Staff return to work checklist

Name ....

Line Manager ....

School/Department/Division ....

I have been informed by my line manager that I will be returning to work on campus with effect from .... (insert date)

I confirm that:-

I have completed the mandatory training

I have reviewed the risk assessments for the building where I am based and the activities on campus. I will need to be briefed by my line manager of the differences for other buildings or any significant changes/regular updates, as and when necessary.

I have taken into account how I will travel to and from campus and parking arrangements.

I have a reusable or single use face covering and I am aware of the University rules for their use. You should buy or make your own as there are only a limited number available on campus.

I have considered and discussed with my line manager arrangements to remain safe on campus

I have thought about arrangements for breaks and lunchtimes. On campus catering will initially be limited and I will make arrangements accordingly.

My line manager has made me aware of the revised First Aid and fire safety arrangements for my building.

I have checked out the latest guidance on the Covid-19 pages on the intranet site/I will be briefed regarding the latest guidance as and when necessary.

If you have any concerns speak to your line manager, who can ask for specific support from Health and Safety Services, Staff Health and Wellbeing or Occupational Health.

Please pass this completed checklist to your Director of Operations or line manager. They will contact Security to ensure your entry pass is re activated. Please also, download and register for SafeZone. The use of SafeZone is mandatory.

Signature or sent via email ....

Date ....

Save a copy and send to your line manager.