

JIC COVID RISK ASSESSMENT					
Area/Unit/Department: JIC		Completed by: Sam Lister		Date: 22.07.21	
Activity: Science and support activities		Approved by: JIC Business Continuity Group		Review date: 21.07.22	
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 (staff and students) 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 and are provided in the organisational Safe Working Requirements documents.</p> <p>The organisational COVID risk assessment is displayed on the internet site of the organisation.</p> <p>The institute guidance and related documents discuss hand washing requirements, these are regularly reviewed and updated if any significant changes occur and updated versions are shared with all workers.</p> <p>Providing additional guidance such as from the HSE e.g. HSE guidance on <a href="#">cleaning, hygiene and hand sanitiser</a></p> <p>Providing hand washing facilities with water, soap and drying facilities at various points (in toilets or washing stations). Also, additional hand sanitiser stations to ensure quick and easy access to hand hygiene facilities.</p> <p>Providing hand sanitiser for the occasions when people can't wash their hands</p> <p>Providing information on how to wash hands properly and provide reminder posters</p>	Yes	<p>Performing monitoring and supervision to check COVID-Secure requirements are in place and being observed. Inspections are documented and actions recorded.</p> <p>Regularly refreshing signage.</p> <p>Providing reminders to workers about the need to wash or sanitise hands (email updates and other virtual communications)</p> <p>Checking delivery areas have hand sanitiser for use by drivers if necessary.</p> <p>Reminding workers to check their skin for dryness and cracking and to report to Occupational Health if there is a problem</p>	<p>High</p> <p>Medium 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 (staff and students) Visitors Contractors Drivers coming to NBI	<p>Providing relevant institute guidance and HSE guidance to workers.</p> <p>Ensuring safe arrangements are in place in welfare facilities, canteens etc which consider and identify:</p> <ul style="list-style-type: none"> <li>➤ areas where people will congregate, e.g. rest rooms, canteens, reception, meeting rooms, tea points, kitchens etc.</li> <li>➤ areas where there are pinch points where social distancing is difficult e.g. narrow corridors, doorways, customer service points, storage areas</li> <li>➤ touchpoints (areas and equipment) that many people will touch, such as in kitchens e.g. kettles.</li> <li>➤ areas and surfaces that are frequently touched but are difficult to clean</li> <li>➤ communal areas where air movement may be less than in other work areas, e.g. kitchens with no opening windows or mechanical ventilation</li> </ul> <p>Ensuring necessary controls and signage are in place to reduce the risks:</p>	Yes	<p>Conducting 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 <a href="mailto:health.safety@nbi.ac.uk">health.safety@nbi.ac.uk</a></p> <p>Compulsory face mask wearing inside the labs and shared 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"> <li>➤ limiting the number of people in rooms so that social distancing rules can be met. Staggering breaks, agreeing maximum occupancy for rooms</li> <li>➤ reorganising facilities in communal areas, such as spacing out tables so social distancing rules can be met</li> <li>➤ Putting in place, where possible, physical impervious barriers (e.g. Perspex screens) to reduce contact</li> <li>➤ Increasing the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around</li> <li>➤ 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.</li> <li>➤ where practical leaving non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation</li> </ul>			

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		<ul style="list-style-type: none"> <li>➤ providing lockers or arrangements for people to keep personal belongings in so that they aren't left in the open</li> <li>➤ keeping surfaces, such as kitchen surfaces and tables in communal areas clear, making cleaning easier</li> <li>➤ providing washing facilities and hand sanitiser stations at accessible places, particularly in high traffic areas such as entrances and exits and at the canteen</li> <li>➤ putting signs up to remind people to wash and sanitise hands and not touch their faces</li> <li>➤ putting in place cleaning regimes to ensure high traffic communal areas are kept clean</li> </ul>			
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers (staff and students) Visitors Contractors Delivery drivers coming to NBI	<p>Providing institute guidance and the HSE guidance on <a href="#">cleaning, hygiene and hand sanitiser</a></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</p>	Yes	<p>Monitoring and supervision to make sure people are following the controls.</p> <p>Documenting additional cleaning regimes</p> <p>Providing and reviewing instruction and training to people who need to clean.</p> <p>Include information on:</p> <ul style="list-style-type: none"> <li>➤ the products they need</li> </ul>	High  High High

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		<p>used for normal work hazards and how to keep 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 sharing 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</p>	Yes	<p>to use</p> <ul style="list-style-type: none"> <li>➤ precautions they need to follow</li> <li>➤ the areas they need to clean</li> </ul>	

