

Returning to Campus - Useful Contacts

During a gradual return to working on campus, staff may feel anxious about changes to their work environment or want to query something that's a concern, to help with this please find below a list of useful contacts.

HOUSEKEEPING

Problems with hand sanitisers, or replenishment of cleaning supplies? Contact the Estates Helpdesk:

e: estates@hope.ac.uk

t: 0151 291 3185

Alternatively log a job online via www.hope.ac.uk/estates

HEALTH AND SAFETY

For safety concerns about specific COVID protocols or the working arrangements in your department or School contact:

- Local Safety Coordinator
- Line Manager
- Head of Department or Head of School.

If you have a general safety query, would like guidance with a safety related policy or help with risk assessments contact: safety@hope.ac.uk

Similarly, if there's a safety concern that cannot be resolved within your department or School and you wish to escalate this please use the above email address.

MENTAL HEALTH AND WELLBEING

If you are worried about being back on campus, or feeling anxious about something else related to your return to work please raise this with your line manager.

Alternatively, you can contact your HR Manager direct and in confidence for further advice.

Your HR Manager can also signpost to external support services and resources that may be helpful. The University's Counselling Service can be accessed via self-referral or your HR Manager. Contact information is found in the Staff Counselling Leaflet on the HR webpages.

TESTING AND SELF ISOLATING

For queries about testing sites, to notify someone in the case of a positive COVID test result or if you need advice about self-isolating, please contact the University's COVID Control Team: covid@hope.ac.uk

STAYING SAFE

All staff are responsible for promoting a positive health and safety culture on campus. Given the changes in all University buildings in light of the pandemic, staff should be proactive in helping to ensure everyone is following the safety measures in place. This may include following one-way systems, maintaining social distancing and wearing a face covering.

If someone is not following a one-way system or wearing a face covering or a visible exemption badge, lanyard or card, staff are able to remind people of the requirement to do so, in line with Government guidance. This should be done in a respectful manner, mindful that there are a wide range of valid exemptions.



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THANK YOU