

COVID-19 BACK TO WORK RISK ASSESSMENT

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|------------------------|---|---|------------------------------------|------------------------------------|
| Location: All sites | Assessed by: S. Lawrenson | Checked/Validated by R. Tipper & T. Burr | Assessment ref no. COVID-19 BTW | Date: 15 th May 2020 |
| Task/ Activity | Back to work risk assessment during the coronavirus COVID-19 pandemic | | | |

Overview

The UK released back to work guidance documents to help companies to complete a risk assessment their workplaces to make sure measures are taken to keep people safe at work. <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Management of risk – Risk Control Plan

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| Facilities and welfare | |
| General advice and guidance | Display the COVID-19 Secure in 2020 poster. Hand washing, hand sanitising and regular cleaning of areas. |
| General advice and guidance | social distancing measures – keeping people 2 metres apart whenever possible, keep activity time involved as short as possible, use screens or barriers to separate people, back to back or side working, rather than face to face wherever possible, reducing the number of people each person has contact with by using fixed team or partnering (so each person works only with a few others) Where people can't be separated by 2 metres this should be risk assessed. Consider entrances and exits, break rooms and canteens and similar settings. |
| Protecting people at higher risk | Identify all those in one of the higher risk groups: 'Clinically extremely higher risk' 'clinically vulnerable' and 'vulnerable' so different levels of protection can be put in place. |
| Coming to and leaving work | Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics (pg 11) |
| Moving around buildings and worksites | Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use. Pg12 |
| Signage | 'Stay 2m apart' signage around building. Signs for outside office doors indicating that conversations should be had from outside the door (where possible). Hand washing/sanitising. Smoking area – stay 2m apart. |

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| No Activity/Task/Process | Hazard (Risks)[Legislation] | Person exposed | Controls in Place | Risk = (H x L) Risk level | Recommended control | Residual Risk (H x L) Risk level |
|---|---|--------------------|--|---------------------------|---|----------------------------------|
| General working – hygiene and cleanliness | COVID-19 (Associated health risks) [Government legislation COVID-19] | Staff and visitors | Regular hand washing, hand sanitiser, regular cleaning of areas. HR-POL-40 Social distancing and further PPE requirements. | 4x2 8 | Resources: additional soaps, hand sanitiser for workstations, key locations, and individuals. Antiseptic wipes. Display COVID-19 Secure in 2020 poster. Management controls: Identify all employees in vulnerable risk groups and consider additional measures. | 4x1 4 |
| General working – social distancing | COVID-19 (Associated health risks) [Government legislation COVID-19] | Staff and visitors | Home working were possible, attending site when and where required. People advised to stay 2 metres apart. HR-POL-40 Social distancing and further PPE requirements. Plans to purchase one way signs for labs, bistro, stairs: Nottingham, Rochdale, and Cambridge. | 4x2 8 | Resources: floor signs – arrows, one way signs, crosses where people should stand, floor tape. Screens and barriers where necessary. Signs for maximum no of people for areas. Procedural: keep activity time short as possible. Use screens & barriers where necessary. Back to back/side working. Fixed team or partner working. Set maximum number of people in individual offices. Report situations where 2mts not feasible. | 4x1 4 |
| Arriving and leaving work | COVID-19 (Associated health risks) [Government legislation COVID-19] | Staff and visitors | Plans to obtain thermometers for staff to take temperature before work. | 4x2 8 | Resources: Hand sanitiser on entry. Signage – maximum amount of people in changing, toilets, locker rooms. Procedural: stagger arrival and departure to avoid overcrowding, consider those in higher vulnerable risk groups. Designated entry/exit routes for areas. | 4x1 4 |
| Moving around the building | COVID-19 (Associated health risks) [Government legislation COVID-19] | Staff and visitors | HR-POL-40 Social distancing and further PPE requirements. | 4x2 8 | Resources: Lift signage, hand sanitiser, floor tape/signage for inside lift and sign for maximum occupancy for lift. Floor signs for one way systems and signage. Procedural: Reduce non-essential trips in the building and between sites. Restrict areas and access where possible. Reduce job rotation. Consider one way system where necessary. Maximum occupancy for lifts. Regulate high traffic areas – corridors. | 4x1 4 |

