



Risk Assessment:		Covid-19: Office & Lab operations								
Site:	TWI Abington	Date of This Assessment:	12/01/2021							
Project Number:	Generic	Risk Assessment No:	RA-Covid_19-01							
Location:	All TWI Buildings and Sites	CoSHH Assessment Numbers:	N/A							
Revision No:	4	Safe System of Work No:	N/A							
Group:	ALL	Section:	ALL							
To Be Reviewed On:	12 January 2022									
Description of Task:	<p>This Risk Assessment has been put in place to ensure the safety of personnel working on TWI sites during the Covid-19 pandemic.</p> <p>All TWI staff able to do so are working from home. This risk assessment only covers work being performed on site as it cannot be done effectively from home.</p> <p>Permissions for office based staff to come onto site, will have been granted by TWI management team.</p>									
Name of COSHH MSDS where applicable	N/A									
Significant Hazard and Adverse Effects	Person/ Equipment at Risk	Existing control measures	Risk Rating			Additional Action required (by whom & when)	Revised Risk			
			C	L	Total		C	L	Total	
Covid-19: Risk of Coronavirus infection and spread; due to close contact and sharing of equipment.	All personnel	<p>Only staff unable to work from home are on site. Students are not allowed onto site except under exceptional conditions.</p> <p>Staff are required to stay at home if they or members of their household are exhibiting symptoms. This is in line with current government advice.</p> <p>Covid-19 signage is posted throughout the site.</p> <p>Additional cleaning of public areas (e.g. door handles, bannisters) is being carried out throughout the day by a professional contractor cleaning company. Additional cleaning materials for cleaning shared equipment, touch points, work areas and materials are available for use in laboratories and offices.</p> <p>One way systems are in place and monitored, where possible doors are held open with wedges. Fire doors are held open with fire door guards.</p> <p>All staff must maintain and work to a 2m spacing at all times, maintaining social distancing regardless of location and activity.</p> <p>If 2 metres cannot be maintained then risk assessment "Covid-19 Office and Lab operations where 2 meters distancing cannot be maintained" must be followed..</p> <p>Face coverings must be worn by all persons onsite except when they are at their workstations or eating and drinking elsewhere. Unless they are exempt due to a medical condition</p> <p>Staff are instructed that hands are to be washed with hot water and soap, for at least 20 seconds on a regular basis. Sanitiser gel to be used when washing facilities not readily accessible.</p> <p>Multiple sanitising stations are available across the site, these have been placed in key areas.</p> <p>Multiple signs are on display across site reminding employees to wash/sanitise their hands regularly.</p> <p>A perspex barrier has been installed at the main reception desk to help reduce contact with visitors.</p> <p>All chairs and tables in breakout areas have been spaced out to allow social distancing at all times.</p> <p>Staff are instructed to cover their mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing, to immediately put used tissues in a bin and to wash their hands afterwards.</p> <p>Staff are instructed to completely avoid touching their eyes, nose or mouth if their hands are not clean.</p> <p>When operating in the same vicinity as other staff, sharing of equipment/tools must be at an absolute minimum. Shared equipment to be cleaned between users, preferably before use.</p> <p>Where possible employees should use their own tools.</p> <p>If sharing equipment then Nitrile gloves are to be worn where possible, and changed on a regular basis.</p> <p>Should any personnel start to show symptoms of Covid-19, they are to leave site immediately and self-isolate as per government and NHS guidelines. Their line manager is to be informed immediately and will arrange for any necessary internal tracing of contacts.</p> <p>Staff cannot return to site whilst awaiting for their results.</p> <p>Granta cafe only accepts card payments.</p> <p>Visitors and contractors as well as their hosts must wear a mask whilst on site.</p> <p>Access into the laboratories for non lab based staff is by pre booking only.</p>	5	1	5					
		<p>TWI is limiting the number of persons onsite, by allocating them a user group depending on their ability to work from home.</p> <p>Group Description Our Approach</p> <p>A Staff who need to be on site to carry out their work. Lab access will remain restricted to 'by invitation only'. Access for visitors to site will be business case driven. Site management approaches are in place to minimise risks.</p> <p>B Staff who can work more effectively or efficiently from site. Access to specific equipment/facilities is beneficial/requested. Section based discussion and decisions, business case led. Local permissions are being arranged in agreed cases.</p> <p>C Staff who can work equally effectively at home or on site. These staff are asked to remain working from home until further notice. Occasional site access (for example for BD / visitor support) can be requested and arranged as needed.</p> <p>D Staff who can work more effectively or efficiently from home. As for group C, there is no immediate need for return to site. Discussions to follow in each case regarding future options. Will be driven by evolving national situation.</p>								

