CEB Covid-19 Risk Assessment for Working and Teaching During the Coronavirus Pandemic

Company name: Chemical Engineering and Biotechnology, University of Cambridge
Assessment carried out by: Adam Brown – Technical Operations Manager
Date of Assessment: 19th October 2021

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be non-existent, mild, moderate, severe, or fatal. This is a general risk assessment to cover the risks involved with Staff, Students, Researchers and Visitors working and being taught in the Chemical Engineering and Biotechnology buildings during the Coronavirus pandemic. These rules are constantly reviewed and are amended if need be. An up-to-date risk assessment will be on the departmental intranet, as well as in the reception area in the department. Rules have been developed in consultation with relevant Departmental members.

This general risk assessment does not cover individual pieces of work. Further risk assessments must be done to carry out individual tasks within the building. Risk assessments must include:

- Individual risk assessments for each Research or work project, based upon Departmental General Risk Assessment Form 1 and the supporting additional forms for specific types of work.
- Consideration of additional precautions necessary for that work during Coronavirus normally with a Covid-19 Risk Assessment Prefix sheet.
- Each lab/work area will have a Door Poster stating the expected maximum safe occupancy to observe social distancing without further mitigating measures.

Staff working in more general areas such as Reception and Stores will also have their own codes of practice for the procedures necessary to mitigate against the spread of Covid-19.
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<thead>
<tr>
<th>What are the hazards?</th>
<th>Who might be harmed</th>
<th>Controls Required</th>
<th>Additional Controls</th>
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</table>
| Spread of Covid-19 Coronavirus | - Students  
- Staff  
- Visitors to your premises  
- Cleaners  
- Contractors  
- Delivery Drivers  
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions  
- Anyone else who physically comes in contact with you in relation to your business | **Specific Points for Students**  
**Students Returning from Abroad**  
**Students in College Halls**  
**Precautions for Students entering the CEB building** | Students coming to the UK from abroad must follow the Foreign and Commonwealth Office (FCO) guidelines on whether they must quarantine upon arrival in the UK. This depends on the current travel corridor advice which can be checked at:  
For College based students, discuss any quarantine arrangements with your college prior to travelling.  

The University will offer weekly Coronavirus swab tests to all staff and students based in college halls. This has been paused throughout the summer of 2021. Staff and students are encouraged to participate in lateral flow testing [https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/](https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/). Staff are encouraged to get lateral flow testing through their local authority.  

All Staff and Students entering the CEB must abide by the Coronavirus Departmental additional precautions. These include:  
- Wearing a face covering inside the building in all public spaces. Unless eating/drinking, in a room alone, in a meeting where all agree to take them off, where lip reading is required or where an individual has an exemption. |
All Staff and Students

- Staff are advised to follow Government guidelines on self-isolation if they think they have any Covid-19 symptoms.

- Anybody taken ill at work should return home as soon as possible.

- Those who are deemed as clinically extremely vulnerable and received a letter from the NHS to shield.

- Maintaining 1m social distancing wherever possible
- Disinfecting or washing hands on entering the building and at regular intervals throughout the day.
- Following all the building entry, signage and one-way pedestrian traffic requirements.
- Following instructions given by their course or class organisers.
- Log in upon arrival

Anybody who is unwell is instructed not to come into work. The Department has a trace@ceb.cam.ac.uk e-mail that must be notified of illness. If Covid-19 is suspected, then you must get tested. Preferably access the University testing service for Covid-19. if it is Friday afternoon or the weekend, then use the NHS testing service.

If positive for Coronavirus they must follow Government current advice on self-isolation. Test and trace will be used for contacts. Early notification to the Department of any positives, protects other members of the Department.

Everyone working in the department must complete one of the COVID-19 risk assessments and sign it off with their manager: https://www.oh.admin.cam.ac.uk/files/ohf03_risk_assessment.pdf

Anybody who becomes unwell whilst at work must return to their UK residence and self-isolate according to Government guidelines. Follow instructions above if Covid-19 is suspected. Follow instructions in the First Aid section below if you become unwell at work. Your line manager or course organiser must be told ASAP and if you live in college also the College Porter. Notifications should be done by e-mail rather than in person.

