

Contingency Plans for Site Services

Last reviewed 17/11/2010

Activity	Type	Contingency options	Preparatory actions <i>(Please indicate if separate document)</i>	Days to implement contingency	Responsibility
Portering	Policy	Close or reduce opening hours of buildings	Determine which buildings could most easily operate with reduced staffing, this will involve identifying what critical activities are taking place in each location (teaching, research and outside commitments) and may involve moving bookings and teaching into new locations. So will involve consultation and negotiation with other departments and users i.e. Conference Office, Space and Asset Management, and Communications/IT (messages out to students and building users via texts and web page)	<i>½ day to identify where service can be reduced and 1 day to implement</i>	Site Service Department in conjunction with building users and other University Departments.
Portering	Space	Reduce portering service in buildings	Determine essential portering services for each building to remain open;(security, evacuation, testing, locking and unlocking) the minimum staffing requirement to provide the minimum service. e.g. just providing security and essential services.	<i>1 day to identify and implement</i>	Site Services Department in conjunction with Building users
Portering	Staff	Use staff from other staff groups/departments	Identify, liaise and train nominated staff For example, secretarial staff could sort and deliver internal mail within the building and provide reception service and technicians could carry out general portering duties.	<i>Dependant on duties from a few hours to 2 days</i>	Site Services in conjunction with building users
Portering	Staff	Use agency staff	This would not be practical or appropriate for most portering duties as the training involved would take too long (keys, alarms, testing etc). However agency staff could be used in buildings where more than one porter is required, although this would be very limited.	<i>1 day to contact agency (approved supplier) 1-2 days to get staff in place and provide induction training</i>	Site Services in conjunction with staff agency
Cleaning and Portering	Staff	Relocate activities into central locations	Move cleaning and portering staff into central locations	<i>½ -1 day</i>	Site Services in conjunction with building users
Cleaning	Policy	Reduce cleaning activity in buildings, re-distribute staff	Determine essential cleaning services for each building to remain open. This will involve looking at statutory cleaning requirements and critical building activities (teaching and research).	<i>Depending on location, immediate to 1 day</i>	Site Services Department in conjunction with building users.
Cleaning	Staff	Use staff from other staff groups/departments	Identify, liaise and train nominated staff For example technical staff could complete lab and workshop cleaning with appropriate training. Portering staff could remove waste from rooms.	<i>1 day to organise</i>	Site Services in conjunction with building users
Cleaning	Staff	Use agency staff	Create plan of essential administrative duties, train staff in standards and requirements	<i>1 day to organise 1 day to implement</i>	Site Services Department in conjunction with agency