

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

Company name: Chemical Engineering and Biotechnology, University of Cambridge

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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.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • 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 	<p><u>Specific Points for Students</u> <u>Students Returning from Abroad</u></p> <p><u>Students in College Halls</u></p> <p><u>Precautions for Students entering the CEB building</u></p>	<p>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: https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors For College based students, discuss any quarantine arrangements with your college prior to travelling.</p> <p>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/. Staff are encouraged to get lateral flow testing through their local authority.</p> <p>All Staff and Students entering the CEB must abide by the Coronavirus Departmental additional precautions. These include:</p> <ul style="list-style-type: none"> • 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.

		<ul style="list-style-type: none"> • 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 <p><u>All Staff and Students</u></p> <ul style="list-style-type: none"> • Staff are students 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. 	<ul style="list-style-type: none"> • 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 <p>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.</p> <p>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:</p> <p>https://www.oh.admin.cam.ac.uk/files/ohf03_risk_assessment.pdf</p> <p>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.</p> <p>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</p>
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		<p>https://www.nhs.uk/conditions/emollients/</p> <p>Cleaning</p> <p>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.</p>	<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks are carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>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.</p> <p>For sensitive equipment, either disinfectant wipes should be used or by spraying small amounts of ethanol onto paper towels and cleaning.</p> <p>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.</p> <p>The Government hand washing procedure poster + reminder is on display at all hand washing stations.</p> <p>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:</p> <p>https://www.safety.admin.cam.ac.uk/system/files/hsd206m.pdf</p> <p>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.</p>
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			<p>entrance of the building, using the double doors which will be unlocked for you.</p> <ul style="list-style-type: none">• 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.
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		<p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • 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. <p><u>Toilets & Showers</u></p> <p><u>PPE (Personal Protective Equipment)</u> <u>Normally Worn in the Labs</u> The Department has a wide range of PPE that can be used for individual tasks, where a risk assessment identifies a requirement.</p> <ul style="list-style-type: none"> • 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.
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Use		<p><u>Fire Emergency procedures</u></p>	<p><u>Labs and Write Up Areas</u></p> <ul style="list-style-type: none"> • During the restricted occupancy of the building it is not possible to function as the department used to. • You must familiarise yourself with your work area and where the Fire Grab Card/floor layout plan is. • 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. • 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. <p><u>All Teaching Rooms</u></p> <ul style="list-style-type: none"> • 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. • 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.
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			<p>the same time as you will be held by trace@ceb.cam.ac.uk</p> <p>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.</p>
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