The Government paused shielding of extremely vulnerable people on 1st August 2020 and if their risk assessment allows it, those people can return to work or study. Clinically vulnerable people have self-identified to their department or College. Individual health risk assessments were completed by each existing
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<th><strong>Updated on:</strong></th>
<th>01/10/21</th>
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- Those who are pregnant or returning to work after pregnancy must have a further risk assessment done prior to return to work.
- Clinically vulnerable people must take extra care with social distancing.
- Staff returning from another Country must follow the Government rules on quarantine rules in force at the time.
- If a visitor comes to the department, they must always be accompanied by their host. If this is not possible, for Visitors staying under a month either a dynamic risk assessment or a short-term training form, must be completed. Visitors staying longer than one month, must complete all the safety courses that staff normally do. Access for research visitors must be approved by the group head and the DSO. A Visitor form exists to identify the training needs of any Visitor.

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<th><strong>Member of staff prior to returning to work. Anybody with concerns has been asked to discuss this with their Supervisor.</strong></th>
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<tbody>
<tr>
<td><strong>Contact Deborah Singh for advice. <a href="mailto:dls25@cam.ac.uk">dls25@cam.ac.uk</a></strong></td>
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</table>

- People in this category have self-identified. Individual health risk assessments have been completed by members of staff prior to returning to work. Students have self-identified to colleges if they think they may be high risk. Anybody with concerns has been asked to discuss this with their Supervisor.

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<th><strong>Check Gov.uk website for the latest travel advice. Although some “safe corridors” allow return without quarantine from an individual Country, the Countries on the list change regularly.</strong></th>
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- The “Covid-19 Secure” Government poster is displayed on the poster board opposite Reception to reassure all staff, students, and Visitors that the appropriate actions have been taken to minimise spread of Coronavirus. The NHS QR Code is on display at reception. Although this is not now mandatory, staff are encouraged to encourage visitors to use it.

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<th><strong>Vulnerable staff have been pointed towards help that can be accessed. Anybody feeling that working practices are unsafe or thinking that procedures could be improved should contact the Departmental safety team.</strong></th>
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<td><strong><a href="mailto:safety@ceb.cam.ac.uk">safety@ceb.cam.ac.uk</a></strong></td>
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**Hand Washing**

- Hand washing facilities with soap and water in place.
- Stringent hand washing taking place.
- Hand washing guidance posters on display in toilets.
- See hand washing guidance.
- [https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)
- Staff encouraged to protect the skin by applying emollient cream regularly

Equality, Diversity, and Inclusion have been considered at all stages. Hearing impaired staff may be present who are no longer able to lipread. Consider the use of mobile phone apps to display a conversation.

Contractors will be issued with a Visitors Safety leaflet explaining the emergency procedures and those additional procedures required to comply with the rules for social distancing and minimising possible virus transmission. Contractors have been given a separate access point to the building. Contractors information will include the NHS track and trace QR code (as contractors will not be able to access the University test and trace system). Complex work being planned by contractors, will be risk assessed using a Dynamic Risk Assessment Form that considers coronavirus reduction measures.

Employees are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Paper Towels have been made available throughout the workplace to help open doors in a hygienic manner. Hand sanitiser is available at entrance points to the building and other strategic points around the building. Staff are issued with their own spray bottle of sanitiser and labs have also been issued with disinfectant n spray bottles. Staff are encouraged to report any allergies or problems they are experienced due to the increase in handwashing to the Departmental Safety Officer – Adam Brown adb60@cam.ac.uk. Moisturiser advice can be found or supplied upon asking.

For further risk assessments on individual tasks further guidance/documentation can be found on the below link: Posters, leaflets and other materials are on display in the Department.
Cleaning
Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.

