



## School of Chemistry and Chemical Engineering Standard Operating Procedure for Provision of Services by Chemistry Stores

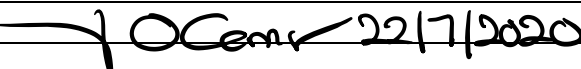
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**Author** Sign.....Date.....

(Clive Murray, Stores Manager, LG Floor, DKB, Ext 4440)

**Approved by** Sign.....Date.....

(Prof Steven Bell, Head of School, CCE)

<b>Previous Version Number</b>	1
<b>Details Of Change</b>	Modificatons to queuing in corridor and goods placed in lockers communications
<b>Sign / Date (Author)</b>	
<b>Sign / Date (Safety Officer)</b>	 22/7/2020
<b>New Version Number</b>	



## Stores intentions regarding safe working practices re Covid 19

This work plan has been designed to ensure the health safety and welfare of all staff, students, contractors, visitors and drivers who use or visit the Stores in the School of Chemistry and Chemical Engineering with regard to control of transmission of COVID 19

### Physical measures

To facilitate Government guidance on social distancing the following safety measures have been put in place in Stores:

### Stores Staff

In line with government guidance:

- staff will wherever possible work from home
- stores staff on site will be reduced to a maximum of 2 at any one time
- shift patterns will be in place to facilitate operational procedures

Typical shift Pattern will be of the type below based on 9am-5pm Monday-Friday:

	Kieran	Paulina	Clive
<b>MONDAY</b>	<b>IN</b>	<b>IN (alternate weeks eg 1 and 3)</b>	<b>IN (alternate weeks eg 2 and 4)</b>
<b>TUESDAY</b>	<b>IN</b>	<b>IN (alternate weeks eg 1 and 3)</b>	<b>IN (alternate weeks eg 2 and 4)</b>
<b>WEDNESDAY</b>	<b>IN</b>	<b>IN (alternate weeks eg 1 and 3)</b>	<b>IN (alternate weeks eg 2 and 4)</b>
<b>THURSDAY</b>	<b>IN</b>	<b>IN (alternate weeks eg 1 and 3)</b>	<b>IN (alternate weeks eg 2 and 4)</b>
<b>FRIDAY</b>	<b>IN</b>	<b>IN (alternate weeks eg 1 and 3)</b>	<b>IN (alternate weeks eg 2 and 4)</b>

### Store Access for Staff and Students

To facilitate government guidance re social distancing and limit the number of contacts in the Store area access to the store will be **STRICTLY** limited to **one person per research group / week**. There will be no drop ins / drop by's by any other members of staff or students.

- Each research group must appoint ONE person from their Group to be the Store and locker room representative.
- The name of the representative from each group should be notified to the store on [CCEstores@qub.ac.uk](mailto:CCEstores@qub.ac.uk) on the Monday of each week by the supervisor.
- This role can be delegated to another person from the group on either a weekly or monthly rota basis as determined by the Group themselves.
- If the nominated person is ill or cannot fulfil this role when it is their time to do so then it CAN be delegated to another person from the Group provided the Stores are made aware in advance.



- The only person who will be served by counter staff will be that ONE nominated individual. Additional staff and students from the Group are not permitted access and will be asked to leave.

### **Safety in Stores and Locker Room**

To ensure all staff and student safety, a screen has been erected along the length of the counter with a Perspex section. There is a gap at one end to enable a trolley to be pushed underneath and loaded with consumables.

Enhanced cleaning will be in place with store counter and lockers being cleaned at least twice per day.

Store staff will sanitize the counter area before each opening period and wash their hands before handling the goods being supplied. As there should be no contact by service users with the store infrastructure this should be sufficient to limit the spread of the virus.

High contact touch points will be cleaned twice daily by cleaning staff

### **Store counter service**

This will only be available from **09.00 – 11.00 & 14.00 – 16.00 each day except Wednesday afternoon** when the store will be closed.

A list of items usually stocked by the store will be sent to all returning groups and this list is to be used when placing orders

Group representatives should collate a detailed list of stock required by the group. This list should be kept as short as possible and comprise of mainly larger items as small items can be ordered by e-mail to be placed in lockers for collection throughout the day (see locker room procedure below).

On arrival at the store the group representative must first make sure no one else is in the store already waiting.

To enable this the door to the store / counter area will be left open so that a visual check is easily undertaken. The Stores will be operating a STRICT one in one out system with a maximum of two (2) people permitted to queue on the marked spots along the corridor). If two people are already queueing please leave and come back in a few minutes.

If the counter area is free it is safe for them to enter and push their trolley(s) / Winchester carriers or other means of transporting goods under the barrier to the left-hand side of the screen. They will be expected to stand back from the screen a safe distance as indicated by the signage and floor markings.

