

Risk Assessment

Summary

08/03/2022

No

General risk assessment to support a return to on site working at UCL - Chemical Engineering based on RA035341/11

Coronavirus disease (COVID-19) is an infectious disease caused by coronavirus SARS-CoV-2. The virus is primarily transmitted between people through respiratory droplets, aerosols and contact routes. Transmission risk is highest w

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| | <p>PRIMARY CONTROLS:</p> <ul style="list-style-type: none">- The department is using a risk-based approach with an individual health assessment tool to recognise clinically vulnerable and extremely vulnerable groups. It also recognises those caring for vulnerable and extremely vulnerable people.- Those who are unwell with symptoms of COVID-19 should not travel to or attend the workplace.- Staff and students are encouraged to walk or cycle to UCL buildings, or use public transport with the precautions listed below. The working hours are 9 am - 7 pm.- Line managers must review staff / researcher start and end times, with consideration to avoid known busy periods wherever possible. <p>When walking or cycling, take the following steps:</p> <ul style="list-style-type: none">- Plan ahead and use a direct route.- Take hand sanitiser and a face covering.- Wash or sanitise your hands before beginning your journey - and when you arrive. <p>Try to maintain a 2m standing distance from others where applicable. Avoid standing in queues or waiting at crossings and traffic lights.</p> <p>U 3 O D Q D K H D G D Q G X V H D G L U H F W U R X W H</p> |

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times of day) try to face away from other people, and keep the time you spend near others as short as possible.

- Be aware of the surfaces you touch. Be careful not to touch your face.
- Use contactless payment where possible, to avoid topping up Oyster cards.
- Always follow instructions from TfL or other transport staff.

If using taxis or private hire vehicles, take the following steps:

- Book a trip in advance where possible, to avoid using taxi ranks.
- At crowded taxi ranks, keep distance from people outside your household.
- Follow the advice of your driver.
- Be aware of the surfaces you or others touch and wash or sanitise your hands before and after a journey.
- It is recommended to wear a face covering (if you can) inside the car.

If using private vehicles to travel, take the following steps:

- If you normally share a vehicle with people from other households, you should find a different way to travel if possible.
- Plan your route, including any breaks, before setting out.
- Be aware of the surfaces you or others touch and wash or sanitise your hands before and after a journey.
- If sharing the journey, it is recommended to wear a face covering (if you can) inside the car.

- All staff and students must follow the lone working activities guidance available from UCL Safety Services website. Lone working must be considered in local risk assessments.
- A First Aider will be on site from 9 am - 5 pm. After 5 pm, Roberts security will act as a first aid

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| | <ul style="list-style-type: none">- Line managers (including PIs) are asked to actively support their staff. Staff are encouraged to contact their line manager if they have concerns.- For staff Care First can be contacted 24/7 for confidential, impartial support. Call for free on 0800 197 4510. |
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With Existing Controls:

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GOOD HABITS

- Everyone must practice good hand hygiene. This means washing hands with soap and water regularly for at least 20 seconds. Hand sanitiser should be used where hand washing is not convenient.
- Hands should be washed or sanitised after entering a building or moving between buildings, before and after eating and drinking, after using communal facilities, after touching high contact surfaces such as door handles and when arriving home.
- Everyone must practice good respiratory hygiene. This means catching coughs and sneezes in tissues (catch it, bin it, kill it).
- Everyone must avoid touching their face without washing hands first. No-one should shake hands.
- All shared areas must be kept clear of personal items to prevent transmission by contaminated items. Use lockers or your dedicated workspace to store personal items.

CLEANING

- Cleaning materials, including disinfectant and paper towels will be provided for every office. Contact the Facilities Administrator if no materials available.
- Work areas must be cleaned at the start and end of each day, or period of use.

PROTECTIVE EQUIPMENT

- Unless you are exempt, UCL strongly encourages everyone on campus to wear a face covering in crowded and enclosed spaces, and in other settings where you may come into contact with people you do not normally meet (unless you are exempt).
- UCL expects students and staff to continue wearing face coverings in teaching settings.

OTHER CONTROLS

- All staff, students, and visitors without symptoms who access UCL buildings are strongly encouraged

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Follow controls as described in activities 1 to 3 above, in addition to those below.

ELIMINATION / SUBSTITUTION:

- Refer to UCL Estates Division guidance on 'Reducing the risk of transmission through cleaning and building ventilation':
<https://www.ucl.ac.uk/coronavirus/keeping-safe-campus/reducing-risk-transmission-throughcleaning-and-building-ventilation>

NO SHARED WORKSTATIONS ON THE SAME DAY

- Do not move desks, seating or other furniture marked as fixed or not to b

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Members of the UCL community may contract COVID-19, when there is more than one person working within a department / area at the same time (including contractors and staff from other organisations).

Note that, as stated in Government guidance, the risk of infection increases the closer you are to another person with the virus and the amount of time you spend in close contact.

Follow controls as described in activities 1 to 3 above, in addition to those below.

ELIMINATION / SUBSTITUTION:

- Wherever possible, reduce contact between people. If it is difficult to reduce contact between people, for example in smaller laboratories, stagger working times using a rota or booking systems.
- Shared glassware and other equipment must be kept to a minimum. Disinfect before and after use if items must be shared.