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| Workstations | COVID-19 (Associated health risks) [Government legislation COVID-19] | Staff and visitors | HR-POL-40 Social distancing and further PPE requirements. Workstations set up for social distancing. Limit number of people using desks/areas. Utilise other areas to set up workstations to reduce maximum occupancy in main offices. Rochdale – stability storage, plans in place to install Perspex screens between desks and 1 person working at a time. Serology department to try to utilise other working areas to reduce maximum occupancies in the office. Factory - Plans to tape out each working area, only 1 person per area. Perspex screens between each working area. | 4x2 8 | Resources: Hand sanitiser, floor tape, floor signs to mark out workstations. Signs for maximum occupancy. Procedural: Avoid sharing workstations where possible. Where shared, reduce to minimum amount of people. Review layouts – people to work side by side, facing away from each other 2 metres apart, and one way systems. Manage occupancy. Avoid hot desks. Clean equipment regularly – additional antiseptic wipes in desk locations. One way system in more compact working areas such as labs. Manage occupancy limits. Limit high touch equipment in labs, identify where items or equipment is passed to others such as job sheets, tools, lab equipment. Use Perspex screens where identified, as necessary. Limit number of people using desks/areas. Utilise other areas to set up workstations to reduce maximum occupancy in main offices. | 4x1 4 |
| Meetings | COVID-19 (Associated health risks) [Government legislation COVID-19] | Staff and visitors | HR-POL-40 Social distancing and further PPE requirements. | 4x2 8 | Resources: Hand sanitiser. Floor tape and marking for social distancing. Procedural: Using remote working tools to avoid in-person meetings where possible. If meeting in place, 2 metres distancing, avoid sharing pens & equipment, keep areas well ventilated. | 4x1 4 |
| Common areas | COVID-19 (Associated health risks) [Government legislation COVID-19] | Staff and visitors | Plans to implement the following: 2m marking by coffee machine, kettle & fridge - Hand sanitiser station - Review tables – 1 person per table - Additional outside benches to encourage taking breaks outside. - Lunch times to be split 2m floor mark behind kettle/fridge. One way system up and down stairs | 4x2 8 | Resources: Additional soap, paper towels and antiseptic wipes. Consider additional seating for outdoor areas. Increased bins and collections. Signage for stairs. Procedural: Where building is cohobated, work together for using common areas i.e. reception, canteens. Regular cleaning routine and additional antiseptic wipes. Stagger break times. Encourage use of outside areas. Utilise areas unused in the building to create additional space. Install | 4x1 4 |