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		<p>often.</p> <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 for someone who develops symptoms of coronavirus at work or tests positive.</p>			
Contracting or spreading the virus by not social distancing	<p>Workers (staff and students)</p> <p>Contractors</p> <p>Delivery drivers to/from the workplace</p> <p>Visitors</p>	<p>Following the institute guidance on social distancing.</p> <p>Performing a risk assessment if social distancing rules can't be followed.</p> <p>Ensuring 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"> <li>➤ enhancing cleaning regimes</li> <li>➤ increasing in hand washing</li> <li>➤ limiting the amount of time people spend on the task</li> <li>➤ placing workers back-to-back or side-by-side rather than face-to-face when working</li> <li>➤ 'cohorting' work teams so they</li> </ul>	Yes	<p>Checking arrangements to monitor and supervise that social distancing rules are followed.</p> <p>Providing information, instruction and training to people so they understand and are reminded of what they need to do</p> <p>Providing 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>consistently work together</p> <ul style="list-style-type: none"> <li>➤ improving ventilation by opening non-fire doors and window in non-containment laboratory areas</li> <li>➤ Displaying signs to remind people to socially distance</li> </ul> <p>Workers kept safely apart and social distancing rules encouraged by:</p> <ul style="list-style-type: none"> <li>➤ using marker tape on the floor</li> <li>➤ one-way systems</li> <li>➤ holding meetings virtually rather than face- to-face</li> <li>➤ staggering start/end times</li> <li>➤ limiting the number of people on site at one time</li> <li>➤ rearranging work areas and tasks to allow people to meet social distancing rules</li> </ul>			



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		<p>Regularly updating workers on what is happening, so they feel involved and reassured.</p> <p>Discussing issues such as fatigue with employees and making sure they take regular breaks, encouraging workers to take annual leave, setting sensible working hours</p> <p>HSE provide additional <a href="#">guidance on stress and mental health</a>.</p>		<p>support is available from the Graduate Studies Office.</p> <p>Reminding workers that support is also available from the person's GP</p> <p>Reminding that Occupational Health management referral is possible if personal stress and anxiety issues are identified.</p> <p>Reminding workers the NBI Employee assistance programme is available, and workers are encouraged to use it to talk through supportive strategies</p>	
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Workers (staff and students)	<p>Following guidance on display screen equipment in the HSE <a href="#">Protect homeworkers page</a> and institute guidance; <a href="https://intranet.nbi.ac.uk/cms/6508">https://intranet.nbi.ac.uk/cms/6508</a> 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); <a href="https://intranet.nbi.ac.uk/cms/6508">https://intranet.nbi.ac.uk/cms/6508</a>.</p>	Yes	Regularly reviewing workers home working arrangements.	High

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		<p>Covering how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly</p> <p>Preparing or reviewing DSE assessments for people working at home longer term.</p> <p>Identifying what equipment is needed to allow workers to work safely at home.</p>			
Increased risk of infection and complications for vulnerable workers	Workers (staff and students)	<p>In the Safe Working Requirements providing appropriate guidance and support for workers who fall into one of the following categories:</p> <ul style="list-style-type: none"> <li>➤ <a href="#">Clinically extremely vulnerable</a></li> <li>➤ People self-isolating</li> <li>➤ People with symptoms of coronavirus</li> </ul> <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 <a href="#">NHS Test and Trace service</a></p>	Yes	Reminding people when and who to notify if they fall into one of these categories, e.g. if they become pregnant	High

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Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)	Workers (staff and students)	<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. 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, ensuring that those using RPE are <a href="#">face-fit tested</a>. Contact <a href="mailto:occupational.health@nbi.ac.uk">occupational.health@nbi.ac.uk</a> for further advice.</p> <p>Where supplies may be difficult to obtain put in place controls suitable for the workplace</p> <p>Following the HSE guidance on <a href="#">PPE during the outbreak</a></p> <p>Please note – <a href="#">face coverings</a> are not PPE. More advice on face coverings on <a href="#">GOV.UK</a>.</p>	Yes	Reviewing PPE supplies regularly and take action promptly to avoid running out	High
Workers (staff and students) not using COVID test	If testing is not conducted workers (staff and students) may come to work when asymptomatic or pre-	COVID-19 testing kits are made available for workers (staff and students) on site. Test kits are also freely available from Pharmacies and on-line.	Yes	Regularly remind workers of the availability of COVID-19 test kits.	Low

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kits provided by the organisation and not taking COVID vaccination	<p>symptomatic with COVID-19 infection. Other workers would then be at risk from COVID-19 communicable disease transmission.</p> <p>Workers (staff and students) would be at higher risk from harm from COVID-19 infection if they are not vaccinated. Although it is recognised that no vaccines are 100% effective.</p>	<p>Regular e-mail reminders and communication updates are given to workers to remind of the arrangements for COVID-19 testing.</p> <p>Vaccination is currently being delivered by the NHS to all over 18 years and other eligible groups.</p> <p>COVID-Secure control measures on site are not reduced due to the availability of COVID-19 testing or vaccination.</p>			