

QIB COVID RISK ASSESSMENT					
Area/Unit/Department: QIB		Completed by: Sam Lister		Date: 29.01.21	
Activity: Science and support activities		Approved by: Reg Wilson		Review date: 28.01.22	
Hazards	Who might be harmed and how?	What is already being done to control the risk?	Are further controls needed?	Additional Actions	Priority
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Contractors Delivery drivers coming to site Visitors	<p>Norwich Bioscience Institutes (JIC, EI, TSL, QIB) are COVID-Secure workplaces, this is communicated by the COVID-Secure poster and Local Rules which comply with Govt and HSE guidance are provided in the organisational Safe Working Requirements documents.</p> <p>The institute guidance and related documents are regularly reviewed and updated if any significant changes occur and updated versions are shared with all workers.</p> <p>The organisational COVID risk assessment is displayed on the internet site the organisation.</p> <p>Additional guidance is available from the HSE e.g. HSE guidance on cleaning, hygiene and hand sanitiser</p> <p>Water, soap and drying facilities are provided at various points (in toilets or washing stations). Additional hand sanitiser stations are provided to ensure quick and easy access to hand hygiene facilities.</p> <p>Hand sanitiser is provided for the occasions when people can't wash their hands</p> <p>Information is provided on how to wash hands properly and is shown on posters</p>	Yes	<p>Perform monitoring and supervision to check COVID-Secure requirements are in place and being observed. Document inspections and record actions.</p> <p>Regularly refresh signage.</p> <p>Provide reminders to workers about the need to wash or sanitise hands (email updates and other virtual communications)</p> <p>Delivery areas to provide a hand sanitiser station to be used by drivers if necessary.</p> <p>Remind workers to check their skin for dryness and cracking and tell them to report to Occupational Health if there is a problem</p>	<p>High</p> <p>Medium</p> <p>High</p> <p>High</p> <p>Medium</p>

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Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Workers Visitors Contractors Drivers coming to NBI	<p>Institute guidance and HSE guidance are provided.</p> <p>Safe arrangements are in place in welfare facilities, canteens etc which consider:</p> <p>Identification of:</p> <ul style="list-style-type: none"> ➤ areas where people will congregate, e.g. rest rooms, canteens, reception, meeting rooms, tea points, kitchens etc. ➤ areas where there are pinch points where social distancing is difficult e.g. narrow corridors, doorways, customer service points, storage areas ➤ touchpoints (areas and equipment) that many people will touch, such as in kitchens e.g. kettles. ➤ areas and surfaces that are frequently touched but are difficult to clean ➤ communal areas where air movement may be less than in other work areas, e.g. kitchens with no opening windows or mechanical ventilation <p>Controls have been put in place to reduce the risks.</p>	Yes	<p>Conduct monitoring and supervision to make sure people are following the controls e.g. following hygiene procedures, washing hands, observing signage, following one-way systems</p> <p>Near-miss reporting to health.safety@nbi.ac.uk</p> <p>Face mask wearing is compulsory inside the labs and offices</p> <p>Meetings are conducted virtually where possible.</p>	<p>High</p> <p>High</p> <p>Medium</p> <p>High</p>

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		<ul style="list-style-type: none"> ➤ limiting the number of people in rooms so that social distancing rules can be met. Staggering breaks, agreeing maximum occupancy for rooms ➤ reorganising facilities in communal areas, such as spacing out tables so social distancing rules can be met ➤ Putting in place, where possible, physical impervious barriers (e.g. Perspex screens) to reduce contact ➤ Increasing the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around ➤ putting in place one-way systems in corridors and encourage people moving between building not to use the inside route but use outside routes instead to allow social distancing rules to be met. ➤ where practical leaving non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation 			

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		<ul style="list-style-type: none"> ➤ providing lockers for people to keep personal belongings in so that they aren't left in the open ➤ keeping surfaces, such as kitchen surfaces and tables in communal areas clear, making cleaning easier ➤ providing washing facilities and hand sanitiser stations at accessible places, particularly in high traffic areas such as entrances and exits and at the canteen ➤ putting signs up to remind people to wash and sanitise hands and not touch their faces ➤ putting in place cleaning regimes to ensure high traffic communal areas are kept clean 			
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers Visitors Contractors Delivery drivers coming to NBI	<p>Providing institute guidance and the HSE guidance on cleaning, hygiene and hand sanitiser</p> <p>Identifying surfaces frequently touched by many people e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc. Ensuring these are regularly cleaned and disinfected</p> <p>Training people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep</p>	Yes	<p>Monitoring and supervision to make sure people are following the controls.</p> <p>Document the cleaning regimes</p> <p>Provide instruction and training to people who need to clean. Include information on:</p> <ul style="list-style-type: none"> ➤ the products they need to use ➤ precautions they need 	<p>High</p> <p>High</p> <p>High</p>

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		<p>it clean</p> <p>Providing non PPE face masks for COVID protection</p> <p>Reducing the need for people to move around the site as far as possible to reduce the potential spread of any contamination through touched surfaces</p> <p>Avoiding sharing work equipment where possible, by allocating it on personal issue or put cleaning regimes in place to clean between each user</p> <p>Reducing the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork</p> <p>Ensuring the cleaning of areas to prevent the spread of coronavirus, e.g. canteens, rest areas, welfare facilities, vehicles</p> <p>Providing coronavirus validated disinfectant spray and wipes, with instructions for use</p> <p>Keeping surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>Providing more bins and empty them more often</p>		<p>to follow</p> <p>➤ the areas they need to clean</p>	

