

RISK ASSESSMENT NO COVID/05-4.....

Brief outline of work/activity:	Working at the Gurdon Institute during the COVID-19 pandemic
---------------------------------	--

Location:	Gurdon Institute
-----------	------------------

Significant hazards:	<p>England has entered a new lockdown in January 2021 as a new strain of SARS-CoV2 is spreading more rapidly than the original strain. There is therefore a need to review our work practices. This risk assessment is taking in account the latest governmental guidance and University policy.</p> <ul style="list-style-type: none"> • Asymptomatic individuals on site • Contamination of surfaces with SARS-CoV-2 • Individual presenting symptoms on site • Individuals not maintaining safe distance • Individuals not following new safety procedures • Low density occupation – low first aid and fire wardens cover • Increased hand washing causing skin condition • Travel between University buildings and/or by public transport • Stress caused by the return to work • Food and drink
----------------------	---

Who might be exposed to the hazards:	Staff, students and visitors
--------------------------------------	------------------------------

Existing control measures:	<ul style="list-style-type: none"> • Asymptomatic individuals on site <p>Low occupancy of the building to enable 2m social distancing at all times</p> <p>Only visitors allowed on site are contractors, engineers and EMBS staff doing essential maintenance or repair work. No collaborator, sales rep etc allowed on site.</p> <p>Maximum occupancy of rooms and labs displayed on all doors, must be adhered to at all times.</p> <p>All staff and students allowed back on site must complete a Return to Work safety induction (video presentation by the Safety Manager) covering good hygiene practices and control measures put in place.</p> <p>People reminded to assume that all surfaces they touch are contaminated and to wash hands for at least 20 seconds regularly.</p> <p>People reminded to cough and/or sneeze in a tissue or in their elbow.</p> <p>People reminded not to touch their face without washing their hands before and after doing so.</p>
----------------------------	---

The University expects all to be carrying a face mask or a face covering with them at all time. Staff and students must wear a face mask/covering while in the Institute. They are required when moving around the building as well as in bench areas and shared office spaces. The exceptions are:

- when actively eating or drinking in designated areas; or
- when working in a single occupancy office, with the door closed.

Masks must always be worn in rooms with no outside ventilation (controlled-environment rooms).

Instructions on how to safely wear masks/coverings issued in the safety induction video.

Fans are banned in order to prevent the dissemination of potentially infectious aerosols.

Face-to-face meetings are not encouraged unless there is no alternative option available and both individuals are already on site for work purpose.

Anyone living with somebody presenting symptoms must self-isolate for 10 days.

Anyone contacted by the NHS Test and Trace service and who has been told to self-isolate must do so.

- **Contamination of surfaces with SARS-CoV-2**

New cleaning procedures introduced: cleaner on site during the day to disinfect all communal hand contact surfaces (door plates, door handles, railing, hand sanitiser dispensers, exit buttons etc)

Enhanced cleaning procedures introduced in the work areas, including shared core areas (microscopy, nanoscopy etc)

All must clean their workstation with 70% ethanol after finishing work. Equipment to be wiped with 70% ethanol after use. Do not spray ethanol on electric or electronic equipment.

Water fountain tap must be cleaned with antibacterial wipes after use. The bottle must not touch the spout.

Hand sanitiser dispensers provided at strategic points (foyer, lifts etc)

Access to admin, stores, maintenance, media, IT restricted to core staff working there

- **Individual presenting symptoms on site**

Safety induction will remind all of the symptoms of COVID-19

Posters around the building reminding people about the symptoms and self-isolation rules

If an individual becomes unwell on site, the Level 1 meeting room has been designated as an isolation room until the person can go back home.

First aiders have been briefed on the precautions to take if somebody is unwell on site.

First aiders have been issued with face masks, face visor, aprons and hand sanitiser.

Sylviane Moss (Safety & Compliance Manager), Di Foster (Principal Technician) and Vickie Stubbs (Shared Facilities Manager) are aware of the government guidance for cleaning work premises and will ensure that the area where the infected individual worked is thoroughly disinfected and safe to reoccupy.

All people with COVID-19 symptoms must be tested through the

University (<https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test#testing>) or the NHS (<https://www.gov.uk/get-coronavirus-test>) and must report positive results to their line manager and to Bruce Daniels (Administration/Business Manager, adminops@gurdon.cam.ac.uk). They must also complete the University reporting form when they have symptoms or when they book a test (<https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test/covid-monitoring-form>)

- **Individuals not maintaining safe distance**

Reduced occupancy will help with social distancing in work areas (2m at all times)

Maximum occupancy posted on room doors.

