

# UK & IRELAND COVID-19 Risk Assessment



Wellbeing @ UCB  
Happy, Healthy, Safe, Thriving

## STEP 1: SUMMARY

Emphasis remains to work from home;  
Activities on the Slough Campus require approval; Social Distancing rules remain.

**Date:** 15<sup>th</sup> September 2020

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes, or exhales. These droplets are too heavy to hang in the air, and quickly fall on floors or surfaces. You can be infected by breathing in the virus if you are within close proximity of someone who has COVID-19, or by touching a contaminated surface and then your eyes, nose or mouth. Symptoms can be mild, moderate, severe or fatal.

### SCOPE

This risk assessment covers activities within UCB premises in Slough Campus (208, 216 & Ajax) for STEP 1: our staged return plan to go to “new ways of working” in the future.

### The Hazards

Transmission of Covid-19 coronavirus within the workplace from person to person, or surface to person.

### Who might be harmed?

- UCB employees and resident contractors (e.g. facilities, IT teams etc)
- Phlebotomists
- Visiting contractors e.g. site engineers or laboratory equipment maintenance
- Drivers e.g. goods-in or waste collection
- First Aiders
- Visitors
- Vulnerable persons<sup>1</sup> of all the above

**Established Mitigation:** Based on the following 4 factors.

Access	Health & Hygiene	Social Distancing & Density	Awareness, Instruction & Communication
<p><b>Current emphasis is on</b></p> <p>Labs: essential work and write-up</p> <p>Offices: Slough Access Team to authorise access</p>	<p><b>Symptoms</b></p> <p>All persons who feel unwell, with COVID-19 symptoms or a member of the household is unwell: remain at home and follow UCB decision tree.</p>	<p><b>UK Strategy</b></p> <p>Design: to remain at 2 metre distance where possible.</p> <p><b>Variations</b> to Strategy require UK COVID Team approval.</p>	<p><b>Procedural:</b></p> <p>Working Principles for Slough, Field &amp; Third Parties Mask wearing requirements and guidance COVID Decision Tree COVID Case Response</p>
<p><b>Vulnerable workers</b> continue to follow GOV guidelines<sup>1</sup></p> <p>Manager referrals established/ offered for vulnerable employees.</p>	<p><b>Personal Hygiene</b></p> <p>All persons required to wash their hands more than normal</p>	<p><b>Share Spaces</b></p> <p>Designated travel routes Stair wells – one way where possible Alert systems for narrow spaces Markings on floor for queue Lift cars signed for maximum occupancy Washrooms sign posted</p>	<p><b>UK Covid-19 Team</b></p> <p>Governance team overseeing activities, risk and ensure communications to UK &amp; Ireland employees</p>
<p><b>Third Parties:</b></p> <p>Resident Contractors follow UCB Working Principles</p> <p>Visiting engineers require face covering at entry and at all times and UCB principles.</p>	<p><b>Face coverings</b></p> <p>Employees: Face coverings may be worn on the premises; this is not mandatory but an individual choice</p> <p>Contractors Mandatory wearing of face coverings</p>	<p><b>Catering:</b></p> <p>Touch points reduced to a minimum throughout our outlets and Perspex screens Till Points Contactless payment only Dining area closed to facilitate safe queuing in 216 Main Restaurant</p>	<p><b>Training</b></p> <p>Training &amp; briefing before returning on site for the first time since ‘lockdown’</p>
<p><b>Visitors</b></p> <p>Require authorisation from Slough Access Team.</p> <p>All visitors require face covering at entry and shared spaces.</p> <p>Face covering can be removed in a seated (socially distanced) meeting room.</p>	<p><b>Site Cleaning</b></p> <p>FM increase of cleaning of shared spaces, desks and laboratories – especially common touch points and washrooms. Hand driers turned off a present.</p>	<p><b>Meetings</b></p> <p>All centrally managed meeting rooms have been signed with maximum social distancing capacities and hygiene wipes etc</p>	
<p><b>Bus Service</b></p> <p>Alternative to public transport – taxis and shuttle bus service provided.</p>	<p><b>Workstations</b></p> <p>Clean desk policy to be followed by staff.</p> <p>Additional cleaning is being undertaken by Facilities</p> <p>Cleaning supplies available to employees at central stations in each area including gels and wipes</p>	<p><b>Laboratories:</b></p> <p>Combination of</p> <ul style="list-style-type: none"> <li>- signage for max occupancy.</li> <li>- Windowless labs – knock &amp; wait</li> </ul> <p>Pre-order from stores for consumables (remove queue)</p>	
<p><b>Building Bubbles</b></p> <p>Movement between each building is highly restricted to authorised processes only. Persons that must move between buildings require face covering and not permitted in shared spaces e.g. canteen etc.</p>	<p><b>Communal Washrooms</b></p> <p>To allow for commuting staff to remain away from public transport, increased hygiene measures established in communal showers</p>	<p><b>Deliveries</b></p> <ul style="list-style-type: none"> <li>- And collections to continue as normal – with two metre distancing maintained.</li> </ul>	
	<p><b>First aiders:</b></p> <p>PPE deployed. Use of bag mask with viral filters for rescue breaths and CPR.</p>	<p><b>Phlebotomists and donor:</b></p> <p>wear PPE defined by PHE.</p>	

### Risk Monitoring and Feedback

UK COVID-19 Team weekly meetings (from Feb 2020).

Manager Cascade and feedback

Employee feedback

COVID-19 is now a criteria to assess for in the H&S Risk Assessments.

1. Vulnerable persons are found in guidance <https://www.gov.uk/coronavirus>