



RISK ASSESSMENT NO. **COVID/09-03**

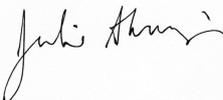
Brief outline of work/activity:	Working out of hours during the COVID-19 pandemic
Location:	Gurdon Institute
Significant hazards:	<p>Working out of hours (before 8.30am and after 5pm on weekdays and whole day on Saturday, Sunday and Bank Holidays) – the main risk associated with working out of hours is facing an emergency situation and not being able to get assistance in a timely manner.</p>
Who might be exposed to the hazards:	Staff and students
Existing control measures:	<p>Working out of hours</p> <p>You must sign in and out. Update your details online: https://ooh.gurdon.cam.ac.uk</p> <p>Make yourself familiar with the location of fire exits and first aid points.</p> <p>Flaming a 96-pin replicator or a plate spreader is not allowed out of hours.</p> <p>If your work activity involves hazardous chemicals or biological agents, you must know how to deal with an accidental spillage.</p> <p>You must have a buddy (see additional controls below).</p> <p>Do not use the lift as they have been unreliable and it may take hours before Estate Management is able to attend and free you.</p> <p>All staff and students must have with them the emergency phone number of the Institute (07891365039), the phone number of Security (01223 331818), and the phone number of the Duty Technician (07703582194).</p> <p>In case of serious injury, dial 999.</p>

	<p>COVID-19 update for CPR: If CPR is required, an Automated External Defibrillator (AED) is available in the lobby. Use a towel or piece of clothing and lay it over the mouth of the casualty before starting CPR. Any helper should keep a distance of 2m.</p> <p>(https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/)</p>
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☑Are risks adequately controlled?: NO

<p>If NO, list additional controls and actions required:</p>	<p>Additional controls:</p> <p>A “buddy system” is in place in order to limit the risks associated with working out of hours. The biggest risk for simple work activities is the possibility that you could face an emergency situation, and no one would know in time that you need assistance. Having someone aware of your movements at all times will significantly decrease the risks associated with working out of hours.</p> <p>The buddy must know where you are working and how long you are expected to be on site. If the buddy is not on site, they must have your phone number so they can contact you if you haven’t been in touch by the time you were meant to leave. If the task will take several hours, there should be regular contacts between you and your buddy.</p> <p>The buddy must also know the room where you are working and have the phone number of Security (01223 331818); if you haven’t made contact and they cannot get hold of you by the expected end of your working time, they will phone Security and tell them your working location so somebody can go and check that you don’t need assistance.</p>
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Completed by:	Dr Sylviane Moss, Safety and Compliance Manager 14/09/2020	
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Supervisor/GL:	Prof Julie Ahringer, Director 14/09/2020	
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I have read and understood this risk assessment and I will comply with the control measures.

Full name:

Signature & Date