**FACULTY OF ARTS AND HUMANITIES**

**FACULTY OF HEALTH SCIENCES AND SPORT**

**Covid-19 Return from Lockdown**

**Induction Checklist**

**Name………………………………………………………………………**

**Division/Subject……………………………………………**

To perform my duties that I require access to the following rooms ……………………………………………

For the safety of all of our employees, on-site activity will not resume before a full risk assessment has been undertaken and measures to implement COVID-safe workplaces have been implemented. The University is committed to ensuring that risks are controlled so far as reasonably practical but you are reminded of the requirement to take personal responsibility for your own safety and that of others by adhering to the guidelines.

You will be expected to complete the online COVID-19 specific induction process prior to returning to campus. Please access this training (as with all the WorkRite Health & Safety Training) via the following route: To log onto WorkRite, please only use the link via the main Portal page, under the heading My Staff Life’ - ‘I want to…’ select the ‘Health & Safety Training (WorkRite)’ link.

Before returning to campus, your Line Manager will meet with you to discuss the University and local faculty/directorate specific risk assessment alongside safety measures that have been introduced. This will also provide an opportunity for concerns to be discussed and resolved.

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| I confirm that I have read and understood the University Covid-19 Risk Assessment which covers generic precautions to be taken.<https://www.stir.ac.uk/about/professional-services/estates-and-campus-services/safety-environment-and-continuity/safety/> |  |
| I confirm that I have read and understood the Faculty Covid-19 Risk Assessment which covers generic precautions to be taken. To confirm version 1 (August 2020) has been accepted. |  |
| I confirm that I have read and understood the Covid-19 Risk Assessments relating to each of the rooms identified above that I require access to. |  |
| I confirm that I have completed all my Health and Safety and Covid Induction modules within Workrite. |  |
| I confirm that I have discussed the local induction arrangements with my line manager. |  |
| I confirm that I am not considered to be “clinically vulnerable” or “clinically extremely vulnerable”. |  |
| I confirm that I have nominated a buddy in order to support any period of ‘lone working; that may be required.  |  |
| I confirm that I have read and understood the published guidance on measures adopted to ensure buildings and spaces can be used safely during the COVID-19 pandemic. [Download the COVID-19 guidance (PDF, 5.5MB)](https://stir.box.com/s/885xtc81qqdxxchenm0g2n4t2c8hgqn6) |  |

Remember:

* You must sign in on arrival and check out on departure at the Pathfoot reception,
* Your line manager must be made aware and approve your buddying arrangements,
* You must check in with your nominated buddy on arrival , at lunchtime and on departure,
* You must follow all of the precautions laid out in the above Risk Assessments,
* You must not enter any other rooms other than outlined above.
* The above Risk Assessments supplement, and do not replace, local Risk Assessments that have been prepared for all laboratory processes,
* Wash your hands regularly and remain more than 2m from everyone else,
* If you have any concerns please raise these directly with your line manager,
* The Covid-19 situation changes constantly and this guidance will be regularly updated to reflect that.

Signed…………………………………………………………………………………………… Date…………………………………………