Selcia Ltd. Risk Assessment	*Reference* *SRA406*	
	Version *2*	
COVID-19 in the workplace –Risk Assessment and Mitigation Procedures	*Copy*	*Initial:* CC
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1. PURPOSE

To provide a risk assessment, mitigation procedures and guidance to prevent the introduction and spread of COVID-19 in the workplace.

It applies equally to Selcia and EID (collectively the "Company").

2. BACKGROUND AND SCOPE OF THIS RISK ASSESSMENT & GUIDANCE

This Risk Assessment is based upon the then current guidance from the UK Government and the feedback and suggestions from the Company's employees during the consultation process.

This Risk Assessment is a living document and will be updated from time to time in line with then current guidance from the UK Government. It will remain in force until such time that the UK Government advises that it can be withdrawn.

A consultation with employee representatives was conducted to solicit employee comments, feedback and suggestions on how we can improve our risk mitigation against COVID-19 in the workplace. The results of the employee consultation have been taken along with then current practices to produce this new risk assessment.

On 11th September 2020, the UK Government published updated sector guidance. The guidance for our industry is detailed in the document "Working Safely during COVID-19 in labs and research facilities" This guidance is for both employers and employees and a link is provided below.

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities

Many of the recommendations identified in this guidance had already been put into place in our workplace as part of the earlier risk assessment and mitigation action plan.

3. RISK ASSESSMENT

The Risk Assessment has been performed by:

(i) Investigating each potential hazard event in turn.
(ii) Determining who might be harmed and how.
(iii) Identifying the risk mitigation procedures curently in place.
(iv) Scoring the Likelihood (L) of the event happening (Score 1-5) together with the Severity (S) of the event occurring (Score 1-5).
(v) Multiplying the L and R scores together gives the Risk Rating (RR) Score.
(vi) The RR Score was then used to identify the risk according to the matrix below.
(vii) Considering any additional controls that could or should be implemented to further reduce the likelihood and severity of an incident.
(viii) Reassessing the risk rating (RR) after the additional control measures have been implelmented such that the remaining risk is either minimal or tolerable for the activity to proceed. Tolerable means that risk has been removed or reduced to as low as reasonably practical (ALARP).

SCORING MATRIX

L= Likelihood Score (1-5)
S=Severity Score (1-5)
RR=Risk Rating = LxS (1-25)

	Severity				
Likelihood	1. Negligible	2.Minor	3.Moderate	4.High	5.Major
1. Highly unlikely to occur	Very Low (1)	Very Low (2)	Low (4)	Low (4)	Moderate (5)
2. Unlikely to occur	Very Low (1)	Low (4)	Moderate (6)	Moderate (8)	Moderate (10)
3. May occur	Low (3)	Moderate (6)	Moderate (9)	Moderate (12)	High (15)
4. Likely to occur	Low(4)	Moderate (8)	Moderate (12)	High (16)	Critical (20)
5. Very likely to occur	Moderate (5)	Moderate (10)	High (15)	Critical (20)	Critical (25)

VERY LOW (Score 1-2)	**Minimal risk** - No further actions required
LOW (Score 3-4)	**Low risk** - No further actions required but monitor and be prepared to review and reassess
MODERATE (4-6)	**Acceptable risk** - Investigate if improvements can be made and implement
HIGH (8-15)	**High risk** - Prompt actions and mitigation steps required to reduce risk
High (15-25)	**Unacceptable risk** - Stop activities immediately and take actions to reduce risk

ID	Item	Hazard	Who might be harmed	Controls in place	L	S	LxS (RR)	Additional controls	L	S	LxS (RR)	Comments
1	Who should attend the workplace .	Cross infection of Covid-19 Coronavirus from infected person(s) or contaminated surfaces	Employees and essential visitors cross infected by others or contaminated surfaces	All employees who can work from home are to do so whilst maintaining sufficient management, administrative, regulatory and HS&E cover. Employees who are unable to work from home (e.g. laboratory employees) can do so but subject to social distancing, sanitation and other preventative measures set forth herein. Resources provided for employees who can work from home work safely and effectively by remote access to work systems (e.g Teams, Citrix), laptops, remote access to PCs, ergonomic chairs etc. Management will promote mental health & wellbeing awareness to all staff during the Coronavirus pandemic and will offer whatever support they can to help.	1	4	4	Laboratory employees encouraged to maximise time spent in the laboratory, especially synthesis laboratories where greater distancing is possible and fresh air changes are 40/hour. Employees working from home to follow procedures set forth in SOP SSP032. HR can assist in the performance of a DSE risk assessment . Monitoring the wellbeing of employees working from home by helping them stay connected to the rest of the workforce, especially given that the majority of employees are on-site. Keeping in touch with off-site workers on their working. Employee Assist and Counselling made available through HR https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress	1	4	4	

