

Covid secure workplace risk assessment general controls

Do not report for work if you are showing any symptoms of COVID-19

Symptoms include high temperature and/or new and continuous cough and or loss of sense of smell/taste

Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19)

Avoid use of public transport when possible.

Wash hands or sanitize regularly as per government and NHSBT advice.

- Upon entering and prior to leaving a workplace and home.
- before entering laboratories and other GMP controlled areas
- Before and after eating or smoking.
- After coughing or sneezing.
- Regularly throughout the day.

There are general hygiene and information posters on all staff-facing noticeboards, receptions, and toilet areas.

Maintain social distancing of 2m from others whenever possible. Where 2m cannot be maintained managers should consider whether an activity needs to continue for the business to operate.

Implement good respiratory hygiene measures when coughing, sneezing, wiping or blowing nose.

Use disposable tissues and dispose of immediately after use into the nearest waste bin or clinical waste bin.

Increased cleaning of all toilets, all hard surfaces and all regular touch points such as door handles in all communal areas and lower use areas such as training rooms and break out rooms

Reconfigure seating in canteens and to enable social distancing, encouraging colleagues to bring their own food and use of outdoor area for breaks.

Individuals who identify themselves as being in any of the vulnerable groups have individual risk assessments completed by the HSW team. These are arranged through contacting HR direct.

Departmental Managers have also reviewed their areas and implement the below controls:

- Increased housekeeping and cleaning regimes in the workplace.
- Increased cleaning of IT and communications equipment.
- Reduce number of staff working in enclosed area depending on the size of the area.
- Avoidance all face to face working within 2m
- Set up workstations to avoid working face to face
- Avoid sharing workstations and equipment wherever possible
- Where equipment has to be shared there is increased cleaning of said shared equipment.
- Provision of alternative work areas that allow the individual to work either in isolation or maintain 2m social distancing.
- Rearranged work areas to allow more space between individual processes and workstations

- Where possible managers have moved or rearranged equipment to create larger walkways to help with social distancing.
- All deliveries into and out of departments are received and dispatched within a pre-arranged area with rules in place to maintain social distancing.
- Any large deliveries are put into the vestibule/ collection area by department staff before the receiver is allowed into the area to collect it.
- Adjusted work patterns to facilitate potential for shifts working and staggered start times
- Cohort working and staff rotation
- Staggered breaks and finish times.
- Displaying a variety of signs to remind staff about social distancing and good hand washing techniques and encourage them to maintain a COVID19 secure workplace.
- Reduced number of meetings and reduce numbers attending any meetings to enable good social distancing
- Daily communications to emphasise social distancing
- Provision of additional supervision to ensure these measures are always implemented.
- There are currently some small screens provided within RCI where there are workstations positioned face to face. These workstations have a raised shelf in between with monitors that provide some element of screening. The additional screen has been placed on top. It is felt that individuals are spaced approximately 1.8 m apart and by moving back slightly when interacting 2m social distance could be maintained. However small screens have been provided as an additional control
- RCI are also expecting some screens for activities where side by side working is necessary. These have been assessed nationally and will be procured through RCI
- Some areas have identified that there is some training that will be required in coming weeks so are procuring face shields specifically for use when training.
- Some areas are encouraging the use of face coverings and SCI are providing old stock deemed unsuitable for the purpose it was bought for use in the Labs.
- Individuals may wear appropriate face covering if they wish to do so to meet their concerns at this time.

All controls are at this time deemed suitable