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		<p>Providing areas for people to store personal belongings and keep personal items out of work areas</p> <p>Cleaning items like reusable boxes regularly</p> <p>Communicating the arrangements if someone develops symptoms of coronavirus at work or tests positive.</p>			
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	<p>Follow HSE guidance on stress and mental health. The organisational stress risk assessment is regularly reviewed.</p> <p>Regular keep in touch meetings/calls are scheduled with workers at home to talk about any work issues</p> <p>Open communication with workers about the possibility that they may be affected and tell them what support is in place and how to raise concerns or who to talk to.</p> <p>Workers are involved in completing risk assessments so they can help identify potential problems and identify solutions.</p> <p>Workers are kept regularly updated on what is happening, so they feel involved and reassured.</p> <p>Issues such as fatigue are discussed with employees and make sure they take regular breaks, are encouraged to take annual leave,</p>	Yes	<p>Providing additional support information such as HSE further advice and support for mental health and wellbeing in the pandemic.</p> <p>Mental Health and Wellbeing on the intranet and local resources)</p> <p>Wellbeing service website is available for workers</p> <p>Reminding workers that support is also available from the person's GP</p> <p>Occupational health management referral is possible if personal stress and anxiety issues are identified</p> <p>NBI Employee assistance programme is available, and</p>	High

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		set sensible working hours		workers are encouraged to use it to talk through supportive strategies	
Contracting or spreading the virus by not social distancing	Workers Contractors Delivery drivers to/from the workplace Visitors	<p>Following the institute guidance on social distancing as well as Government guidance</p> <p>The requirement for a risk assessment to be prepared if social distancing rules can't be followed. Risk assessments are written before the work starts and control measures are agreed. Risk assessments are approved by a competent person.</p> <p>Control measures can include:</p> <ul style="list-style-type: none"> ➤ enhancing cleaning regimes ➤ increasing in hand washing ➤ limiting the amount of time people spend on the task ➤ placing workers back-to-back or side-by-side rather than face-to-face when working ➤ 'cohorting' work teams so they consistently work together ➤ improving ventilation by opening non-fire doors and window ➤ Displaying signs to remind people to socially distance 	Yes	<p>Arrangements to monitor and supervise to make sure social distancing rules are followed.</p> <p>Provide information, instruction and training to people so they understand and are reminded of what they need to do</p> <p>Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing</p>	<p>High</p> <p>High</p> <p>High</p>

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		<p>Workers can be kept safely apart in line with social distancing rules by</p> <ul style="list-style-type: none"> ➤ using marker tape on the floor ➤ one-way systems ➤ holding meetings virtually rather than face- to-face ➤ staggering start/end times ➤ limiting the number of people on site at one time ➤ rearranging work areas and tasks to allow people to meet social distancing rules 			
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Workers	<p>Following guidance on display screen equipment in the HSE Protect homeworkers page and institute guidance; https://intranet.nbi.ac.uk/cms/6196 for workers working remotely.</p> <p>Reminding workers there is no increased risk for people working at home temporarily, but if this arrangement becomes long term the risks should be assessed.</p> <p>Providing information for all people working at home using display screen equipment (DSE); https://intranet.nbi.ac.uk/cms/6196. Covering how to protect themselves, e.g. take regular</p>	Yes	Regularly review workers home working arrangements.	High

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		breaks, stretching exercises, set the equipment up properly Preparing a DSE assessment for people working at home longer term. Identify what equipment is needed to allow workers to work safely at home.			
Poor workplace ventilation leading to risks of coronavirus spreading	Workers Contractors	Follow CIBSE guidance on heating ventilation and air conditioning (HVAC) Opening windows and doors (that are not fire doors) to help improve natural fresh air ventilation Assessing if you need additional ventilation and provide appropriate COVID safe solutions, e.g. mechanical ventilation, desk fans, air movers etc. Switch heating, ventilation and air conditioning (HVAC) systems to drawing in fresh air, rather than recirculating air	Yes	Maintain air circulation systems in line with manufacturers' recommendations	High

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Increased risk of infection and complications for vulnerable workers	Workers	<p>Providing appropriate guidance and support for workers who fall into one of the following categories:</p> <ul style="list-style-type: none"> ➤ Clinically extremely vulnerable ➤ Clinically vulnerable ➤ People self-isolating ➤ People with symptoms of coronavirus <p>Conducting risk assessments for workers who are clinically vulnerable and clinically extremely vulnerable with their line manager and approved by HSEQA.</p> <p>Discussing with employees what their personal risks are and identify what you need to do in each case</p> <p>Identifying how and where someone in one of these categories will work in line with current government guidance</p> <p>Following current government guidelines for employers on the NHS Test and Trace service</p>	Yes	Put systems in place so people know when to notify that they fall into one of these categories, eg they start chemotherapy or are pregnant	
Exposure to workplace hazards because it isn't possible to get normal	Workers	<p>Following the HSE guidance on PPE during the outbreak</p> <p>Identifying tasks where exposures to hazardous workplace substances may happen and put in place control measures to protect people and PPE for residual risk.</p>	Yes	Review PPE supplies regularly and take action promptly to avoid running out	High

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personal protective equipment (PPE)		<p>Ensuring substitution or engineering controls are put in place in the first instance</p> <p>Identifying which tasks need PPE and specify the right protection factor needed for those tasks</p> <p>Providing the right protection factor for each task rather than the highest protection factor protective equipment for all tasks</p> <p>Where required, ensure that those using RPE are face-fit tested. Contact occupational.health@nbi.ac.uk for further advice.</p> <p>Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace</p> <p>Please note – face coverings are not PPE. There are some circumstances when wearing a face covering is required as a precautionary measure. There is more advice on face coverings on GOV.UK.</p>			