Risk	Could to a	Office & Lab encyclique									
Assessment:	Covid-19: C	Office & Lab operations									
iite:	Imsa		Dat	o of T	This Asse	comont.	12/0	1/202	01		
roject Number:	Generic		Ris	k Ass	essment	No:	12/01/2021 RA-Covid_19-0				
ocation: evision No:	All Imsa Buildings 4	and Sites	Saf	e Sys	tem of W	nt Numbers: ork No:	N/A N/A				
iroup: o Be Reviewed On:	ALL	12 January 2022	Sec	tion:			ALL				
o be Reviewed On.	This Risk Assessmen	t has been put in place to ensure the safety of personnel working on Imsa sites during the Covid-19 pande	emic.								
	All Imsa staff able to	do so are working from home. This risk assessment only covers work being performed on site as it canno	t be d	lone e	ffectively f	from					
Description of Task:		pr office based staff to come onto site, will have been granted by Imsa management team.			,						
ame of COSHH MSDS		N/A									
where applicable Significant Hazard and Adverse Effects		1/8	T	Risk Rating Additional					Revised Ris		
	Person/ Equipment at Risk	Existing control measures	с	L	Total	Action required (by whom & when)	с	L	Tot		
		Only staff unable to work from home are on site. Students are not allowed onto site except under exceptional conditions.									
		Staff are required to stay at home if they or members of their household are exhibiting symptoms.									
		This is in line with current government advice.									
		Covid-19 signage is posted throughout the site.									
		Additional cleaning of public areas (e.g. door handles, bannisters) is being carried out throughout the day by a professional contractor cleaning company. Additional cleaning materials for cleaning shared									
		equipment, touch points, work areas and materials are available for use in laboratories and offices.									
		One way systems are in place and monitored, where possible doors are held open with wedges. Fire									
		doors are held open with fire door guards.									
		All staff must maintain and work to a 2m spacing at all times, maintaining social distancing regardless of location and activity.									
		If 2 metres cannot be maintained then risk asseessment "Covid-19 Office and Lab operations where 2									
		meters distancing cannot be maintained" must be followed									
		Face coverings must be worn by all persons onsite except when they are at their workstations or eating and drinking elsewhere. Unless they are exempt due to a medical condition									
		Staff are instructed that hands are to be washed with hot water and soap, for at least 20 seconds on a regular basis. Sanitiser gel to be used when washing facilities not readily accessible.									
		Multiple sanitising stations are available across the site, these have been placed in key areas.									
		Multiple signs are on display across site reminding employees to wash/sanitise their hands regularly.									
		A perspex barrier has been installed at the main reception desk to help reduce contact with visitors.									
		All chairs and tables in breakout areas have been spaced out to allow social distancing at all times.									
		Staff are instructed to cover their mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing, to immediately put used tissues in a bin and to wash their hands afterwards.									
		Staff are instructed to completely avoid touching their eyes, nose or mouth if their hands are not clean.									
Covid-19: Risk of Coronavirus infection and spread; due to close contact and sharing of	All personnel	When operating in the same vicinity as other staff, sharing of equipment/tools must be at an absolute minimum. Shared equipment to be cleaned between users, preferably before use.	5	1	5						
equipment.		Where possible employees should use their own tools. If sharing equipment then Nitrile gloves are to be worn where possible, and changed on a regular basis.									
		Should any personnel start to show symptoms of Covid-19, they are to leave site immediately and self-									
		isolate as per government guidelines. Their line manager is to be informed immediately and will arrange for any necessary internal tracing of contacts.									
		Staff cannot return to site whilst awaiting for their results.									
		Granta cafe only accepts card payments.									
		Vistors and contractors as well as their hosts must wear a mask whilst on site.									
	1	Acces into the laboratories for non lab based staff is by pre booking only.									
		Imsa is limiting the number of persons onsite, by allocating them a user group depending on their									
		ability to work from home. Group Description Our Approach									
		A Staff who need to be on site to carry out their work.									
		Lab access will remain restricted to 'by invitation only'. Access for visitors to site will be business case driven.		1							
		Site management approaches are in place to minimise risks. B		1							
		Staff who can work more effectively or efficiently from site. Access to specific equipment/facilities is beneficial/requested.		1							
		Section based discussion and decisions, business case led. Local permissions are being arranged in agreed cases.									
		C Staff who can work equally effectively at home or on site.		1							
		These staff are asked to remain working from home until further notice. Occasional site access (for example for BD / visitor support) can be requested and arranged as needed.									
		D Staff who can work more effectively or efficiently from home.									
		As for group C, there is no immediate need for return to site. Discussions to follow in each case regarding future options.	1	1			1				
		Will be driven by evolving national situation.		1]				

		Individuals will be seated at a safe distance (as per governmant regs) from others during their visit.						
		Meetings will be held in large open areas to facilitate social distancing.						
		Meeting rooms are limited to one person only, signage stating this is on every meeting room door.						
Transmission of Covid-19 from		Although lifts can be used they are limited to a maximum of one persons unless special circumstances dictate otherwise such as persons with limited mobility are using them.	5	1	5			
inadvertant close contact	visitors	The number of persons have been restricted within the toilets across Imsa, the numbers vary due to the different sizes of the toilet blocks. In all cases every other cubicle/urinal and sink are taped off stating 'not in use due to social distancing'.	5	T	,			
		Signs reminding people to wash their hands are displayed in all of the toilet areas.						
