

COVID-19

Risk Assessment

(UK & Ireland)

Date: May 2021

(COVID-19 is an infectious disease caused by a coronavirus. The virus is mainly transmitted through droplets generated when an infected person coughs, sneezes, or exhales. Persons may become infected by breathing in the virus if you are within close proximity of someone who has COVID-19, or by touching a contaminated surface and then your eyes, nose or mouth. Symptoms can be mild, moderate, severe or fatal.

SCOPE

This risk assessment covers activities within UCB premises in Slough Campus (208, 216 & Ajax) and Windlesham (Project Apple).

The Hazards

Transmission of Covid-19 coronavirus within the workplace from person to person, or surface to person.

Who might be harmed?

- UCB employees and resident contractors (e.g. facilities, IT teams etc)
- Clinical teams
- Visiting contractors e.g. site engineers or laboratory equipment maintenance
- Drivers e.g. goods-in or waste collection
- First Aiders
- Visitors
- Vulnerable persons¹ of all the above

Established Mitigation: Based on the following 4 factors.

Access	Health & Hygiene	Social Distancing & Density	Awareness, Instruction & Communication
<ul style="list-style-type: none"> • Labs: essential work and write-up • Offices: Slough Access Team to authorise access • Windlesham Project Team. Essential work. • Field: able to make visits in person from 17th May 2021 	Symptoms All persons who feel unwell, with COVID-19 symptoms or a member of the household is unwell: remain at home and follow UCB decision tree.	UK Strategy To remain at 2 metre distance where possible. Variations to Strategy require UK COVID Team approval.	Procedural: Working Principles for Slough, Field & Third Parties COVID Decision Tree COVID Case Response
Vulnerable workers continue to follow GOV guidelines ¹ Manager referrals required for ECV employees returning to work.	Personal Hygiene & Face Coverings <ul style="list-style-type: none"> • All persons required to wash their hands more than normal • Everyone must wear face coverings at all times in shared spaces (except laboratory where it is optional) 	Shared Spaces Designated travel routes Alert systems for narrow spaces Lift cars signed for maximum occupancy Washrooms sign posted	UK Covid-19 Team Governance team overseeing activities, risk and ensure communications to UK & Ireland employees
Third Parties: <ul style="list-style-type: none"> • Resident Contractors follow UCB Working Principles • Visiting engineers require permission • Face coverings required at all times 	Site Cleaning FM increase of cleaning of shared spaces, desks and laboratories – especially common touch points and washrooms.	Catering: (Slough) Touch points reduced to a minimum throughout our outlets and Perspex screens Till Points Contactless payment only Dining area socially distanced	Training Training & briefing before returning on site for the first time since 'lockdown'
Visitors <ul style="list-style-type: none"> • Require authorisation from UK Access Team. • All visitors require face covering at entry and shared spaces. • Face coverings required at all times 	Workstations Clean desk policy to be followed by staff. Additional cleaning is being undertaken by Facilities Cleaning stations located in all offices.	Meetings All centrally managed meeting rooms have been signed with maximum social distancing capacities and hygiene wipes etc	Risk Assessments COVID is incorporated into company risk assessments.
Bus Service Alternative to public transport – taxis and shuttle bus service provided for Slough employees.	Washrooms Hand driers turned off a present. Increased hygiene measures established in communal showers for commuters.	Laboratories: Maximum occupancy for each room established.	
	First aiders: PPE deployed. Use of bag mask with viral filters for rescue breaths and CPR.	Deliveries <ul style="list-style-type: none"> • And collections to continue as normal – with two metre distancing maintained. 	
	Testing Testing for response to on-site infections and available for business travel.	Phlebotomists and donor: wear PPE defined by PHE.	

1. Vulnerable persons are found in guidance <https://www.gov.uk/coronavirus>