**No staff or students will be permitted access beyond the counter screen**

The group representative can then request the required items from the store with the items being placed on the trolley or in the carriers etc. by the stores staff and the group representative can leave with them as soon as all items have been charged to the relevant account(s) (Store cards must be used and presented to the Perspex screen when requested for scanning)



### **Locker room**

The lockers will be the main collection point for consumables and incoming orders. The locker room can be accessed at the following times.

10.00 – 10.30am

11.00 – 11.30am

12.00 – 12.30pm

13.00 – 14.30 pm

15.00 – 15.30pm

16.00 – 16.30pm

List of opening times will be posted on the wall outside.

Locker room closures are necessary to enable stores staff to safely place items into lockers and ensure regular cleaning is taking place.

Locker room door will be open during the time periods of access stated above and will have a 1-in-1-out system with only one person permitted at a time and a maximum of two (2) people queuing on the marked spots in the corridor.

If someone wishes to retrieve items from a locker and someone is already in the locker room, then they will need to queue. If more than two people are already queuing they will need to come back in a few minutes and try again.

As only limited queuing will be allowed in the corridor users are asked to empty lockers as quickly as possible and regularly check for deliveries to free up locker space.

### **Procedure for locker service requests**

To minimise face to face counter service contacts it is now possible to request stock items to be placed in the lockers.

Deliveries will be placed in individual lockers throughout the day with items requested from the store by e-mail to [ccestores@qub.ac.uk](mailto:ccestores@qub.ac.uk) only. Items will be placed in the locker as soon as possible after a detailed order request has been submitted.

**Only lists received to [ccestores@qub.ac.uk](mailto:ccestores@qub.ac.uk) from group supervisors will be actioned.**

To request items for placement in lockers an email must be sent to the Group representative detailing:

- the list of items required
- E-mail subject line should be “Store items for collection from Locker #”

### **The list must contain the following:**

The stock reference

Description of the item/s required

The project code and user reference (both are printed on your store card)



The completed list MUST then be sent to:

1. The group supervisor for approval and have the subject line "Goods are for collection from locker #"
2. Upon approval the group supervisor should forwards a copy to the Store on [ccestores@qub.ac.uk](mailto:ccestores@qub.ac.uk) and cc'd to the group representative to ensure both parties are aware that approval has been given **N.B. Only requests sent to the [ccestores@qub.ac.uk](mailto:ccestores@qub.ac.uk) e-mail will be actioned.**
3. On receipt of the approval e-mail the items will be placed in the group locker as soon as possible by the store staff who will reply to the e-mail indicating that the goods are in the locker and available for collection at the next locker room open time..

Please remember that lockers are small and must be emptied frequently. Failure to do so will result in delay to all orders.

### **Compressed Gases**

Requests for compressed gas should be e-mailed separately to the group representative and again this can be forwarded for approval as per counter service procedure.

When the gas is ready and available the Stores will email the group representative detailing a time for collection

All compressed gas cylinders will be left on a sanitized trolley in the goods yard just outside the store. Once collected and placed in the laboratory the empty trolley/s must be returned to the pickup point as soon as possible.

Persons collecting gas MUST make sure that they have protective footwear in line with school procedures.

If protective shoe covers are required, then they must be:

Requested at the time of placing request for gas

Sanitised before and after use by the user.

### **Requests for disposal of Waste**

#### **Solvent / Silica**

Requests for waste disposal are made via group supervisor although on this occasion the group representative can be bypassed. On receipt of a request a time will be given to the requestor and the locks to the various waste disposal receptacles (solvent and silica) will be removed by the Store staff. The requestor can then come to the goods yard and dispose of the waste in a safe socially distanced way.



**Sharps / Specialist chemical waste (Signed off by the safety officers and allocated a box number)**

Sharps and other suitably boxed waste can be brought to the store by the group representative when coming to the store counter to collect other items however store staff must be informed of the quantity of sharp boxes and other waste when the counter service is being requested.

**Collection of outsized deliveries.**

If very large packages are received by the store (pallets or large packing cases) an e-mail will be sent to the group representative / supervisor asking them to arrange a suitable time to collect the item(s) from the store.

When a suitable time (outside of counter open hours) has been agreed either by e-mail or phone the item will be placed on a sanitised pallet truck by store staff and placed in the goods yard under the roof for collection. Once the goods have been taken to the lab the pallet truck should be returned to the pickup point as soon as possible.

**Orders**

Orders can be submitted as normal to [ccerequisitions@qub.ac.uk](mailto:ccerequisitions@qub.ac.uk) for processing.

As Clive will be working from home on some occasions and face to face contact should be avoided please make all contact with him or other store staff by phone, Microsoft Teams or e-mail.

Other store personnel should be contacted by phone, e-mail or teams only

All of the above will be subject to change if government guidelines are amended.