Rigorous checks are carried out by line managers to ensure that the necessary procedures are being followed. A deep clean was undertaken before phased return to the buildings started. An ongoing enhanced cleaning regime has been established, which targets high hand touch areas such as door handles, handrails, buttons, communal tables, and kitchen equipment. Toilets and drinking water areas are particular pinch points. These areas have been targeted and are cleaned more often. Cleaning is split between, Departmental cleaners, contract cleaners and lab/research staff/students who will clean their own work areas. For sensitive equipment, either disinfectant wipes should be used or by spraying small amounts of ethanol onto paper towels and cleaning. Hand sanitiser is available when first entering the building and at strategic points. As a minimum you should always wash or sanitise your hands upon entering and leaving the building and before eating or drinking. Repeat handwashing frequently during the day. The Government hand washing procedure poster + reminder is on display at all hand washing stations. In communal areas cleaning materials are supplied for people to clean down tables/chairs/equipment before and after using them. For guidance on Cleaning & disinfecting of areas see: https://www.safety.admin.cam.ac.uk/system/files/hsd206m.pdf When cleaning between different Groups in office/lecture theatre areas remember to disinfect high touch areas such as the backs of chairs pulled out to sit at a desk. Sufficient time has been scheduled between different classes to ensure that cleaning can be carried out.
Social Distancing
Social Distancing - Reducing the number of persons in any work area to comply with the 1 metre gap recommended by the Public Health Agency

Staff and students are reminded regularly of the importance of social distancing both in the workplace and outside of it. Social distancing posters have been employed throughout the department. Management checks are carried out to ensure this is adhered to.

Individuals should try to practice 1 metre social distancing wherever possible. If two or more people are working closer than 1 metre for 5 minutes + then a close working risk assessment must be completed. This must be signed off by the departmental safety officer (adb60@cam.ac.uk).

Write up areas are open, but only to 50% occupancy and spaces must be pre-booked. Once sat down, individuals may take off their face masks if all in the bay agree.
Redesigning processes to ensure social distancing in place.

Conference calls to be used instead of face-to-face meetings.

Ensuring sufficient rest breaks for staff.

Social distancing also to be adhered to in canteen area and smoking area.

Staff have been requested to avoid public transport if possible and if not possible to discuss staggered start times with their Supervisor.

The University has increased parking availability in the short term to allow avoidance of public transport.

To help ensure social distancing, the department is working at a reduced capacity with some admin staff working from home where possible. Staff and Researchers coming in were originally split into two teams: Team A and Team B. and moving between Team A and B was strictly prohibited to minimise the risk of transmission between teams. The teams were merged some time ago, and a return-to-work plan is now being worked through with heads of sections. A slow, gradual return to work for all those who have been working from home is now in effect.

PPMS, a computerised booking system, is used to book space in labs and for shared equipment. It is also used to book slots in the socially distanced write up areas in the Office block.

"Booker" a computerised room booking system, is used to book lecture theatres and meeting rooms, to give adequate space for social distancing. This maintains the reduced building occupancy level and the social distancing required for each lab or area.

All bookings for rooms and equipment are monitored to ensure that correct usage rules for the spaces are adhered to. All meeting rooms have ventilation risk assessments which must be abided by.

Tables in the foyer have three chairs. Under no circumstances are people to move chairs to sit with friends. Only one person per sofa seat is allowed. Anyone seen to be ignoring the rules will have their access removed. Write up areas have been staggered so that computers are on alternate desks with nobody directly opposite and with a partition screen in front to block face to face transfer. Ventilation rates of rooms have been maximised where possible and thermal wheels on air handling systems have been disabled.

All labs, offices and occupied areas **MUST** have a ventilation risk assessment completed and signed off by the head of group/supervisor for that area.

