

THIS IS A LIVE DOCUMENT - The risk assessment will be updated in response to Government advice, any local changes and/or best practice.

<b>Persons Affected:</b>	Workers from Earlham Institute, visitors such as contractors
<b>Activities:</b>	Computational science, including laboratory and support work
<b>Work Locations:</b>	Earlham Institute laboratories and other support areas
<b>Assessor:</b>	Sam Lister, Head of Health and Safety, Environment and Quality Assurance (HSEQA)
<b>Date:</b>	15.05.20

**RISK ASSESSMENT:**

**1. What are the hazards present from the work activity?**

Possible exposure of workers to COVID-19 which may be present in the workplace as a communicable disease which could be distributed by infected persons on site during the current COVID-19 pandemic situation.

**2. Consider factors that could affect the workers ability to do work or make them at particular risk from harm whilst at work:**

Certain workers may be clinically vulnerable if they have an underlying health condition which may result in them being at higher risk of severe illness from COVID-19. These workers should take extra care in observing social distancing and should be helped to work from home, either in their current role or an alternative role. See Appendix in the following link;

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities>  
<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

Anyone with a serious underlying health condition that would mean the individual is clinically extremely vulnerable have been strongly advised not to work outside the home. See Appendix in the following link;

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities>  
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

A risk assessment must be conducted for any vulnerable worker who needs to work on site. This must consider whether the work is a critical task, the work time on site should be minimised and additional safety measures must be detailed such as; screens or barriers, single person occupancy in rooms, increased hand washing and surface cleaning. This must be formally approved by the Health and Safety team. See General Worker Risk Assessment;

<https://intranet.nbi.ac.uk/infoserv/cgi-bin/documents/default.asp?id=58067>

Workers or visitors such as contractors attending work to perform duties that they are unable to complete at home could be at risk of coming into direct contact with a person who is infected with COVID-19.

Workers could also be at risk of indirectly becoming exposed to the COVID-19 virus by touching a contaminated surface and then touching their face or ingesting food without effectively washing or sanitising their hands first.

Workers may not be able to perform certain tasks at work if these could involve close working (<2m distances to others). This would be risk assessed and a decision taken on a case by case basis as to whether the work is essential and whether appropriate additional control measures can be included for safe working.

First Aiders may be at increased risk of exposure to COVID-19 when providing first aid assistance. Certain first aid procedures may require a first aider to be closer than the recommended 2m social distancing. See the separate Risk Assessment for First Aiders Treating Potentially Infectious Persons.

### **3. Existing risk control measures:**

#### **Home Working**

In the current COVID-19 pandemic situation any work that can be done from home should be done from home to minimise risk. Workers should only come to work to perform duties that can't be completed from home.

#### **Social Distancing Measures**

2m social distancing measures are applied as standard for all workers. Rotas are used to minimise the numbers of workers on site and working hours are staggered where possible. If workers need to perform the same task at the same time, sub-teams of 2 or 3 people who always work together will be used, with suitable PPE to minimise potential infection between staff.

Restrictions are in place for how many workers can enter an area this is indicated by signage. If more than one person can use a space where 2m social distancing is not possible, working back-to-back or side-by-side is favoured. Face-to-face working is avoided. The number of workers in each area is agreed by the line manager and lab/operational manager responsible for the work area.

Meetings are held virtually. Person-to-person meetings of those staff working on site have a maximum of 6 persons, and the 2m social distancing is observed and a large well ventilated room is used. Each meeting room has been clearly marked with the maximum occupancy based on its size and layout.

Movement inside buildings follows one-way systems in the majority of common areas. Where this is not possible passing and waiting places have been clearly marked to avoid contact with others with less than 2m social distancing. Marking and signage is used to remind workers of social distancing on reception, stairs, atrium, corridors and open plan offices. 2m socially distanced break out spaces have been marked in the atrium and on the 2<sup>nd</sup> floor. Only one worker is able to use this spaces at a time. Worker breaks are staggered. Workers are reminded to use handrails for safe ascent and descent of stairs but to not touch their face until they have washed or sanitised their hands. Workers are asked to avoid using the lifts where possible. When usage is required the maximum occupancy is clearly signposted, and markings on where people can stand is indicated when occupancy is more than one person (Goods lift).

Smoking and vaping shelters are designated for single occupancy.

### Hygiene and Cleanliness

Workers are reminded to wash their hands regularly and thoroughly for at least 20 seconds and to dry hands thoroughly. Guidance from NHS is provided; <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Hand sanitiser is provided. Instruction is given that hands should be washed when arriving at work, when leaving to go home, before and after meal breaks, before and after using the toilet. Hand sanitisers are provided throughout work areas and workers are reminded to use them if washing facilities are not available.