ID	Item	Hazard	Who might be harmed	Controls in place	L	S	LxS (RR)	Additional controls	L	S	LxS (RR)	Comments
2	Protecting People and Employees who are from higher risk groups	Cross infection of Covid-19 Coronavirus from infected person(s) or contaminated surfaces	Employees at higher risk from coronavirus Employees who live with someone at high risk from coronavirus Potentially more severe outcomes from contracting Covid-19	Those at higher risk from COVID-19 should follow guidance from NHS and Gov.UK. Higher risk groups include those who are (i) Older males (ii) Have a higher body mass index (BMI) (iii) Have pre-existing health conditions such as diabetes (iv) Are from Black, Asian or Minority Ethnicity background s (BAME). https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/ Whilst there is no evidence that pregnant women are more likely to get seriously ill from coronavirus, pregnant women have nevertheless been included in the list of people at moderate risk (clinically vulnerable) as a precaution. https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/ Assistance will be given to individuals to work from home where this is reasonably practical and their role allows. (See section 8 for the risk assessment on working from home).	1	4	4	Employees must consider their level of risk and discuss work options with management and HR. An individual risk assessment with mitigation procedures will then be performed when a person of high or moderate risk is required to attend site. Ensure that no employees are discriminated against by understanding and taking into account individual circumstances of those from higher risk groups or different protected characteristics.	1	4	4	

ID	Item	Hazard	Who might be harmed	Controls in place	L	S	LxS (RR)	Additional controls	L	S	LxS (RR)	Comments
3	Employees who need to self isolate	Cross infection of Covid-19 Coronavirus from infected person(s) or contaminated surfaces		Employees who have symptoms of COVID-19 (a high temperature, new and persistent cough or anosmia) however mild, **must not come into work.** Employees who develop symptoms of COVID-19 whilst at work must leave work and inform management without delay. Employees who have tested positive for COVID-19 should follow the then current guidelines issued by the NHS, PHE and Gov.UK . Where an employee has tested positive whilst not experiencing symptoms but develops symptoms during the isolation period, they should restart the 10-day isolation period from the day the symptoms developed. This only applies to those who begin their isolation on or after 30 July 2020. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/	1	4	4	Digital thermometer in foyer area for employees to monitor their own temperature – sanitise with disinfectant after use. COVID-19 testing (qPCR) in the workplace through Eurofins Safer@WorkProgramme enabling testing of employees showing symptoms whist at work. Employees will provide a swab and then go home, self-isolate for the required period and inform NHS through test and trace. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Employees developing symptoms whilst at home and who are unable to book a test through the NHS may be able to have a Eurofins Safer@Work test supplied to them by the company to **self-test outside of the workplace.** New SOP SSP034 COVID-19 testing in the workplace. Enabling workers to work from home while self-isolating if appropriate and well enough to do so.	1	3	3	

