 2:** Individuals accessing the facility for the Millipore water machine and not using the autoclave or accessing the waste bins, are not required to use the ULab booking system, but they should agree safe entry to collect water with any individuals that may be present in the facility on their arrival.

#### 6.4 WORKSHOP FACILITY (TC415)

Only authorised and suitably trained staff should use this facility. ULab bookings must be made for all use in order to comply with track and trace requirements.

A booking system is now in operation for access and use of the facility. You can access this via the ULab system and/or via the QR code below. **Note:** you need to be registered with ULab to make a booking.



ULab:

<https://www.ulabequipment.com/facility/strath/>

and direct link to the workshop:

<https://www.ulabequipment.com/lab.php?ID=612>

For new requests to use this facility, please contact [tic-safety@strath.ac.uk](mailto:tic-safety@strath.ac.uk) for further information on the requirements.

**NOTE 1:** Access to the workshop facility is expected to go back to normal (pre-covid) in the future and communication will be made once this happens.

**NOTE 2:** Discussions are on-going as to the future requirement and plans for the workshop and location.

#### 6.5 COMMUNICATION AND INFORMATION

Details of TIC-specific updates and information relevant to users of this building will generally be made via "Inside TIC" messages and it is in everyone's interests that all staff and students based in TIC make a point of reading these communications.

Other information can be found on the University website with University-wide updates being highlighted in the weekly “inside Strathclyde” messages. Again, we would encourage all staff and students based in TIC to read these messages.

Any safety related comments or suggestions can be sent to [tic-safety@strath.ac.uk](mailto:tic-safety@strath.ac.uk), while any general, routine or urgent matters should be addressed to [tic-reception@strath.ac.uk](mailto:tic-reception@strath.ac.uk).

## 7. Monitoring and Compliance

The consequences of illness from coronavirus can be very serious for some individuals and there is a moral and legal requirement for everyone to help contain its transmission.

By monitoring compliance, we can:

- evaluate how effective the safety measures are arrangements are working in TIC;
- assess how well these measures are being complied with;
- identify what needs to be changed, enhanced or enforced more actively;
- identify what (if any) new risks are arising; and
- use this feedback from others for review and improve our arrangements; and then report back to relevant parties and management on our progress.

Compliance monitoring should be carried out at the local level by the relevant Department / Research Group /Third party and typically by the completion of various daily and weekly inspections, checklists and reviews. Health, Safety & Well-Being are also responsible for carrying out regular assurance checks.

Safety updates in this area are discussed at the TIC Safety Committee and Third-Party Safety Group meetings, which is attended by group and area representatives.

## 8. Training Induction Declaration

This completes the TIC Building induction for our new working arrangements. Should you have any queries or questions relating to any of the items covered in this document or on the TIC Induction presentation, please direct your query to TIC Reception, TIC Safety or to your local safety representative.

Additional information can also be found in a variety of locations, such as the University [safety](#) and [coronavirus](#) web pages and you will continue to receive communications from a number of sources as phases change or following our reviews.

We very much hope that the implementation and regular review of these changes, help to reassure you that we take both your and everyone else’s safety very seriously and that we very much look forward to welcoming you back to TIC in due course.

Finally, we now require you to complete and send an email declaration to TIC Reception to confirm that you have read and understood this document and the TIC Induction slides as part of the building induction process for re-access into the building.

## 9. References and Useful Information

- 1 Inside Strathclyde, with weekly emails providing the latest update from the Principal
- 2 University: Coronavirus (Covid-19)  
<https://www.strath.ac.uk/coronavirus/>
- 3 University: Coronavirus Return & Resume  
<https://www.strath.ac.uk/coronavirus/returnandresume/>
- 4 University Safe Return to Campus  
<https://www.strath.ac.uk/safetyhealthwellbeing/safereturntocampus/>
- 5 University: Safety, Health and Well-Being  
<https://www.strath.ac.uk/safetyhealthwellbeing/>
- 6 Scottish Government: Coronavirus in Scotland  
<https://www.gov.scot/coronavirus-covid-19/>
- 7 UK Government – Coronavirus (COVID-19)  
<https://www.gov.uk/coronavirus>
- 8 Health & Safety Executive: Working safely during Coronavirus (COVID-19)  
<https://www.hse.gov.uk/coronavirus/index.htm>