Where travel between different labs or floors is required, try to limit the number of people doing that journey and the number of times that journey is required. To minimise interactions, it is recommended that staff carry out their work in single time blocks, where possible, and do not repeatedly enter and leave the laboratories and/or building. Regular breaks should be taken, but repeated travel to and from
rooms from outside is discouraged.
### Entering the Building - Staff

In laboratories with multiple fume cupboards and/or MSCs, **adjacent cabinets should not be used at the same time** if they are within 1 metre of each other. Back-to-back working is acceptable in some instances where there is sufficient distance between workplaces, but **in a row of three cabinets either the middle cabinet should remain empty, or only the middle cabinet should be used**

1. **Department Staff** may enter the building via the main entrance on Level 2 or via the back door by stores. Both doors will be locked, so they will need to enter using their swipe card on the left-hand door.

2. (For front entrance) Staff can then proceed through the second double doors and should then sign in by touching their ID card against the card reader just inside the Reception area. **NOTE:** The touchscreen has been deactivated in order to minimise touch contamination. When logging in for the first time you should hold your card to the sensor to log in where only basic information will be displayed, and then go to the OOH system on the Departmental website. From there you can add/edit your info to include full name, phone number and location.
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<td>3. A roped off pathway will be marked from the front door, past the card reader to the north lift and stair lobby. Staff should use the enclosed stairs to access their laboratories. Do not use the lifts (other than for moving goods).</td>
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<td>4. The write up areas are open; but due to social distancing you will not be at your normal location. Outdoor items should be left in sensible places outside the laboratories e.g. on corridor windowsills outside labs, or in the corridor pods. Bringing valuables should be minimised, but anything valuable should be placed outside the lab window in view from the lab.</td>
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<td>5. The corridors for access to laboratories are 2 metres wide so social distancing should be easily achievable.</td>
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<td>6. Within laboratories, researchers should maintain a 1m distance from other colleagues wherever possible. Adjacent working zones should be arranged side-to-side or back-to-back wherever possible. <strong>Face to face</strong> working should be avoided.</td>
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<td>7. If working in closer proximity is required, a specific risk assessment should be drawn up and appropriate PPE used. For transient breaches, e.g. moving past a colleague in a corridor, this should be done back-to-back.</td>
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<td>8. When leaving the building, staff/students can leave either by the front door on level 2, or via the delivery yard.</td>
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<td>9. If leaving by the delivery yard Staff/students should sign out using the card reader opposite the goods lift on level 1 and exit via the delivery road between CEB and IfM. If leaving via the front door then staff/students should sign out via the console to the right-hand side of the doors. If a person is currently entering/leaving you should wait until they have fully entered/exited the building.</td>
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- **Students** The timings of lectures and classes have been specifically allocated to prevent clustering at the entrance and exit doors. |
- Maintain social distancing when entering or leaving the building. |
- Barriers have been erected to separate staff and students. |
- You will be met at the front doors by your course administrator, Supervisor or designated individual and you should enter at the front
entrance of the building, using the double doors which will be unlocked for you.

- Put on face coverings prior to entering the building.
- Sanitise hands as you enter the building
- The Department must have a roll call of who is present in the building to use in case of fire.
| Working Arrangements- Staff and Researchers | Some support staff may start work from 7am (with agreement with their supervisor) prior to the researchers, in order to clean, restock and deal with contractors.
For researchers, the labs open 8:00 – 22:00 (8am – 10pm) 7 days a week.
All staff should treat the working time in the building as out-of-hours working at all times. No high risk work to be done over weekends.
**Signing in and out of the building will be compulsory**, and unduly risky activities should not be undertaken. Evening, work will be allowed, but overnight research work (10pm – 8am) is not permitted.
In addition to a daily cleaning regime undertaken from 7 - 8.30 am, a thorough clean of shared areas will take place every Monday morning. Each day, there will also be additional sweeps of the building by cleaning staff to wipe door handles and handrails.
Workers should also ensure they maintain a high standard of personal hygiene.
**Working areas must be regularly cleaned** by the staff/students using them. As a minimum this should be done at both the start and end of work. If workers are found to be not following the cleaning procedures, then they will have their access card revoked. Regular handwashing is essential and a frequent wipe down of working areas and equipment should be carried out by the workers themselves if it is safe to do so. Sanitising materials will be provided. Take extra care if using 70% ethanol which is flammable.