ID	Item	Hazard	Who might be harmed	Controls in place	L	S	LxS (RR)	Additional controls	L	S	LxS (RR)	Comments
4	Travelling to and from work	Cross infection of Covid-19 Coronavirus from infected person(s) or contaminated surfaces	Employees cross infected by others or contaminated surfaces during journey to and from work	Employees who must travel to work are strongly encouraged to use their own vehicles and not car share. Enter the facility through the via front entrance and head directly to your place of work avoiding any bottlenecks in the foyer or corridors Wash hands thoroughly for 20 seconds using soap and water on entering and leaving site	2	4	8	Where this is not possible then car-pooling with the same individual is possible. Where car sharing is unavoidable, passenger should wear a facemask when unable to achieve 2m social distancing. No more than 2 persons in a vehicle). Any shared vehicle should be (i) ventilated and (ii) cleaned regularly sanitising areas where passengers may touch surfaces. Employees who have no alternative but to use public transport are encouraged to travel outside of the busiest times, maintain 2m social distancing, wear a face mask (company provided) and wash hands immediately upon arrival at work or home. Adequate car parking for all employees established. Site opening hours extended from 06.00 to 20.00 to allow for staggered arrival and departure times.	1	4	4	Almost all employees able to travel in using own vehicle. Travelling out of London to Selcia against commuter flow – trains running with relatively few passengers allowing for good social distancing. Maintain 3 months supply of face masks.
5	Employees arrival at Selcia's facility	Cross infection of Covid-19 Coronavirus from infected person(s) or contaminated surfaces	Employees and essential visitors cross infected by others or contaminated surfaces during journey to and from work.	Enter the facility through the front entrance and head directly to your place or work avoiding any bottlenecks in the foyer or corridors. Wash hands thoroughly for 20 seconds using soap and water on entering and leaving site..	1	4	4	9 new automated, touch-free hand sanitisers (99% isopropanol) located throughout the facility, topped up regularly by cleaning staff.	1	4	4	

ID	Item	Hazard	Who might be harmed	Controls in place	L	S	LxS (RR)	Additional controls	L	S	LxS (RR)	Comments
6	External visitors to Selcia (Those intending to be in the facility for more than 15mins)	Cross infection of Covid-19 Coronavirus from infected person(s) or contaminated surfaces	Employees and essential visitors cross infected by others or contaminated surfaces.	No external visitors except for essential maintenance and essential business purposes. Essential maintenance is defined as initial, preventative, routine or emergency work needed to keep systems operational and maintain regulatory compliance and safety. Essential maintenance visits scheduled at weekends whenever possible. Site visits will be by prior arrangement only. No *ad hoc* visits will be permitted. Essential visitors will be notified in advance of expectations and procedures See SOP SSP012 Site & visitor inductions. The responsible member of staff hosting the visit should also ensure that the equipment that is undergoing maintenance has been cleaned down prior to the visitor starting work, e.g. keyboards/ mice, instrument buttons/ surfaces have been wiped down with alcohol or disinfectant. Contractors or visitors must not attend site if they are showing symptoms of Covid19 in line with then currrent Gov.Uk and PHE guidance . Visitors are required to complete & return a Company health screening form on the day prior to their site visit, including their contact details (test and trace) \\Sel-s05\Templates$\Safety\COVID-19 – Visitor's Self Certification Form.docx Hosts to maintain a record of external visitors including contact details. On arrival, any visitor(s) will be met by a responsible member of staff, briefed on safety and asked to adhere to the social distancing rules. Permit to work to be completed as usual. On completion of works, the visitor will be requested to clean down all equipment that they've been m in contact with during their visit. The responsible person should sign off the permit to work on completion of works and collect used/ bagged-up PPE in a new bag and dispose safely.	2	4	8	Essential visitors from EAS companies should have performed a COVID-19 antigen (qPCR) test and returned a negative result under the Eurofins Safer@Work system prior to arrival at Selci. New SOP034 COVID-19b testing in the workplace. All employees working in the area to be visited should be informed in advance of the visit. Employees may be present in the area during the visit provided that adequate 2m social distancing can be maintained. If the size of the area or the access to and from makes 2m social distancing unachievable then the room should, ideally be vacated, where possible for the duration of the visit, External visitors should wear a mask when visiting labs and offices and **additionally** a visor where 2m social distancing is difficult or for visits of greater than 15 minutes Disposable visors are available in the reception area. The visitor will be directed to a nominated toilet or place to wash hands and informed of movement restrictions within the building. Visitors should be requested to provide their own PPE, if this is not possible, they will be provided with new PPE and informed of a designated disposal route (bin or bag etc.) and clean-down procedure of equipment that has been worked on. New SOP SSS004 Guidelines for External Contractors Requiring Access to the Company's Facilities during Coronavirus Restrictions	1	4	4	