Transmission of Covid-19 from inadvertant close contact	TWI employees and visitors	<p>Individuals will be seated at a safe distance (as per government regs) from others during their visit.</p> <p>Meetings will be held in large open areas to facilitate social distancing.</p> <p>Meeting rooms are limited to one person only, signage stating this is on every meeting room door.</p> <p>Although lifts can be used they are limited to a maximum of one persons unless special circumstances dictate otherwise such as persons with limited mobility are using them.</p> <p>The number of persons have been restricted within the toilets across TWI, the numbers vary due to the different sizes of the toilet blocks. In all cases every other cubicle/urinal and sink are taped off stating 'not in use due to social distancing'.</p> <p>Signs reminding people to wash their hands are displayed in all of the toilet areas.</p> <p>Users are instructed to clean showers (contact points) after use, Signs in the shower/changing rooms state this and cleaning materials provided.</p>	5	1	5			
Lifting and moving of heavy specimens: Severe crushing injuries	Operator	<p>In the event of lifting and positioning of any heavy specimens/thick section plates for NDT inspection etc., 2 or more person lifts are not to be performed, instead seek assistance from Technician, in order to perform safe single person lift, with mechanical aids. 2nd person should still be on hand, in case of an accident.</p> <p>All lifting equipment must have an update date inspection tag, and all pre-lift checks must be performed.</p> <p>Only trained and competent personnel are to use the mechanical lifting aids.</p> <p>Safety shoes will always be worn in lab areas, as in compulsory.</p> <p>In the event of multi-personnel manual lifts, these must be assessed case by case, assuming worst case scenario regarding infection/spread. Members of the Technician team will be on hand to utilise mechanical aids (i.e. cranes), to eliminate the need for manual lifts, ensuring 2m working distances are maintained.</p> <p>A risk assessment for working under 2m is to be followed.</p>	5	1	5			
Coronavirus generally spreading around TWI premises	All personnel	<p>TWI are following updates issued by Public Health England https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 (See notes section at the bottom of the form.)</p> <p>Information by sinks on hand washing practices have been put in place.</p> <p>Multiple hand sanitising stations have been installed around site (stores, engineering hall and southern entrance). Limited access to some areas (eg labs) and shift/team working implemented.</p> <p>Hand sanitising stations are spread across the site at multiple locations including all entrances, visitors are encouraged to use them. Signage informing persons what to do are also located across the site and at entrances.</p> <p>Signs are located around site reminding persons to wash their hands frequently.</p>	5	1	5			
Staff or colleagues report contact with a person who is confirmed as contracting Coronavirus	All personnel	<p>Staff or colleagues to follow government advice (eg via Test and Trace) on action to take via Public Health England and to make TWI aware of the situation.</p>	4	1	4			
Report of confirmed case of coronavirus at TWI	All personnel	<p>TWI will follow guidance from PHE and cascade arising actions as required.</p> <p>A deep clean will be arranged by the PUR department in the specific area that affected colleague/student is based (including all areas of typical movement)</p> <p>Visitor contact details held for 21 days to enable sharing of information.</p>	5	1	5			
Visitors and contractors	All personnel	<p>TWI's rules state.</p> <p>"In line with the government's response to the coronavirus pandemic, visitors are welcome to visit TWI sites provided:</p> <ul style="list-style-type: none"> • you and members of your household are symptom free; • you have not knowingly been in contact with a confirmed/suspected case in the past 14 days; • you have not been advised to self-isolate by any health professional or via a message from a member of the Test and Trace team. <p>If you feel unwell with flu-like symptoms whilst on TWI premises, please notify your host and leave site immediately.</p> <p>Visitors are asked to inform their host in the event of developing Covid-19 symptoms within 14 days of their visit to TWI.</p> <p>Visitors and contractors as well as their hosts must wear a mask whilst on site.</p> <p>Visitors also have to read and follow TWI's "Covid-19: Visitors (Including contractors) to TWI sites"</p>	5	1	5			
Management of maintaining social distancing in TWI	Spread of infection; reputational damage for TWI	<p>Staff instructed to adhere to social distancing and ensure all persons visiting site are mindful to comply with 2m distancing.</p> <p>Signage and one way systems have been implemented.</p> <p>Seating arrangements, welfare facilities, etc modified to ensure 2m distancing.</p>	5	1	5			
Spread of virus due to travel in and out of work	All personnel	<p>Employees are allowed to use public transport but are advised to wear face coverings as per government rules.</p>	5	1	5			
Mental health and wellbeing affected through isolation or anxiety about coronavirus	All personnel	<p>Workers and managers are involved with their own return to work risk assessments.</p> <p>Managers have regular meetings with employees working from home so that they can keep in touch and discuss and issues.</p> <p>Workers are kept up to date with information bulletins which helps keep people involved.</p> <p>Workers are encouraged to take regular breaks whether they are home based or office based.</p>	5	1	5			
Increased risk of infection and complications for vulnerable workers	Workers	<p>TWI has identified the following and has implemented either working from home or other measures as discussed with the individuals.</p> <p>Clinically extremely vulnerable</p> <p>People self-isolating</p> <p>People with symptoms of coronavirus</p> <p>Groups who may be of higher risk.</p>	5	1	5			
Inadequate management of health & safety onsite due to working at home	Illness and or injury	<p>Health and Safety team are available by telephone, Jabber, email. Health and safety team will be attending site on an ad hoc basis. (At least one H&S advisor is on site each day.) Health and safety team will continue to monitor, maintain and implement statutory inspections, fire risk assessments etc.</p>	4	1	4			

ENVIRONMENTAL SECTION			
Please put environmental risks in this section such as spillages (including spill kits), discharge down drains, bunding and disposal methods.			
Notes			
<p>TWI Have implemented the five point plans this consists of.</p> <ul style="list-style-type: none"> •Only attend site for essential tasks and if you have permission from your manager to be on site •You have completed a Risk Assessment and this has been approved - please allow 2 working days for QAS to process •Before coming to site, ensure you are symptom free and have not been in contact with anyone that has tested positive or exhibiting symptoms or is awaiting test result. •When on site maintain social distancing •Wash or sanitise your hands on arrival, departure and throughout the day <p>TWI does not use cohorts for staff</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p>			
Total Risk Rating Key:	1-4 LOW		No further action but ensure controls are maintained.
	5-9 LOW - MEDIUM		Look to improve at next review.
	10-16 MEDIUM		Look to improve within specified timescale.
	17 - 25 HIGH		Stop activity, seek advice and make immediate improvements.
Original Assessors Name:	Mark Caswell	Assessor Signature:	
Authorised by:	Mark Caswell	Authoriser Signature:	