

Contamac

Carlton House, Shire Hill Industrial Estate, CB11 3AU

Location: All Buildings - All Staff

Title : Coronavirus - Premises	Date of Assessment : 31/03/2020	Risk Assessor : Christine McGregor
Risk Assessment Reference : ALL/Coronavirus/2020-01	People involved in making this assessment : Gill Banham, Jenny Wiegold	
Task/ Process : Premises (Office, Labs and Warehouse) during Coronavirus	People at Risk : Employees, Contractors, Members of the Public	

Hazard : Uninformed staff Staff who are not fully aware and may not understand the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

Control Measures:

1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated weekly (daily where necessary) to reflect any changes in the official advice and guidance.
2. COVID-19 information and hygiene posters displayed throughout the premises and changed regularly.
3. Regular communication maintained with furloughed and working from home staff.
4. COVID-19 Safe Working Strategy Prepared and circulated to all staff on site. Staff currently working from home or furloughed will be contacted prior to their return.
5. Internal E-Learning course completed by all staff on site.
6. Regular company updates posted to Cascade system.
7. Emails to all premises staff regarding procedure and policy updates and reminders.

Hazard : Returning to work Increased staff numbers resulting in greater risk of virus transmission. Staff not fully aware of the company policies and procedures prior to returning could compromise our arrangements and put others at risk.

Control Measures:

1. Phased return to work discussed and reviewed regularly. This will allow for uninterrupted running of the business whilst slowing increase head count where necessary.
2. All work spaces have been individually reviewed to determine maximum capacities and social distancing alterations.
3. Part time working from home arrangements will be considered on a case by case basis and utilised wherever possible.
4. E-Learning course shared with all staff members prior to their return to the office or via a presentation one their first day.
5. Capacities, head count and facilities constantly under review to inform further business decisions.

Hazard : Passenger and goods lifts The enclosed space within the lift with creates a risk of potential contamination through coughing and sneezing and contact with internal surfaces and controls.

Control Measures:

1. PASSENGER LIFT CURRENTLY OUT OF USE.

Hazard : Food & Drink Preparation Areas Potential risk or transfer of virus through cross contamination

Control Measures:

1. Staff instructed to ensure that good hygiene standards are maintained when food or drinks are being prepared.
2. Staff instructed to ensure that when spills of food or liquids occur the work surfaces are left in a clean and sanitised condition.
3. Staff instructed to keep their hands out of and not to touch food and waste bins or receptacles as they may contain contaminated products, food or tissues.
4. Staff instructed to wash their hands thoroughly before entering and before leaving these facilities.
5. Staff instructed to put half eaten food products in a clean, sanitised, sealed wrapper, bag or container, if they are to be stored in the communal refrigerator.
6. Clean tea towels are provided on a daily basis to ensure ongoing hygiene. Single use paper tissues are also provided.
7. A dishwasher is available in each building and must be used for all crockery and cutlery. In the event it is already running crockery and cutlery must be thoroughly washed by hand and stacked in the grey bowl.
8. Staff are instructed to clean the tables in communal areas before sitting down to eat and once they have finished. Suitable cleaning spray, cloths and disposable paper towel are provided.
9. Canteen spaces have been rearranged and the number of chairs reduced to adhere to social distancing.
10. Staff are encouraged to bring their lunches to work and keep them in sealed cool bags at their desks or in lockers wherever possible.
11. Staff have been advised to only prepare their own drinks during the working day.

Hazard : Communal facilities, entrance, toilets, stairs. etc Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Control Measures:

1. Contract cleaning services have been increased. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification.
2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. Hand washing advice posters displayed and changed regularly.
3. Staff instructed to clean their hands regularly, by washing their hands with soap and water for at least 20 seconds.
4. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc) and objects which are visibly contaminated with body fluids must not be touched, but reported to a manager.
5. Where possible, doors in high traffic areas have been propped open during the working day. Fire Marshals are instructed to close these as part of their Fire Drill sweep. Kick stops have been installed in place of rubber or wooden doorstops.
6. Safety notices displayed at all staff entrances warning people of the infection hazard, instructing them to wash their hands and reminding them of social distancing.
7. Hand sanitiser installed at each staff entrance in a visible location with an appropriate safety notice. Staff advised to wash or sanitise their hands upon arrival and departure.
8. Desk based staff advised to eat at their desks to free up space in the canteen facilities.
9. All staff made aware that Contamac are continuing to observe the 2 meter social distancing rule in all areas. Where this is not possible visors and masks have been provided.

Hazard : Waste Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).
Control Measures:
1. Waste bins are provided at within kitchen, office and laboratory areas.
2. Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.
3. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin or pocketed and taken home.
4. All office and kitchen waste bins and receptacles are carefully and safely emptied routinely by the contracted cleaning staff. Bins in laboratories are emptied by staff during the end of day clean down.
5. Waste bins installed in each office, they are solely for the disposable of use tissues, cleaning wipes and cloths. They are labelled accordingly. The contract cleaners will empty these three times per week in Carlton House and once weekly in Media and Iris.