Shared equipment added to the PPMS booking system.

Give way in corridors by stepping back in unoccupied rooms

People going downstairs must give way to those going upstairs.

Chairs removed from meeting rooms and tearoom, and remaining chairs at least 2m apart.

Maximum two people at a time in the toilets. Sanitise and wipe surfaces (including flushing mechanisms, toilet seat, tap, door plates and handles) after using the toilets. Flush the toilets with closed lids (it is known that flushing toilets creates plumes - aerosols and droplets in suspension in the air - when toilets are flushed with open lids, and SARS-CoV-2 particles have been detected in faecal samples).

One person at a time in the lifts

Lab coats kept near to users' workstation; personal protective equipment (lab coats, safety specs) must not be shared if it cannot be thoroughly decontaminated.

- **Individuals not following new safety procedures**

Proactive spot checks carried out by individuals nominated by the Director

Behavioural procedure implemented

Individuals encouraged to politely highlight non-compliance if they see it.

- **Low density occupation – low first aid and fire wardens cover**

Gurdon Institute liaising with Biochemistry and Pharmacology to ensure that the cover is sufficient for both buildings.

Fire Manager has identified more fire wardens

- **Increased hand washing causing skin condition**

If possible put hand cream about 5 minutes after the hands have been dried.

- **Travel between University buildings and/or by public transport**

Travel between University buildings allowed only if critical to research

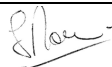
Travel in the UK or outside the UK is discouraged and will require permission from the Director.

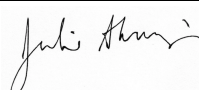
When travelling to work by public transport, individuals should wear a face covering as per government guidance. Avoid peak hours where

	<p>possible.</p> <ul style="list-style-type: none"> • Stress caused by the return to work The Institute will provide guidance to line managers. No staff should be forced back to work if their conditions do not allow so. Open culture encouraged so people can express their concerns. GLs and line managers must regularly check with those working from home. • Food and drinks People encouraged to have lunch at home wherever possible. Those who must eat on site are encouraged to eat in the garden weather permitting. If people use the tearoom or a meeting room for lunch, tables and chairs must be disinfected after use. People must not share unwrapped food (cake, biscuits etc) Social gatherings such as coffee breaks are not allowed as per governmental guidance.
--	--

Are risks adequately controlled?: YES

If NO, list additional controls and actions required:	Additional controls:	Action by:

Completed by:	Dr Sylviane Moss, Safety and Compliance Manager 07 January 2021	
---------------	---	---

Supervisor/GL:	Prof Julie Ahringer, Director 07 January 2021	
----------------	---	---

Dates of review:				
------------------	--	--	--	--

Gurdon Institute Covid-19 – return to work procedures

Behavioural procedure (May 29th 2020)

This procedure will be used if it is alleged that a member of staff, student, or visitor has committed a willful and serious breach of University safety regulations or rules, specifically in relation to the Covid-19 guidelines.

All individuals on site must comply with the safety rules implemented following the COVID-19 pandemic. Accidental lapses should be addressed by colleagues in a supportive and respectful manner.

1. Reporting or identification

In the case of an individual being seen, or reported to have been seen, transgressing the safe conduct and interaction guidelines clearly displayed and distributed throughout the Institute, the person's line manager and/or the Institute Administration & Operations Manager will hold an informal conversation to establish the facts of the episode and reasons for the transgression.

2. Suspension

In the case of alleged serious misconduct, or repeated transgression despite informal conversations as detailed in point 1 above, the Head of the Institute may suspend the individual from duty with pay, and the person should not then attend the Institute until instructed otherwise. Suspension is not a disciplinary decision and does not imply that any decision has been made about whether or not the individual committed a disciplinary offence. It is simply a way of allowing time for an investigation to take place.

3. Investigation

The Head of the Institute, after consultation with the Administration & Operations Manager and relevant Group Leader or Core Service Lead, will see the individual along with the Administration & Operations Manager, to investigate the matter. The individual may be accompanied by an appropriate person during this meeting.

4. Decision

Following the meeting, the Head of Institution will consider the facts of the case and consult with the School Human Resources Team. The Human Resources Business Manager will advise the Head of the Institute of the action to be taken. The Head of the Institute will notify the individual of the decision. Subsequently the Head of the Institute will confirm this decision in writing.