ID	Item	Hazard	Who might be harmed	Controls in place	L	S	LxS (RR)	Additional controls	L	S	LxS (RR)	Comments
7	External visitors to Selcia – Deliveries & Collections (Those intending to be in the facility for more than 15mins)	Cross infection of Covid-19 Coronavirus from infected person(s) or contaminated surfaces	Employees and essential visitors cross infected by others or contaminated surfaces.	Most drivers are not required to enter the facility (except for collections of some shipments). Requirements to employees to sign for many of the goods delivered have been relaxed and are no longer required. 2 Metre social (physical) distancing maintained by admin/logistics at reception /delivery areas. Employees to wash hands or use sanitiser after handling delivered goods. Procedures in place for drivers to ensure adequate welfare facilities available during their work – Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm	1	4	4	Goods inwards are to be left in the foyer for 24 hours where possible. Goods for collection should be left in reception/foyer area to minimise contact with drivers. Regular sanitising of phone outside the building used by drivers and visitors to notify their arrival at work. Consider adding a bell.	1	4	4	
8	Employees working from home	Working with temporary Display Screen Equipment Mental health and wellbeing.	Employees exhibiting Musculoskeletal disorders and eyestrain from Display Screen Equipment Increased risk of mental health & wellbeing issues including loneliness, isolation, anxiety, pressure triggered by remote working and lack of social contact	Management will promote mental health & wellbeing awareness to all staff during the Coronavirus pandemic and will offer whatever support they can to help. https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress	2	3	6	Providing equipment for people to work from home safely and effectively, for example, remote access to work systems, ergonomic chairs etc. Employees working from home to follow procedures set forth in SOP SSP032. Display Screen Equipment. HR can assist in the performance of a DSE risk assessment. Monitoring the wellbeing of employees working from home by helping them stay connected to the rest of the workforce, especially given that the majority of employees are on-site. Keeping in touch with off-site workers on their working. Counselling through employee assist available	2	2	4	

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9	Segregation of employees – Cohort system	Cross infection of Covid-19 Coronavirus from infected person(s) or contaminated surfaces	Employees and essential visitors cross infected by others or contaminated surfaces.	Segregation of the employees into small cohorts/team bubbles by areas, zones and offices so as to minimise person to person contact.	2	4	8	It may not always possible to maintain a distance of 2m between employees given the design of the company's facility and the fixed design of the building. Where the social distancing guidelines cannot be followed, mitigating actions introduced to reduce the risk of transmission between persons. Provision of face masks and visors when employees need to work closer than 2m. Minimise the time where this is necessary.	1	4	4	
10	Meeting rooms and Communal areas and facilities such as the tea room	Cross infection of Covid-19 Coronavirus from infected person(s) or contaminated surfaces	Employees and essential visitors cross infected by others or contaminated surfaces.	Tea room closed (March 2020). Employees encouraged to bring in their own packed lunch.	1	4	4	Communal water dispensers disabled and replaced by self-service bottled water freely available to all from the foyer area.	1	4	4	

ID	Item	Hazard	Who might be harmed	Controls in place	L	S	LxS (RR)	Additional controls	L	S	LxS (RR)	Comments
11	Personal hygiene	Cross infection of Covid-19 Coronavirus from infected person(s) or contaminated surfaces . Skin disorders through frequent washing and using of sanitising gels	Employees and essential visitors cross infected by others or contaminated surfaces	All employees and essential visitors to wash hands upon entering and leaving the facility and frequently throughout during their time in the facility. Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels.: https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Staff encouraged to protect the skin by applying emollient cream regularly: https://www.nhs.uk/conditions/emollients/	1	4	4	Information signage on handwashing installed in multiple locations including staff toilets. Providing automated, hands-free gel sanitisers (>65% ethanol/isopropanol) in any area where washing facilities are not readily available / accessible. (Currently using >95% isopropanol gel) Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme. https://www.hse.gov.uk/skin/professional/health-surveillance.htm	1	4	4	
12	General Cleaning and sanitation of the facility	Cross infection of Covid-19 Coronavirus from infected person(s) or contaminated surfaces	Employees and essential visitors cross infected by others or contaminated surfaces	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. Daily after-hours sanitation of offices and common areas by the cleaning staff. Cleaning regime updated and strengthened in March20.	1	4	4	Checks by Office Manager to ensure that the necessary procedures are being followed. Introduce cleaning checklists and sign-off sheets. Interior doors propped open to significantly reduce the need to touch handles. To be closed by fire wardens in the event of a fire alarm. In the event of a suspected COVID-19 case in the workplace – clean down can only begin after a risk assessment. See links below: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	1	4	4	

