| **Coronavirus Risk Assessment for Labs and Research Facilities (Scotland)** |
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| **This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Business Continuity Plan.****You must modify this risk assessment to ensure it reflects your business activities and the specific risks and controls you have in place.** |
| **Location/Dept:**  | **Date Assessed:**  | **Assessed by:** |
| **Task/Activity:** Working in the laboratory/research facility |  | **Reference Number:** |
|  | **Risk rating before implementing control measures** |  | **Risk rating after implementing control measures**  |  |
| **Activity/ Task** | **Hazard/Risk** | **Persons at Risk** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Controls Measures in Place** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Additional Controls Measures Required** |
| Working in the laboratory/research facility | Contact with persons suffering from coronavirus leading to illness | StaffStudentsVisitorsContractors  | 5 | 5 | 25 | Employees are instructed to work from home if their work allows them. If a worker or known visitor tests positive for coronavirus, all workers who have been in close contact with that person or who work in the relevant areas may be instructed to self-isolate and seek a test in line with [Scottish Government testing guidance](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/).If a person becomes ill in a shared space, these should be cleaned by following current [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings).Employees who are experiencing symptoms are instructed to follow [COVID-19 guidance](https://www.gov.scot/coronavirus-covid-19/).They should remain at home and self-isolate and are to contact their line manager through normal sickness reporting procedures. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the [Scottish Government guidance for laboratories and research facilities](https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-laboratories-and-research-facilities/).Employer guidance on testing will be sought by accessing relevant [Scottish Government testing guidance.](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/)Further consultation will be sought from Health Protection Scotland’s guidance on [COVID-19 sampling and laboratory investigations.](https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-sampling-and-laboratory-investigations/) |
| Working in the laboratory/research facility | Not maintaining physical distancing leading to spread of coronavirus | StaffStudentsVisitorsContractors  | 5 | 5 | 25 | Floor markings in corridors and laboratory spaces as appropriate to ensure staff members and visitors stay at least two metres apart. Facility layout and signage with clear marking of two-metre boundaries around the workplace and workstations and signage which reinforces expectations of employees at relevant points. X number of people in any workspace or communal area at any one time.Access to parts of the workplace required by an individual to do their job will be restricted, where possible.Monitoring system implemented to limit the number of staff in research facilities or laboratories at any one time, e.g. a sign in/sign out sheet. Dedicated entrances and exits to buildings and work areas where possible.Entrances and exits direct to the outside where appropriate, especially for external staff.Break times staggered to reduce crowding in welfare areas.All meetings to be conducted via teleconference.On-site personnel restricted to staff members essential for completion of work, approved by facility manager.Restriction of non-business deliveries (no personal deliveries for staff members).Physical distancing to be implemented in all environments. Members of staff instructed to keep two metres away from each other at all times.Hygiene posters and signage installed throughout the premises in strategic locations.Movement limited between areas and departments to reduce contact between peopleStaggered break, entry and exit times considered to reduce risks of staff interaction.Groups/teams may be set up to limit any potential spread of the virus through the facility.All staff and students are trained on new procedures prior to returning to work. |  | 5 |  | Consider establishing and signalling a one-way system where this is possible. Staggered working hours / flexible working patterns to be considered to reduce crowding in the workplace.Where physical distancing cannot be followed, it should be considered whether the activity is critical for business operations; if a critical task requires staff members to stay less than two metres apart, a documented risk assessment must be conducted, and appropriate control measures should be put in place. |
| Dealing with site visitors/deliveries | Not maintaining physical distancing leading to spread of coronavirus | StaffStudentsVisitorsContractors  | 5 | 5 | 25 | Visits limited to essential services where possible.All contractors expected to complete the Contractor Checklist found on the Ellis Whittam Coronavirus Advice Hub.Contractors only allowed on site if the work cannot be completed at another time. Contractors instructed to keep two metres away from all other persons at all times.Contractors provided with access to handwashing facilities.Contractors supervised at all times. |  | 5 |  | Electronic processes to be adopted to reduce the need for transfer of paperwork during deliveries/pick-ups. |
| Working in the laboratory/research facility | Not maintaining strict hygiene standards leading to spread of coronavirus | StaffStudentsVisitorsContractors  | 5 | 5 | 25 | Regular cleaning of work equipment and work stations. Face coverings are mandatory in some indoor communal areas (unless [exempt](https://www.gov.scot/publications/coronavirus-covid-19-public-use-of-face-coverings/#Face%20covering%20exemptions)). This may include welfare areas, offices, receptions and areas where people socialise or transit such as passageways, stairs, lifts, staff rooms, training rooms, changing rooms and entrances.Where reusable PPE is used, such as laboratory coats, enhanced and more frequent cleaning should be in place.Hand sanitation facilities installed at entrance/exit points.Staff instructed on handwashing procedures and respiratory etiquette:* Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
* Put used tissues in the bin straightaway.
* Avoid close contact with people who are unwell.
* Do not touch your eyes, nose or mouth if your hands are not clean.