All staff are encouraged to take normal breaks from their workspace, however, to ensure social distancing, breaks will need to be staggered and there must not be a large gathering of people in the tearoom.

Occupation should be limited to **3 people per table**. To aid distancing, the patio on level 1, and the terrace |
Toilets & Showers

PPE (Personal Protective Equipment) Normally Worn in the Labs

The Department has a wide range of PPE that can be used for individual tasks, where a risk assessment identifies a requirement.

- Lab coats and safety glasses should be always worn as usual within the CEB laboratories. (The Department recommends that lab coats are Howie style coats, as they minimise contamination of the worker.) Do not share lab coats or PPE.
- Individual experiments may require additional PPE, as described in the risk assessment for that experiment, and these recommendations should continue to be followed.

On lab level 2 will also be open for breaks. Again, occupation is restricted to one person per table. On no account should eating or drinking take place in the laboratories, with the only exception being the internal - facing patio on level 2 in the lab block. Office floors 3 and 4 will not be available for breaks.

Internal communication channels and cascading of messages through line managers will be carried out regularly. Cleaning materials will be provided in communal areas for disinfection of tables/chairs before and after use.

- Please use the toilet facilities nearest to your lab/write up area/lecture room.
- Toilets will be thoroughly cleaned by the department twice each day, and users are requested where possible to close the toilet lid when flushing and wipe any surfaces before and after they use the facilities.
- Hand dryers have been de-activated to minimise aerosol spread – paper towels should be used to dry hands.
PPE Due to Coronavirus
Public Health England has given guidance on the use of PPE (personal protective equipment) to protect against COVID-19. Individuals are mainly asked to observe social distancing measures and practice good hand hygiene behaviours but the wearing of face coverings is advised in enclosed spaces. The University has asked all staff and students to wear face coverings in University buildings with a few limited exceptions.

Face Coverings
- Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.
- Staff and students in CEB are not intentionally working with the live Coronavirus responsible for Covid-19.
- We are therefore not expecting exposure to Coronavirus due to aerosol generating procedures done as part of the research work.
- Due to the potentially large number of people in the building, the international nature of the Department and the likelihood of asymptomatic carriers of Covid-19, our procedures assume that any member of staff, Researchers or Students, could be carrying the infectious Coronavirus.
- Where social distancing cannot be maintained other mitigating measures need to be taken.
- Where workers are deliberately working closer together than the recommended 1 metre for more than 5 minutes, a “Close-Working Risk Assessment” must be written that is specific to that task. This could include tasks such as First Aiders attending a casualty. All “Close Working Risk Assessments” must be approved by the Supervisor and then the Department. Send to safety @ceb.cam.ac.uk. If you need help writing this, please contact the same e-mail address.
- The Department has purchased washable re-usable face coverings that can be worn by people in the Department in corridors, offices and other areas of low risk working.
- These will not totally protect the wearer or others against virus infection, but they have been shown to limit spread of a virus if an infected person is present, by minimising transfer of droplets.
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<th>Hand Hygiene</th>
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- Users should write their names on these masks to avoid cross contamination between workers.
- Where your risk assessment identifies that other PPE should be worn, this must still be followed.
- Do not wear washable face coverings in labs where you could take contamination home with you, such as Containment Level 2 labs.
- A supply of basic disposable surgical masks is available in the Department for use in labs where you do not wish to contaminate your washable mask.

**Whichever mask or face covering you are using:**
- Wash hands before donning a mask and after taking one off.
- Remove using the straps only.
- With a re-usable face covering, do not contaminate the inside of your mask in between wearing it.
- For people who have not worn these masks before or have little experience a demo/responsible person can show you how to wear the mask properly. Email Adam Brown adb60 to organise this.