ID	Item	Hazard	Who might be harmed	Controls in place	L	S	LxS (RR)	Additional controls	L	S	LxS (RR)	Comments
13	Shared laboratory equipment	Cross infection of Covid-19 Coronavirus from contaminated surfaces	Employees and essential visitors cross infected by others or contaminated surfaces	Ensure employees are wiping keyboards, pipettes etc. before and after communal use.	1	4	4	Ensure the use of gloves for all laboratory equipment including computers and communal lab equipment. Recommend that blue nitrile gloves are designated for non-chemical related activities and the use of orange nitrile gloves remain reserved for handling chemicals.	1	4	4	

ID	Item	Hazard	Who might be harmed	Controls in place	L	S	LxS (RR)	Additional controls	L	S	LxS (RR)	Comments
14	Facility occupancy & employee movements within the facility	Cross infection of Covid-19 Coronavirus from infected person(s) or contaminated surfaces	Employees and essential visitors cross infected by others or contaminated surfaces	Reducing the number of employees/persons in the facility and in any one location at any one time whilst maintaining adequate management, administrative and HS&E cover. Working from home. Extended office hours from 06.00 to 20.00. Staggered arrival and departure times.	2	4	8	Laboratories offer best locations for social distancing. Making available other areas no longer required such as the conference room and the offices of those working from home (subject to clean down) Employees encouraged that business and scientific discussions should not be held in the corridor or the offices of other cohorts. Discussions of any length should be held using a telephone or via a Microsoft teams call. Alternatively face to face discussions may be held in a designated meeting room or outside maintaining 2m distancing. The rear of the building or the fire escapes can be used for such purposes. Employees to say within their cohorts wherever possible. Communal Tea Room and water stations closed. Bottled water provided. One way system for the stairs – those going downstairs give way to those coming up. Keep to the left in corridors – added signage. Avoid conversations in the corridor, use telephone, Teams videoconferencing Clear corridors of unnecessary clutter Maintain 2m social distancing whoever possible. Where not possible wear facemask and additionally a visor is visiting an area for >15mins plus hand hygiene. Employees encouraged to wear face masks when making essential visits outside of their normal working areas/cohorts.	1	4	4	

ID	Item	Hazard	Who might be harmed	Controls in place	L	S	LxS (RR)	Additional controls	L	S	LxS (RR)	Comments
15	Meeting Rooms	Cross infection of Covid-19 Coronavirus from infected person(s) or contaminated surfaces	Employees and essential visitors cross infected by others or contaminated surfaces	Visitor meetings and customer audits strongly discouraged. Use Teams videoconferencing and teleconferencing instead. Internal meetings by Teams videoconferencing. Daily sanitation by cleaners and clean down of shared surfaces daily by cleaning staff and by meeting organiser upon finishing.	2	4	8	Customer audits/meetings now virtual. Main Meeting Room occupancy limited to 5 persons maximum maintaining 2m social distancing. Other Meeting Rooms occupancy limited to 2 persons maximum maintaining 2m social distancing.	1	4	8	No customer meetings or audits since mid March20
16	Laboratory working	Cross infection of Covid-19 Coronavirus from infected person(s) or contaminated surfaces	Employees and essential visitors cross infected by others or contaminated surfaces	Employees encouraged to maximise working time spent in laboratories that offer high ventilation and 2m social distancing. Synthesis labs receive typically 40 filtered air changes per hour with fume hood typically spaced 2m or more apart in a side by side configuration. Regular sanitation of shared equipment in laboratories by individual team members on a rota basis.	2	4	8	Any laboratory areas that previously received recirculated air now operate on full extract. Facemasks and visors available in the event that 2m social distancing is not possible. Segregation of laboratory overshoes and labcoats. Arrangements in each lab for weighing areas to relieve congestion. Analytics lab - no entry to non-analytics employees, discontinued open access instruments, set up collection area for samples. More frequent laundering of labcaots (recommended weekly).	1	4	4	