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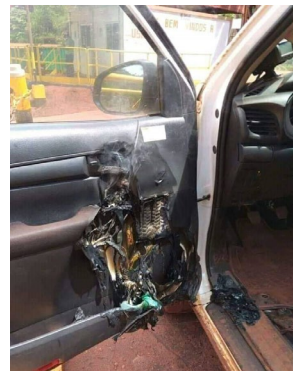
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| | | | Plans to move microwaves, kettles etc to be separate to encourage social distancing. Notices for queuing etc. | | screens in reception/similar. Avoid fully opening canteens, encourage people to bring food. Rearrange seating to maintain distancing and avoid face to face. Encourage staff to remain on site. Encourage use of lockers to keep items to a minimum. Regulate lockers and changing rooms. Consider using parts of car park for additional benches. One way system up and down stairs – with signage. Rules not to loiter around canteen areas such as kettle, microwave, sinks. | |
| Emergency situations | COVID-19 (Associated health risks) [Government legislation COVID-19] | Staff and visitors | In emergency situations, people do not have to stick to social distancing rules if it would be unsafe. | 4x2 8 | Procedural: Issue emergency guidance for evacuations. Practice sanitation measures immediately afterwards. | 4x1 4 |
| Customers, visitors, and contractors | COVID-19 (Associated health risks) [Government legislation COVID-19] | Staff and visitors | Contractor procedures and induction. Essential visits only. All visits supervised. | 4x2 8 | Resources: Signage: entry and exit routes. Hand sanitiser, signage, site rules. Procedural: Avoid site visits where possible, where visits are essential provide an induction with site rules, including screening for those with symptoms etc. Limit number of visitors & times keep a record of who has been on site. Induction to include hand washing, social distancing, and other rules. Decide entry and exit routes. | 4x1 4 |
| Cleaning the workplace | COVID-19 (Associated health risks) [Government legislation COVID-19] | Staff and visitors | HR-POL-40 Social distancing and further PPE requirements. | 4x2 8 | Resources: Hand sanitiser to be in place, and extra bins. Procedural: Cleaning procedures. Frequent cleaning of communal areas, workstations, and equipment, including door handles. Clear workspaces and remove waste regularly. Limit and restrict high use items. Enhanced cleaning for busy areas. | 4x1 4 |
| Ventilation systems | COVID-19 (Associated health risks) [Government guidance and legislation COVID-19] | Staff and visitors | Ventilation systems serviced and maintained by qualified and competent contractors against legal and other guidelines. | 4x2 8 | Procedural: Check if ventilation systems need to be serviced or adjusted for safe working. Open windows and doors regularly. Positive pressure can operate, as necessary. | 4x1 4 |

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| Hygiene – handwashing, sanitation, facilities, and toilets. | COVID-19 (Associated health risks) [Government guidance and legislation COVID-19] | Staff and visitors | HR-POL-40 Social distancing and further PPE requirements. | 4x2 8 | Resources: Signs and posters for awareness and hand washing. Signage for social distancing, maximum occupancy, and hygiene. Hand sanitiser in prominent positions, including entry points to areas. Social distance marking and signs where toilets may be used regularly. Procedural: Cleaning guidance for toilets and guidance on maximum occupancy. Social distance marking and signs where toilets may be used regularly – encourage social distancing queue. | 4x1 4 |
| Changing rooms and showers | COVID-19 (Associated health risks) [Government guidance and legislation COVID-19] | Staff and visitors | HR-POL-40 Social distancing and further PPE requirements. | 4x2 8 | Procedural: use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items. Maximum occupancy and social distancing. Enhanced cleaning procedures. | 4x1 4 |
| Handling goods, merchandise, and other materials | COVID-19 (Associated health risks) [Government guidance and legislation COVID-19] | Staff and visitors | HR-POL-40 Social distancing and further PPE requirements. | 4x2 8 | Procedures: Cleaning procedures for incoming goods. Restrict non business deliveries. | 4x1 4 |
| Onsite vehicles | COVID-19 (Associated health risks) [Government guidance and legislation COVID-19] | Staff and visitors | No sharing vehicles. Antiseptic wipes and regular cleaning of vehicles. | 4x2 8 | Resources: Antiseptic wipes and hand sanitiser. Screens. Procedures: Regular cleaning procedures, maximum occupancy in vehicles. Limit FLT users or allocate a FLTs in teams with strict cleaning measures in between. Single person refuelling, contactless fuelling. Side by side seating, increase ventilation – open windows. Fixed pairing systems. Regular vehicle cleaning. Keep vehicles clear of waste and personal belonging as much as possible. | 4x1 4 |

