JIC COVID RISK ASSESSMENT						
Area/Unit/Department: JIC			**Completed by:** Sam Lister		**Date:** 10.03.22	
Activity: Science and support activities			**Approved by:** JIC Business Continuity Group		**Review date:** 09.03.23	
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	Norwich Bioscience Institutes (JIC, EI, TSL, QIB) are COVID-Safe workplaces. This is communicated in the Local Rules and the organisational Safe Working Requirements. The organisational COVID risk assessment is displayed on the internet site of the organisation. The institute guidance and related documents are regularly reviewed and updated if any significant changes occur and updated versions are shared with all workers. Providing additional guidance such as from the HSE e.g. HSE guidance on cleaning, hygiene and hand sanitiser 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. Providing hand sanitiser for the occasions when people can't wash their hands Providing information on how to wash hands properly and provide reminder posters		Yes	Performing monitoring to check COVID-Safe arrangements are in place and being observed. Regularly refreshing signage. Providing reminders to workers about the need to wash or sanitise hands (email updates and other virtual communications) Checking delivery areas have hand sanitiser for use by drivers if necessary. Reminding workers to check their skin for dryness and cracking and to report to Occupational Health if there is a problem	High Medium Medium Medium Medium

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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 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	Providing relevant institute guidance and HSE guidance to workers. Ensuring safe arrangements are in place in welfare facilities, canteens etc which consider and identify: ➢ 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 Ensuring necessary controls and signage are in place to reduce the risks:	Yes	Conducting monitoring and supervision to make sure people are following the controls Near-miss reporting to health.safety@nbi.ac.uk	Medium Medium

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		➢ 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 ➢ where practical leaving non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation ➢ 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, ➢ putting signs up to remind people to wash and sanitise hands and not touch their faces ➢ putting in place enhanced touchpoint cleaning regimes			

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Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers (staff and students) Visitors Contractors Delivery drivers coming to NBI	Providing institute guidance and the HSE guidance on cleaning, hygiene and hand sanitiser Ensuring enhanced touchpoint cleaning Training people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean Providing non PPE face masks for COVID protection Avoiding sharing work equipment where possible, cleaning regimes between each user 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 Ensuring the cleaning of areas to prevent the spread of coronavirus, e.g. canteens, rest areas, welfare facilities, vehicles Providing coronavirus validated disinfectant spray and wipes, with instructions for use Keeping surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects Providing more bins and empty them more	Yes Yes	Monitoring and supervision to make sure people are following the controls. Documenting additional cleaning regimes Providing and reviewing instruction and training to people who need to clean. Include information on: ➢ the products they need to use ➢ precautions they need to follow ➢ the areas they need to clean	Medium High High

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		often. Providing areas for people to store personal belongings and keep personal items out of work areas Cleaning items like reusable boxes regularly Communicating the arrangements for someone who develops symptoms of coronavirus at work or tests positive.				
Contracting or spreading the virus by not social distancing	Workers (staff and students) Contractors Delivery drivers to/from the workplace Visitors	Following the institute guidance on social distancing. Ensuring risk assessments are in place and approved by a competent person. Control measures can include: ➢ 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 in non-containment laboratory areas	Yes	Monitoring and supervision to make sure people are following the controls. Providing information, instruction and training to people so they understand and are reminded of what they need to do Providing signage and ways to communicate to non-employees what they need to do to maintain social distancing		Medium High High

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		➢ Use of CO$_2$ monitors to check local ventilation arrangements ➢ Displaying signs to remind people to socially distance Workers kept safely apart and social distancing rules encouraged by: ➢ using marker tape on the floor ➢ holding meetings virtually rather than face- to-face ➢ rearranging work areas and tasks to allow people to meet social distancing rules			
Poor workplace ventilation leading to risks of coronavirus spreading	Workers (staff and students) Contractors Visitors	Following 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 in areas that are not containment laboratories. Use of CO$_2$ monitors to check local ventilation arrangements. Assessing if you need additional ventilation and provide appropriate COVID safe solutions, e.g. mechanical ventilation, air movers etc. Switching heating, ventilation and air conditioning (HVAC) systems to drawing in	Yes	Maintaining air circulation systems in line with manufacturers' recommendations	High

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		fresh air, rather than recirculating air			
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers (staff and students)	Regularly reviewing the organisational stress risk assessment and ensuring it is accessible from the intranet. Regularly holding keep in touch meetings/calls with workers at home to talk about any work issues Ensuring 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. Involving workers in completing risk assessments so they can help identify potential problems and identify solutions. Regularly updating workers on what is happening, so they feel involved and reassured. Discussing issues such as fatigue with employees and making sure they take regular breaks, encouraging workers to take annual leave, setting sensible working hours HSE provide additional guidance on stress and mental health.	Yes Yes	Providing additional support information such as HSE further advice and support for mental health and wellbeing in the pandemic. Reminding workers about the Mental Health and Wellbeing page on the intranet and local resources) Also, the availability of the Wellbeing service website for workers Reminding students that support is available from the Graduate Studies Office. Reminding workers that support is also available from the person's GP Reminding that Occupational Health management referral is possible if personal stress and anxiety issues are identified. Reminding workers the NBI Employee assistance	High

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					programme is available, and workers are encouraged to use it to talk through supportive strategies	
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Workers (staff and students)	Following guidance on display screen equipment in the HSE Protect homeworkers page and institute guidance; https://intranet.nbi.ac.uk/cms/6508 for workers working remotely. 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. Providing information for all people working at home using display screen equipment (DSE);https://intranet.nbi.ac.uk/cms/6508. Covering how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly Preparing or reviewing DSE assessments for people working at home longer term. Identifying what equipment is needed to allow workers to work safely at home.		Yes	Regularly reviewing workers home working arrangements.	High
Increased risk of infection and complications	Workers (staff and students)	Providing appropriate guidance and support for workers who would be at higher risk, due to underlying health conditions e.g. pregnancy, or people with symptoms of coronavirus.		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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for vulnerable workers		Conducting risk assessments with workers who are at particular risk.		Providing additional guidance and support when there are significant changes e.g. new variants of concern.	
Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)	Workers (staff and students)	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 Identifying which tasks need PPE and specify the right protection factor needed for those tasks. Where required, ensuring that those using RPE are face-fit tested. Contact occupational.health@nbi.ac.uk for further advice. Where supplies may be difficult to obtain put in place controls suitable for the workplace Following the HSE guidance on PPE during the outbreak Please note – face coverings are not PPE. More advice on face coverings on GOV.UK.	Yes	Reviewing PPE supplies regularly and take action promptly to avoid running out	High
Workers (staff and students) not using	If testing is not conducted workers (staff and students) may come to work when	COVID-19 asymptomatic testing kits are made available for workers (staff and	Yes	Regularly remind workers of the availability of COVID-19 asymptomatic test kits.	Low

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COVID test kits provided by the organisation and not taking COVID vaccination	asymptomatic or pre-symptomatic with COVID-19 infection. Other workers would then be at risk from COVID-19 communicable disease transmission. 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.	students) on site. Test kits are also available from Pharmacies and on-line. Regular e-mail reminders and communication updates are given to workers to remind of the arrangements for COVID-19 testing. Vaccination is currently being delivered by the NHS to eligible groups. Providing additional guidance and support when there are significant changes e.g. new variants of concern. COVID-Safe control measures on site are not reduced due to the availability of COVID-19 testing or vaccination.				