Hazard : Smoking shelters Inhalation of second hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.
Control Measures:
1. Smoking tobacco or e-cigarettes is confined to dedicated external smoking shelters.
2. Staff advised to avoid inhaling second hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons. Although there is no evidence of transmission this is a precautionary measure.
3. Staff are advised to adhere to the Government and Public Heath's 2m social distancing guidelines. Two new smoking areas have been installed and the car park is emptier to allow space for social distancing.
4. Information about the effects of smoking and COVID-19 displayed in communal areas and in the smoking shelter.

Hazard : Meeting rooms Potential risk or transfer of virus on account of close contact with other persons.
Control Measures:
1. Staff instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs.
2. Staff using Conference and meeting rooms instructed to follow Government advice and maintain a 2m distance.
3. Staff instructed that the same 2m distance rule must be applied to any meetings with clients or visitors.
4. Staff told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc; and to give a polite explanation of this policy if required.
5. Meeting room chairs have been reduced and a maximum capacity stipulated to adhere to social distancing.
6. Social distancing posters are displayed in the meeting room.
7. Cleaning products and advisory notices provided in all meeting rooms. Staff are aware it is their responsibility to clean down the surfaces and equipment before the meeting commences.
8. Hand sanitiser provided in all meeting rooms.
9. Meetings can be held in offices provided 2m social distancing can be maintained.

Hazard : Workstations, IT and telephony equipment Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.

Control Measures:

1. Staff are instructed to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day. Suitable wipes and cleaners that do not damage equipment are provided.
2. Staff instructed that they should not use each others IT equipment, to prevent accidental cross contamination.
3. Staff instructed not to share phones, head sets and personal mobile phones with others to prevent accidental cross contamination.
4. Work station layouts re-arranged where possible. Where this is not possible screens are being purchased and installed in preparation for staff to return to the office.
5. Staff advised they are only to sit/work at their workstation and not to hot desk or use other desk locations.

Hazard : Close contact Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.

Control Measures:

1. Staff instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m rule.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. One way systems have not been implemented throughout the building due to fire risks.
4. Staff instructed not to meet in the corridors but to utilise the meeting rooms on site.
5. Social distancing posters displayed throughout the building.
6. Staff are aware that disposable gloves and face masks are available on request should they wish to wear them.
7. Staff who wish to wear a face covering during the day will be supported by the company provided: they are in line with the dress code policy, they do not prevent the proper and safe use of other PPE and that they practice good hygiene.

Hazard : Vulnerable employees Vulnerable employees with existing health conditions are at a higher risk of contracting Covid-19, which may have a significant increased adverse affect on their health and wellbeing.

Control Measures:

1. In accordance with Government policy, staff who are in the extremely vulnerable categories will either continue to work from home or are furloughed.
2. Staff with family members that have been identified by the NHS as extremely vulnerable have been instructed to inform their Manager or HR. Decisions on working, home working or furlough in accordance with Government guidelines are taken on a case by case basis.
3. In accordance with Government guidelines, staff who are in the vunerable or high risk category will continue to work from home where possible.
4. In the event a vunerable or at risk member of staff must continue to work or has agreed they will return to work, a individual risk assessment will be completed and if necessary an alternative, safer role will be assigned.

Hazard : Cleaning and hygiene Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.

Control Measures:

1. Cleaning regimes and the frequency of cleaning of hard surfaces have significantly increased. (floors, handrails, door handles, passenger lifts, switches, etc).
2. Suitable disinfectant cleaning products are used by the contracted cleaning staff.
3. A colour coded cleaning system is used by cleaning staff, to prevent cross contamination of surfaces.
4. Sufficient hot water, liquid soap, disposable towels, antibacterial spray and wipes and hand sanitiser dispensers are provided throughout the building.
5. Staff are required to report anything contaminated or spilt that requires cleaning.
6. Good hygiene routines and best practice detailed in the COVID-19 Safe Working Strategy document, a copy of this is provided to all staff.
7. Staff have been informed that it is their responsibility to clean down any shared equipment prior to use.
8. Departmental cleaning rotas have been prepared to ensure shared equipment is cleaned throughout the day, staff are expected to assist with and complete this task in its entirety.
9. Hand sanitizing stations are installed at every staff entrance and all staff are aware that these must be used upon entry and exit of the building.

Hazard : Personal hygiene Poor personal hygiene standards pose a risk of passing or contracting the infection.

Control Measures:

1. The importance of good personal hygiene has been explained to all staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.
2. Staff instructed to frequently wash their hands with soap and water for at least 20 seconds and regularly use alcohol-based hand sanitisers. Soap and gels are provided.
3. Staff instructed that disposable tissues should be used when coughing and or sneezing. Used tissues to be put into a bin or pocketed and taken home for safe disposal.
4. Good hygiene routines and best practice detailed in the COVID-19 Safe Working Strategy document, a copy of this is provided to all staff.
5. Hand sanitisers installed at all building entry points and in all canteens.
6. Pocket size hand sanitisers and tissues provided to all staff.

Hazard : Public or Visitor Access Risk of infection being passed from visitors or contractors or with contaminated equipment or packaging.