GOOD HABITS

- Wash your hands after entering a lab and before starting work, always wash hands when leaving a laboratory. If a hand wash sink is not available, use hand sanitiser.
- Personal belongings must be stored separately to those of others.

CLEANING

- Refer to UCL Estates Division guidance on 'Reducing the risk of transmission through cleaning and building ventilation':
<https://www.ucl.ac.uk/coronavirus/keeping-safe-campus/reducing-risk-transmission-throughcleaning-and-building-ventilation>
- For laboratories following the 'safe to clean' system, consider and discuss cleaning practices with the Facilities Manager and increase frequencies as appropriate.
- Shared equipment, instruments, chemicals/reagents, storage cupboards, consumables and waste containers must be considered and the potential for infection through contact acknowledged in local risk assessments.
- Where wearing gloves and regular hand washing is not practical in a laboratory, shared items and areas must be sprayed/wiped down with standard disinfectants between contact by users, or between different groups of users.
- Bench space should be kept clear when not in use including at the end of the day, in order to facilitate disinfection.
- Lab users must not share PPE unless essential. For gloves (e.g. cryogenic / oven) wash hands before and after wearing and wear a pair of disposable gloves under the gloves. For face shields, wipe down with disinfectant after use. For lab coats, if these must be shared, wash after use.
- Personal lab coats should be stored separately from other peoples to prevent cross-contamination. Safety glasses must not be shared between people.

OTHER CONTROLS

- Where human tissue, blood, bodily fluids or other material are used in laboratories, the potential for transmission of SARS-CoV-2 must now be considered and local risk assessments reviewed accordingly.

For imaging facilities (e.g. shared microscope rooms), follow these additional controls:

- Allow only one user per microscope, per session.
- Cover eyepieces, binocular body and other touchable surfaces with plastic wrap (cling film).

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- If usage of plastic wrap on the eyepieces and binocular body is not considered feasible (e.g. long-term observation through the eyepieces) - disinfect the eyepieces and the binocular body before and after use. Remove eyepiece cups to ease disinfection.

With Existing Controls:

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Staff / students who travel to UCL buildings at this time must follow the risk control measures as outlined in this assessment. South Wing researchers may use the workshops in the Roberts Building.

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Staff / students who travel to UCL buildings at this time must consider the risk control measures as outlined in this assessment.

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Potential for transmission of COVID-19 during receipt, collection and transport of supplies/consumables/chemicals and other items in buildings. This includes transport and removal of waste.

Follow controls as described in activities 1 to 3 above, in addition to those below.

REDUCTION:

- Consider ways of reducing the frequency of deliveries, for example by ordering larger quantities less often.
- Avoid handling paper and pens, move to paperless invoice/delivery notes if this has not already been done.
- Items are collected by the individual from Chemical Engineering Stores (Bernard Katz Building). Abide by Biochemical Engineering procedures when collecting items from this building.

ELIMINATION / SUBSTITUTION:

- Where loading and offloading arrangements allow it, drivers must remain in their vehicles.
- Where drivers are required to exit their vehicle, it is recommended to maintain distance from others and wash or sanitise their hands before and after handling any materials. Drivers are expected to wear face coverings on campus and in UCL buildings if they can.
- Where possible and safe (considering manual handling) - one person should load or unload vehicles, using mechanical lifting devices.
- Where 'team lifts' cannot be avoided, use the same pairs of people.
- Identify areas where people directly pass things to each other and find ways to remove direct contact, such as using drop-off points or transfer zones.

GOOD HABITS

- Hands should be washed or sanitised before and after handling or moving any materials and after touching high contact surfaces such as door handles or lifting equipment.

CLEANING

- Refer to UCL Estates Division guidance on 'Reducing the risk of transmission through cleaning and building ventilation':
<https://www.ucl.ac.uk/coronavirus/keeping-safe-campus/reducing-risk-transmission-throughcleaning-and-building-ventilation>
- Shared equipment such as trolleys and waste containers must be considered and the potential for infection through contact acknowledged in local risk assessments.
- Shared equipment that must continue to be used must be sprayed/wiped down with standard disinfectants between contact by users.

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| | <p>Follow controls as described in activities 1 to 3 above, in addition to those below.</p> <p>Wherever possible:</p> <ul style="list-style-type: none">- Limit the number of visitors at any one time.- Consider if the visit is necessary. If the visit is a meeting and can be done online (e.g. using MS Teams) it should be done online.- Revise visit times to reduce interaction and overlap between people. |

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Follow controls as described in activities 1 to 3 above, in addition to those below.

REDUCTION:

- Where possible, limit the number of attendees at any one time.
- Revise times to reduce congestion to and from the event, and to reduce overlap between people.
- Avoid breaks if possible.

SOCIAL DISTANCING:

- Wherever possible, maintain distance between people.

INFORMATION:

- Provide attendees with clear guidance on local social distancing control measures, hygiene standards, use of face coverings and other changes in ways of working. Provide to attendees before arrival and reinforce on arrival.
- Keep a record of all attendees e.g. by event registration or tick allocation.

PROTECTIVE EQUIPMENT:

- Visitors are expected to bring and wear face coverings in the same manner that staff and students are strongly advised to wear face coverings.

FOOD AND DRINK:

- Provide hand sanitiser, and encourage attendees to use it.
- Encourage attendees to wash their hands before and after eating.
- Limit direct contact with food, e.g. by using serving spoons, tongs, etc. Ensure that these are