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| | | | | | <p>DISPLAY WARNING: DO NOT LEAVE SANITISER IN FRONT OF VEHICLES – FLAMMABLE RISK IN WARM WEATHER.</p>  | |
| PPE and face coverings | COVID-19 (Associated health risks) [Government legislation COVID-19] | Staff and visitors | Evidence of face covering protecting the individual is weak, the advised methods of protection are minimising time spent in contact with others, fixed team partnering and hygiene measures. | 4x2 8 | <p>Resources: Face masks FFPS & surgical repellent. Aprons, nitrile, gloves, Tyvek coveralls.</p> <p>Procedural: Provide training in the use of masks: https://www.hse.gov.uk/respiratory-protective-equipment/docs/stay-healthy-notes.pdf pg22 assess each task requiring PPE i.e. installation engineers, field service engineers, laboratory staff.</p> | 4x1 4 |
| Workforce management | COVID-19 (Associated health risks) [Government legislation COVID-19] | Staff and visitors | HR-POL-40 Social distancing and further PPE requirements. | 4x2 8 | <p>Procedural: Keep fixed teams to limit contact. Identify where items or equipment are shared or passed about and limit this such as drop off points & transfer zones. Avoid unnecessary work in between locations. Use constant pairing system for if two people must work in closer proximity such as maintenance activities.</p> | 4x1 4 |
| Work related travel | COVID-19 (Associated health risks) [Government guidance and legislation COVID-19] | Staff and visitors | HR-POL-40 Social distancing and further PPE requirements. | 4x2 8 | <p>Resources: hand sanitiser, antiseptic wipes.</p> <p>Procedural: Limit non-essential travel. Minimise people travelling in one vehicle. Clean shared vehicles. Used fixed travel partners. Make sure any overnight stay meets social guidance rules.</p> | 4x1 4 |

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| Communications and training | COVID-19 (Associated health risks) [Government guidance and legislation COVID-19] | Staff and visitors | Regular consultation and communication. Health and safety meetings. Teams meetings. | 4x2 8 | Procedural: Provide training to all staff on any new procedures and site rules. Keep good communication. Provide clear guidance and training in this risk assessment document. | 4x1 4 |
| Inbound and outbound goods | COVID-19 (Associated health risks) [Government legislation COVID-19] | Staff and visitors | Rochdale: Deliveries left inside door. Delivery drivers not using our facilities. | 4x2 8 | Resources: Signage and rules. Collection containers. Procedural: Revise pick up/drop off points, procedures, signage, and markings. Minimise contact. Electronic signatures. Single workers unloading where possible or use the same pairs where required. Encouraging drivers to stay in vehicles if this doesn't compromise safety. Cleaning of anything which is reusable. Schedule deliveries and collections to limit individuals. | 4x1 4 |
| Offsite working | COVID-19 (Associated health risks) [Government legislation COVID-19] | Staff and visitors | Field service engineers: Only 2 Field Service Engineers to be on site at any time, booked in by Senior manager. On customer sites – Covid-19 requirements being established prior to visit & complete pre-visit questionnaires & comply with customer requirements. Customers are providing PPE; however, Rochdale have stocks of masks, gloves & overalls All have thermometers and sanitiser. | 4x2 8 | Resources: Provide PPE, as necessary. This will be advised by the department. Procedural: Schedule times when workplace is quieter. If individuals must work together use fixed pairing. Minimise unnecessary contact. Ensure customer sites are working in line with government advice, ask for clear information regarding access/exits, welfare facilities. | 4x1 4 |
| Additional information for Rochdale | COVID-19 (Associated health risks) [Government legislation COVID-19] | Staff and visitors | Rochdale – 12 fixed wall mounted hand sanitisers and 4 floor standing. | 4x2 8 | To consider: Provide buff-type snoods Remove factory double doors & door by TW from swipe system & add to loop with Reception door to reduce need to press exit button. Feasibility of propping doors open? Additional cleaning on days the cleaner is on leave. | 4x1 4 |
| Additional information for Cambridge | COVID-19 (Associated health risks) | Staff and visitors | Hand sanitiser is provided by landlord in communal areas. Currently pedestal being used for gloves and sanitiser. Order 3 wall | 4x2 8 | Peak time = 4pm when all 13 people are in. Consider how this can be reduced – start earlier & bring some late shift in later (e.g. | 4x1 4 |