Control Measures:

1. Staff are instructed to maintain 2m social distance from visitors and contractors at all times. Where they have to enter the premises they must immediately wash their hands and complete the COVID-19 Visitor Health Declaration.
2. Staff are instructed that if a visitor or contractor answers 'Yes' to any statement on the questionnaire or they appear to be showing symptoms of the virus they should immediately be asked to leave site and re-schedule their visit. Management must be notified and the area cleaned.
3. Staff are instructed to frequently clean and sanitise handles, surfaces and equipment that has been touched by a visitor or contractor.
4. Staff are instructed that physical contact with visitors or contractors such as handshakes are to be avoided.
5. Staff are advised to adhere to the 2m social distancing rule, all staff have a responsibility to politely remind visitors or contractors if they are not adhering to this policy.

6. Notices advise couriers that parcels, where possible, should be left outside the doors. Intercom fitted so staff can liaise with the drivers. Where contact is required staff are instructed to maintain the 2m distance, wear the visor provided and immediately wash their hands.

7. Despatch staff have been provided with a visor that can be worn in the event close contact with a driver is required.

8. Where possible, permits to work are prepared prior to an engineers arrival on site so that staff can maintain safe distance whilst they sign in.

9. Hand sanitising station fitted in the foyer with a notice advising all visitors to sanitise their hands before entry.

Hazard : Personal Protective Equipment Risk of infection from contaminated or improper use of PPE.

Control Measures:

1. Where PPE is loaned to a visitor or contractor, the individual should place the garment(s) into the laundry bin or waste bin themselves once they are no longer required.

2. Staff are advised not to share PPE. If they have any concerns the garment(s) should be placed in the laundry or waste bin and a replacement sourced.

3. Staff who wear PPE in their normal course of work are advised to keep doing so and extend the frequently of wear to cover all activities in the department, providing it is safe to do so.

4. Where occasional close contact is unavoidable, staff have been provided with visors, masks, safety glasses and gloves.

Hazard : Mental Health Support Risk of isolation or mental health concerns for all staff during this difficult time.

Control Measures:

1. Trained mental health first aider is on site and contactable by phone and email.

2. All staff encouraged to maintain regular contact with their managers and colleagues. This applies to staff in office, working from home and furloughed.

3. Free advice line service available to all staff through the Perkbox scheme, this is advertised to all staff and free for them to register.

Hazard : Home Working Staff Risk of work related aches and pains as a result of bad posture and work station set up. Risk of isolation or mental health concerns from home working.

Control Measures:

1. COVID-19 Home Working risk assessment produced and constantly reviewed.

2. Copy of home working risk assessment communicated to all home working staff.

3. Regular contact maintained with those members of staff as detailed in that risk assessment.

Hazard : Despatch and Receipt of goods Potential for contamination from touching parcel packaging and interacting with drivers.

Control Measures:

1. Receipt and despatch of personal parcels or letters is prohibited.

2. Procedures developed and implemented to make deliveries and collections contact free wherever possible.

- 3. Despatch staff have been provided with visors for use in the event of close contact.
- 4. Staff have been advised that all parcels, where possible, should be unpacked in Goods In and the packaging immediately disposed of.
- 5. Staff are aware that best practice would see the parcel opened and the contents cleaned, where safe to do so.
- 6. Staff are aware of the importance of washing their hands after handling and opening parcels.

Hazard : Cold / Infection Risk that COVID-19 symptoms could be mistaken for a common cold or flu resulting in accidental cross infection to others.

Control Measures:

- 1. Employees who believe they are experiencing COVID-19 symptoms are advised to isolate in line with Government guidelines.
- 2. Staff have been informed about the NHS Track and Test system and are advised to use it if they believe they are experiencing symptoms.
- 3. Staff who develop any cold or flu like symptoms are advised to notify their Manager or HR. Decisions on whether the individual should continue working or not will be reviewed on a case by case and risk level basis.

Hazard : First Aid Provision Potential for insufficient First Aid cover resulting in a delay and in ability to treat an injured person.

Control Measures:

- 1. Team of trained Emergency First Aiders and First Aiders at work established prior to COVID-19 outbreak.
- 2. Training requirements are constantly monitored and all First Aiders have completed a E-Learning refresher course. (Including furloughed and working from home staff.)
- 3. All First Aiders provided with information from St John's ambulance and HSE regarding changes to first aid during the pandemic.
- 4. All First Aiders provided with pocket pack of supplies, which includes: face masks, gloves, face sheild and sterile wipes.
- 5. First aid boxes maintained and stock levels monitored.

Hazard : Emergency Protocol Risk that COVID-19 policies and procedures will cause confusion and delays in responding to emergencies.

Control Measures:

- 1. All staff advised that health and safety risks such as accident or injury, fire and fire evacuation and chemical spill the 2m social distancing rule can be relaxed.
- 2. Trained fire wardens are in place and the level of cover constantly reviewed as head count changes.

Documents Associated with this Risk Assessment:	
Review Date : 16/07/2020	Reviewer : Chloe Yallop