		Users are instructed to clean showers (contact points) after use, Signs in the shower/changing rooms state this and cleaining materials provided.						
Lifting and moving of heavy specimens: Severe crushing njuries	Operator	In the event of lifting and positioning of any heavy specimens/thick section plates for NDT inspection etc., 2 or more person lifts are not to be performed, instead seek assistance from Technician, in order to perform safe single person lift, with mechanical aids. 2nd person should still be on hand, in case of an accident.						
		All lifting equipment must have an update date inspection tag, and all pre-lift checks must be performed.						
		Only trained and competent personnel are to use the mechanical lifting aids.						
		Safety shoes will always be worn in lab areas, as in compulsory.	5	1	5			
		In the event of multi-personnel manual lifts, these must be assessed case by case, assuming worst case scenario regarding infection/spread. <i>Members of the Technician team will be on hand to utilise</i>						
		mechanical aids (i.e. cranes), to eliminate the need for manual lifts, ensuring 2m working distances are maintained.						
		A risk assessment for working under 2m is to be followed.						
Coronavirus generally spreading around Imsa premises	All personnel	Imsa Group are following updates issued by Health Ministry of Turkey						
premises		Information by sinks on hand washing practices have been put in place.						
		Multiple hand sanitising stations have been installed around site (stores, engineering hall and southern entrance). Limited access to some areas (eg labs) and shift/team working implemented.						
		Hand sanitising stations are spread across the site at multiple locations including all entrances, visitors are encouraged	5	1	5			
		to use them. Signage informing persons what to do are also located across the site and at entrances.						
		Signs are located around site reminding persons to wash their hands frequently.						
Staff or colleagues report	All personnel	Staff or colleagues to follow government advice (eg via Test and Trace) on action to take via Health Ministry of	-				_	
contact with a person who is confirmed as contracting Coronavirus		Turkey and to make Imsa aware of the situation.	4	1	4			
	All personnel	Imsa will follow guidance from HMT and cascade arising actions as required.						
Report of confirmed case of coronavirus at Imsa		A deep clean will be arranged by the PUR department in the specific area that affected colleague/student is based (including all areas of typical movement)	5	1	5			
	All personnel	Visitor contact details held for 21 days to enable sharing of information. Imsa's rules state.						
	An personner	"In line with the government's response to the coronavirus pandemic, visitors are welcome to visit						
		Imsa sites provided: you and members of your household are symptom free;						
		 you have not knowingly been in contact with a confirmed/suspected case in the past 14 days; you have not been advised to self-isolate by any health professional or via a message from a member 						
		• you have not been advised to sen-isolate by any nearth professional or via a message from a member of the Test and Trace team.						
Visitors and contractors		If you feel unwell with flu-like symptoms whilst on Imsa premises, please notify your host and leave site immediately.	5	1	5			
		Visitors are asked to inform their host in the event of developing Covid-19 symptoms within 14 days of their visit to Imsa.						
		Vistors and contractors as well as their hosts must wear a mask whilst on site.						
		Visitors also have to read and follow Imsa's "Covid-19: Visitors (Including contractors) to Imsa sites"						
	Spread of infection;	Staff instructed to adhere to social distancing and ensure all persons visiting site are mindful to comply						
Management of maintaining	reputational damage for Imsa	with 2m distancing.	5	1	5			
social distancing in Imsa		Signage and one way systems have been implemented. Seating arrangements, welfare facilities, etc modified to ensure 2m distancing.	5	1	3			
Enroad of virus due to travel in	All personnel	Employees are allowed to use public transport but are advised to wear face coverings as per government						
Spread of virus due to travel in and out of work		rules.	5	1	5			
	All personnel	Workers and managers are involved with their own return to work risk assessments.				$\begin{bmatrix} - \end{bmatrix}$	Ī	
Mental health and wellbeing		Managers have regular meetings with employees working from home so that they can keep in touch and discuss and issues.						
affected through isolation or anxiety about coronavirus		Workers are kept up to date with information bulletins which helps keep people involved.	5	1	5			
		Workers are encouraged to take regular breaks whether they are home based or office based.						
	Workers	Imsa has identieifed the following and has implemented either working from home or other measures as discussed with the individuals.				\square	\neg	
Increased view of infection on t		Clinically extremely vulnerable People self-isolating						
Increased risk of infection and complications for vulnerable workers		People with soluting Groups who may be of higher risk.	5	1	5			
workers								
Inadequate managment of	Illness and or injury	Health and Safety team are available by telephone, Jabber, email. Health and safety team will be attending site on an ad hoc basis. (At least one H&S advisor is on site each day.) Health and safety team						

	Please put en	vironmental risks in thi	ENVIRC	ONMENTAL SECTION s (including spill kits), d		s, bunding and	dispos	l methods					
					-	· · ·		1					
msa Have implemented the five				Notes									
Only attend site for essential tx You have completed a Risk Ass Before coming to site, ensure y When on site maintain social d Wash or sanitise your hands or msa does not use cohorts for s	sessment and this has you are symptom free istancing n arrival, departure an	been approved - please and have not been in co	se allow 2 working days for		biting symptoms or	s awaiting test	result.						
			1-4 LOW						it ensure cont	trols are	e main	itaine	ed.
Fotal Rick Pating Kow			1-4 LOW 5-9 LOW - MED	IUM					it ensure cont next review.	trols are	e main	itaine	ed.
Total Risk Rating Key:						Lo	ok to i	nprove at				itaine	ed.
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