Workers are reminded to avoid touching their face, to catch coughs and sneezes in a tissue and to immediately safely discard it, then wash or sanitise their hands.

Workers are reminded to regularly clean and disinfect their work stations and work surfaces, local touchpoints, equipment, tools, phone (including any personal equipment used in the office environments such as mobile phones) etc. The sharing of equipment and tools is minimised and decontamination of surfaces is conducted after every use. The Cleaning team provide enhanced cleaning and touchpoint disinfection in the buildings. A personal device called Doormate<sup>1</sup> will be provided to workers at EI (by early June 2020) to assist minimise hand to touchpoint contact.

### Health Monitoring

Workers are asked not to come to work if they, or anyone they live with has a high temperature or a new, continuous cough. In this instance workers should stay at home for 7 days from the onset of symptoms.

### Personal Protective Equipment

Workers are provided with the appropriate Personal Protective Equipment for the work tasks they need to perform. This is determined by risk assessment.

There is additional provision of surgical masks and non-laboratory gloves that are provided for worker comfort and re-assurance whilst at work, these are for when workers are not carrying out duties involving hazardous work materials. Workers are given guidance on how to safely put on and remove surgical masks;

[https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493\\_2](https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493_2)

### Vehicles

We do not expect workers to need to use any pool vehicles for business use during this time. However, if an emerging need arises, all vehicles are designated for single occupancy.

### First Aiders and Emergencies

In an emergency help is summoned by phoning 333 from an internal phone or 01603 450333 from a mobile.

First Aiders may be at increased risk due to social distancing and the potential treatment of an infectious person. First Aiders are instructed to follow the 'NBI Procedure for a Potentially Infectious Person at Work'. This details the need to maintain a 2m safe distance where possible and the use of emergency response kits for treatment of an infectious persons. It also explains implementing safe strategies, isolation of any person showing COVID-19 symptoms and measures to minimise contact.

Training has been provided for First Aiders in the hazards of COVID-19, safe procedures including the correct donning and removal of PPE. This is fully detailed in the; 'NBI Procedure for a Potentially Infectious Person at Work';

<sup>1</sup> <http://www.uea.ac.uk/business/licensing-opportunities/engineering/doormate>

First Aiders are instructed not to give mouth to mouth resuscitation and if CPR is required they should only give 'chest only compressions'.

**Disinfection and Waste for First Aid Activities**

Detailed disinfection, hand hygiene and waste handling processes have been prepared for first aider activities as advised by Public Health England and following Local Rules for waste handling. Any waste or contaminated items such as PPE that require incineration following treatment of a suspected COVID-19 case are placed in sealed clinical waste bags for disposal by a registered waste contractor.

Disinfection of affected surfaces uses chlorine based disinfectants (sodium hypochlorite) as these are recognised as being the most effective. Disposable equipment is used for cleaning where possible and this is discarded as clinical waste after cleaning is completed.

1. Prepare a working concentration of 2,500ppm active chlorine
2. Use 25ml of the 10% sodium hypochlorite from Stores (01032500) in 1 litre of water. Leave for a minimum contact time of 10 minutes

Bioguard disinfectant spray can be used for fabric and surfaces that sodium hypochlorite would damage by the bleaching action

On completion of providing first aid treatment for a potentially infectious person First Aiders safely remove PPE according to the 'NBI Procedure for a Potentially Infectious Person at Work';

**COVID testing on the Norwich Research Park.**

Any research or laboratory work involving COVID samples will follow a separate and detailed risk assessment before work will commence within the EI building.

4. <i>Level of risk:</i>	Low:	X	Moderate:		High:	
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**FURTHER ACTION REQUIRED TO CONTROL RISK**

Regular review of the Public Health England website, Government websites and other health and safety professional bodies to monitor daily updates for infectious disease guidance. The risk assessment and control measures will be updated in response to changes in Government guidance.

The risk assessment will also be updated in response to any local changes or new information of relevance to the assessment.

Any potentially higher risk work activities that require workers to be within 2m of others, or working with the COVID virus testing pipelines, will be risk assessed and a decision taken on a case by case basis as to whether the work is essential and whether appropriate additional control measures can be included for safe working.

**VALIDATION** - This is a suitable and sufficient assessment of the risks. The risk assessment will be reviewed regularly, or if guidance changes, or an issue occurs.

Name: Samantha Lister (Head of HSEQA) and Sarah Cossey (Director of Operations)  
 Date: 15.05.20  
 Review date: 30.06.2020, then end of every month until 31.12.2020. Then quarterly.