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| | [Government legislation COVID-19] | | <p>mounted hand sanitisers – 1 for each lab and 1 for office.</p> <p>Keep stock of gloves on shelves on the way into the lab</p> <p>Stagger breaks</p> | | <p>Clones start earlier & potentially start 1 late shift at 5 or 6pm).</p> <p>Split into 2 teams/labs</p> <p>Biggest challenge is breaks and space – stop the 4pm meeting/break & consider how hand over is done. Manage break times</p> <p>Consider more space/where breaks are taken. Investigate opportunity to move into upstairs office space</p> | |
| Additional information for Nottingham | COVID-19 (Associated health risks) [Government legislation COVID-19] | Staff and visitors | Working from home where possible - Finance to trial rotating office attendance as some on site presence is preferable each day. Attending site when essential | 4x2 8 | <p>Review office layout and consider Perspex screens.</p> <p>Nottingham cell path: Team split into 'pods' to work together and do not mix with other pods. Rotate around in these pods. Breaks also taken in pods.</p> <p>Dissection – these two stations sit opposite each other and are less than 2m apart. Perspex screen not feasible as need to hear each other clearly</p> <p>Microtomy/embedding – maximum of 3 people in this room (are 5 workstations). 2 people only at start of the day.</p> <p>Utilise home working more – training portfolios & document work</p> <p>Consider extending working day from 7am – 6pm</p> | 4x1 4 |

Guidance and supporting information : HM Government guidance document: Working safely during COVID-19 series

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| Risk Matrix | Rating System | 1 | 2 | 3 | 4 | 5 |
| | Hazard Severity | Negligible - No injury, or Injury not requiring first aid. | Slight - Minor injury requiring first aid treatment | Moderate - Injury leading to up to three days absence from work. | High - Serious injury/Fatality leading to more than seven days' work absence. | Very High - Catastrophic, involving one or more deaths. |
| | Likelihood of Occurrence | Very Unlikely - A freak combination would be required for an incident to result | Unlikely - A rare combination of factors would be required for an incident or illness to result | Possible - Could happen when additional factors are present but otherwise unlikely to occur. | Highly Likely high likelihood of accident, without any additional factor. | Very Likely - Almost inevitable that an incident would result e.g. still using broken ladders, |

| | | Hazard Severity | | | | |
|---------------------------------|----------|------------------------|-----------|-----------|-----------|-----------|
| | | 1 | 2 | 3 | 4 | 5 |
| Likelihood of Occurrence | 1 | 1 | 2 | 3 | 4 | 5 |
| | 2 | 2 | 4 | 6 | 8 | 10 |
| | 3 | 3 | 6 | 9 | 12 | 15 |
| | 4 | 4 | 8 | 12 | 16 | 20 |
| | 5 | 5 | 10 | 15 | 20 | 25 |

LOW RISK 1-5: No further action, but ensure controls are maintained. Look to improve at next review or if there is a significant change.

MEDIUM RISK 6-10: Action needed. Task will only continue with the authorisation of the Management. Where possible the task will be redefined to take account of the hazards involved or the risk will be reduced where possible before starting.

HIGH RISK 12-25: Task must not proceed. It should be redefined, or further control measures put in place to reduce risk. The controls should be re-assessed for adequacy prior to task commencement.

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(To be completed by the document author and checked by the technical approver)

DOCUMENT TO BE DISTRIBUTED TO THE FOLLOWING DEPARTMENTS:

All

or

HR

Health and Safety

Legal

MIS

Quality Assurance

Purchasing

Sales

Marketing

Other: Please specify:

GMP Analytical Chemistry

GMP Microbiology

Pathology

Molecular Diagnostics

Personal Health

Sanger Sequencing

Contract Research

Bioinformatics

Customer Support

Regulatory Studies

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