

# 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:** 13<sup>th</sup> May 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 to the premises	Health & Hygiene	Social Distancing & Density	Awareness, Instruction & Communication
Current emphasis is on homeworking during STEP1	All persons who feel unwell, with COVID-19 symptoms or a member of the household is unwell: remain at home and inform Occupational Health.	Maintain 2m at all times.	Procedural: Working Principles for business, offices and laboratories. Mask wearing advice
Vulnerable workers follow GOV guidelines <sup>1</sup>	All persons required to wash their hands more than normal	Facilities: 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	STEP 1: Managers Cascade
Access to premises require approval from site management and validation of the need for the activity	Fabric facemasks (supplied) may be worn on the premises; this is not mandatory but an individual choice	Catering: Pre-packaged food on offer with a limited hot offering in Main Restaurant. Touch points reduced to a minimum throughout our outlets and perspex screens have been installed at the Coffee Bar/Cafes and Till Points Contactless payment only Dining area closed to facilitate safe queuing in 216 Main Restaurant	Reminder signage across the premises
No visitors allowed. No receptionist at present	FM increase of cleaning of shared spaces, desks and laboratories – especially common touch points and washrooms. Hand driers turned off	Washrooms: 2 people in at a time only	Bi-weekly UK Covid-19 crisis mgt meetings to review effectiveness of what's in place and review questions and make decisions on forward plans with regular communications across Slough campus
Access cards – no sign-in	Clean desk policy to be followed by staff. Additional cleaning is being undertaken by Facilities and cleaning supplies available to employees at central stations in each area including gels and wipes	No face to face meetings at this time. All centrally managed meeting rooms have been signed with maximum social distancing capacities should these spaces need to be used for office/write up work	Regular updates issued via email, on Plaza pages and Yammer feeds
Visiting engineers: limited to critical activities only and access through the site management team.	Postroom: personal items not to be sent to site. Deliveries to site are cleaned by Post Room and Stores teams upon receipt	Not the norm: short duration activities unable to maintain two metres: IIR surgical mask to be worn then disposed immediately.	
Alternative to public transport – taxis and shuttle bus service from w/c 18 <sup>th</sup> May	First aiders: no rescue breaths – use chest compressions only.	Deliveries and collection to continue as normal – with two metre distancing maintained.	
Mandatory training/ briefing before returning on site for the first time since lockdown	Phlebotomists and donor: wear PPE defined by PHE.	Laboratories: combination of - signage for max occupancy. - Windowless labs – knock & wait - email stores for supplies	
All non-essential facilities project works are suspended until further notice		Overall density monitored by site management team	
		Laboratory users- use facilities then go home to write-up.	

### Risk Monitoring and Feedback

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

Manager Cascade and feedback

Employee feedback

Medium term: COVID-19 is now in the H&S Risk Assessment strategy.

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