Staff advised to bring their own food to work.Staff numbers in welfare areas is limited to X. |  | 5 |  | Signage may need to be installed in common areas to limit numbers and reduce crowding in the workplace.Enhanced hand hygiene measures may result in work-related skin conditions. It may be appropriate to consider enhanced [skin health surveillance](https://www.nhsggc.org.uk/working-with-us/hr-connect/occupational-health/skin-health-surveillance/). |
| Cleaning activities | Poor cleanliness leading to spread of coronavirusCleaning process leading to cross-contamination | StaffStudentsVisitorsContractors | 5 | 5 | 25 | Work areas, staff rooms, canteens and equipment should be cleaned frequently between uses. A cleaning schedule should be designed, and staff trained to implement the schedule (see Ellis Whittam’s Daily Cleaning Checklist).More frequent cleaning of all work areas, including:* Keyboards and mice, with usual cleaning products (detergents and disinfectants to maintain usual cleanliness).
* Door handles and other frequently-touched surfaces.
* Additional use of 70% alcohol solution spray and wipes.
* Paper towels used instead of hand dryers.
* New equipment will be cleaned before it enters the facility.
* Minimise the use of, and increase cleaning of, shared work equipment, e.g. pipettes and laptops. If this cannot be avoided, frequently-used equipment is to be sanitised after each use, ensuring power is off where possible, e.g. use disinfectant wipes on electrical equipment such as laptops.
* Minimise the use of, and increase cleaning of, touchpoints throughout buildings.
* Adequate disposal arrangements are made available for any additional waste created.

Workspaces are to be kept clear and all waste frequently removed. All personal belongings must be removed from work areas at the end of a shift, e.g. water bottles, mugs, stationery, etc.Undertake Ellis Whittam’s Daily Management and Cleaning Checklists. |  | 5 |  | Consider provision of additional waste facilities and more frequent rubbish collection.Procedures will be implemented for receiving and unpacking consumables; all surfaces will be considered as dirty and cleaned appropriately.Consideration of the circulation of air in working environments and the options available for improving and ensuring suitable ventilation.  |
| Maintaining employee health and wellbeing | Poor health leading to illnessExposure at work to coronavirus leading to illness | StaffStudents | 5 | 5 | 25 | Communication and training materials will be provided for employees prior to returning to site, especially around new procedures for arrival at work.Employees living in vulnerable or shielded households only expected to return when new safe working environment measures have been fully tested and a return to onsite work is consistent with individual medical advice.Clinically extremely vulnerable people to follow the relevant [shielding guidance](https://www.gov.scot/publications/covid-shielding/).Clinically vulnerable people are helped to work from home, either in their current role or in an alternative role. Clinically vulnerable (but not extremely clinically vulnerable) individuals who cannot work from home are offered the option of the safest available on-site roles, enabling them to stay two metres away from others. Employees encouraged to access mental health and wellbeing support through employer and/or from [NHS Inform](http://www.nhsinform.scot/%20coronavirus-mental-wellbeing), [Breathing Space](https://www.breathingspace.scot/), the [Scottish Association for Mental Health](https://www.samh.org.uk/) and [Samaritans Scotland](https://www.samaritans.org/scotland/samaritans-in-scotland/).Employees encouraged to travel to work through other methods away from public transport (where possible) e.g. cycling, using their own car, family member drop-off, etc. |  | 5 |  | Explore options for employees living in vulnerable or shielded households to work from home.We will refer to [HSE guidance on first aid measures during coronavirus](https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm). |

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| **Risk/Priority Indicator Key** |

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| **Likelihood** |  | **RISK / PRIORITY INDICATOR MATRIX** |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | 1 | 2 | 3 | 4 | 5 |
| **Severity (Consequence)** |  | SEVERITY (CONSEQUENCE) |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | **Summary** | **Suggested Timeframe** |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 12-25 | High | As soon as possible |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 6-11 | Medium | Within the next three to six months |
| 5. Very High (fatality / business closure) |  | 1-5 | Low | Whenever viable to do so |

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| **Review Record**  |

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| **Date of Review**  | **Confirmed by** | **Comments** |
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I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

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| **Employee Name (Print)** | **Employee Signature** | **Date** |
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