ID	Item	Hazard	Who might be harmed	Controls in place	L	S	LxS (RR)	Additional controls	L	S	LxS (RR)	Comments
17	Office working	Cross infection of Covid-19 Coronavirus from infected person(s) or contaminated surfaces	Employees and essential visitors cross infected by others or contaminated surfaces	Reducing office occupancy at any one time to effect 2m social distancing by: - Working from home where possible. - Staggered working hours including flexible arrival and departure times. - Minimising visitors to offices. If there are too many employees in an office to effectively 2m maintain social distancing at any one time, then employees must avoid that area and come back at a time of reduced occupancy. Increased daily cleaning regime.	2	4	8	Office desks mainly located side by side. Any desks located face to face have been fitted with high transparaent (e.g perspex) screens. Additional transparaent screens are being installed in other office locations. Installation of high transparent screens around desks. Offices have set up areas for deposition & collection of documents so that employees do not have to enter offices of other teams/cohorts. Where 2m social distancing is not possible then mask should be worn until 2m social distancing is possible. Office air supply switched from recycle to full extract	1	4	4	
18	Toilets and shower room	Cross infection of Covid-19 Coronavirus from infected person(s) or contaminated surfaces	Employees and essential visitors cross infected by others or contaminated surfaces	Introduced enhanced cleaning of toilets at the end of each day. Maximum occupancy of toilets restricted to 2 persons. Shower rooms for emergency purposes only.	1	4	4	Installed new Coronavirus hand-washing signs in all communal toilet areas. Disposable paper towels only.	1	4	4	
19	Special circumstances	Cross infection of Covid-19 Coronavirus from infected person(s) or contaminated surfaces	Employees and essential visitors cross infected by others	Special requirements implemented for when employees must work closely together, less than 2m social distancing - for example, where QA need to be in the laboratory to monitor studies	2	4	8	On occasions where it is not possible to maintain 2m social distancing then visors and face masks (to be provided) should be worn and the time spend in closer proximity kept to an absolute minimum, ideally no more than 15 mins.	1	4	4	

ID	Item	Hazard	Who might be harmed	Controls in place	L	S	LxS (RR)	Additional controls	L	S	LxS (RR)	Comments
20	PPE - Lab coats, Laundering Overshoes and Safety Spectacles	Cross infection of Covid-19 Coronavirus from contaminated surfaces	Employees and essential visitors cross infected by contaminated surfaces	Employees to keep lab coats segregated to each dedicated lab and not on hooks in the corridor. Where possible, each lab to have dedicated hooks for in-progress laboratory coats. Lab coats to be sent to laundry every 2 weeks (minimum).	1	4	4		1	4	4	
21	Ventilation	Cross infection of Covid-19 Coronavirus from contaminated surfaces	Employees and essential visitors cross infected by viral droplets in workplace air	Ventilation of the facility optimised m to provide maximum supply of filtered fresh air to offices and laboratories. Air supply switched from recycle to full extract for offices and meeting rooms. Regular inspection and replacement of input air filters. See SOP "Changing Air input filters to the laboratories" Annual assessment of HVAC systems under HSG 258 "Controlling Airborne Contaminants at Work"	1	4	4	Air supply switched from recycle to full extract for offices and meeting rooms.	1	4	4	

4. RESPONSIBILITIES

It is the responsibility of all employees to read and understand this risk assessment and to comply with the mitigation procedures to the greatest extent possible.

It is the responsibility of line managers to monitor and facilitate compliance with the mitigation procedures within their teams and cohorts.

It is the responsibility of the Senior Management Team supported by the Safety Officer to review the mitigation procedures, employee compliance in line with any significant changes to the guidance from Government and regulatory bodies.

It is the responsibility of the Managing Director to update this risk assessment in line with any significant changes to the guidance from Government and regulatory bodies.

5. RELATED DOCUMENTS (NOT HIGHLIGHTED ELSEWHERE IN THIS RISK ASSESSMENT)

https://oshwiki.eu/wiki/COVID-19:_guidance_for_the_workplace
https://www.gov.uk/coronavirus
https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm

6. REVISION HISTORY

Version	*Supersedes Version*	*Reason for Change*	*Requested by*	*Effective Date*
1	N/A	New Risk Assessment	Clive Cornell	03 Jun 2020
2	N/A	Review and update in line with 11th September 2020, the UK Government published updated sector guidance. Add Risk Assessment matrix.	Clive Cornell	21 Sep 2020