- Paper towels are stocked by doors to use to help minimise a cross contamination risk when walking through the building.
- They can be used as a temporary barrier when opening doors using handles.
- Sanitising sprays are located at strategic points throughout the building to decontaminate high use touch points.
- When entering or leaving a lab, researchers **MUST** wash their hands thoroughly for at least 20 seconds and according to Government guidelines.
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<th>Use</th>
<th>Fire Emergency procedures</th>
<th>Labs and Write Up Areas</th>
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<tr>
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<td>- During the redistricted occupancy of the building it is not possible to function as the department used to.</td>
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<td>- You must familiarise yourself with your work area and where the Fire Grab Card/floor layout plan is.</td>
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<td>- In the event of the fire alarm sounding, you should stop what you are doing immediately and make your way towards the Fire Grab card/floor plan. If you are the first to the card, then you should start to sweep the area to make sure the area is empty. You should then leave the area and report to the DSO/person in charge at the assembly point at the front of the building.</td>
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<td>- If you get to the floor plan and realise that the card has been taken, then you should leave the building in a calm fashion and go to the fire Assembly point as you normally would.</td>
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<td><strong>All Teaching Rooms</strong></td>
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<td>- Your Lecturer will act as a fire warden. Fire warden collects grab card and takes it to the DSO/person in charge at the assembly point at the front of the building.</td>
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<td>- All others leave the building by the nearest exit and assemble at the “Fire Assembly Point” in the corner of the car park. This is marked with a green sign.</td>
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First Aid

Symptoms of Covid-19
If anyone becomes unwell with a new continuous cough, a high temperature or a loss of taste or smell whilst in the workplace, they will be sent home and advised to follow the self-isolation guidance. Line managers will maintain regular contact with any staff members during this time.

Where any staff/Student or Visitor to the Department has tested positive for Coronavirus the management team will contact the Public Health Authority to discuss the case, identify people who have been in close contact with them and will take advice on any actions or precautions that should be taken.

https://www.publichealth.hscni.net/

People in need of first aid should go to reception and ask for a first aider. If you cannot get to reception, call them and ask for a first aider. Out of Hours you can go to the University Gym or, in an emergency, call 999.

If you start to develop any of the following symptoms:
- High temperature
- New, continuous cough
- A loss or change to your sense of smell or taste

1. You should immediately go home and email us on trace@ceb.cam.ac.uk.
2. We can then contract trace those you have been in contact with.
3. You must self-isolate as per the government’s guidelines:
4. You must be tested for Coronavirus, preferably by calling the University Coronavirus team to be tested. The team are based at Addenbrooke’s Hospital on 01223 216767 8.30-4.30 Mon-Fri. see link below. Other non-university members of your household can also be tested with you using this service.

https://www.staff.admin.cam.ac.uk/general-news/coronavirus-testing-for-university-and-college-staff
If it is out of hours or at the weekend, you can contact the normal NHS test team online at the following link.

https://www.gov.uk/get-coronavirus-test
You can phone 119 if having any difficulty online.
5. Let the Department know the result of your test by sending an email to trace@ceb.cam.ac.uk
6. If positive, you will need to provide information about the people who you have been in close contact with, this includes your household, as well as your College and the Departments you have been in.
7. Information about other people who were in the department at
In the event of somebody receiving a positive COVID-19 test we will trace all of those that have had contact with the person and inform the Public Health Authority.
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<th><strong>Mental Health</strong> Management will promote mental health &amp; wellbeing awareness to all staff and students during the Coronavirus outbreak and will offer any support they can to help</th>
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During this difficult and unprecedented time, it is vital that we all stay as healthy as possible. If you need any support or help you can contact your line manager or visit: [https://www.counselling.cam.ac.uk/covid-19-support](https://www.counselling.cam.ac.uk/covid-19-support)

Line managers are encouraged to keep regular communication with their staff, and to share mental health information. An open-door policy for those who need additional support is also highly encouraged.

Special arrangements are provided for students and any welfare issues are normally handled through the College.