

RISK CONTROL MEASURES

Measures to Control Risk of Spread of SARS-Cov-2 Infection

Site: Steinmetz Building, Granta Park, Great Abington, Cambridge, UK

Revised: 18 October, 2021

Following the UK Prime Minister's announcement on 10 May, 2020, the Government published a set of eight guides aimed at helping employers work safely during the SARS-Cov-2 pandemic. One of the key requirements in these guides is the need for employers to carry out a SARS-Cov-2 risk assessment, and to publish the results of these risk assessments on their corporate website.

This document relates to the risk assessment conducted at our R&D facility in the UK and focuses on the practical steps we will be taking to minimise the risks identified. Identified Risk People on site may become infected with SARS-Cov-2 through contact with an infected individual.

Identified Risk

People on site may become infected with SARS-Cov-2 through contact with an infected individual

Risk Control Measures

Attendance on site

- Employees should utilise a pattern of on-site and home working which is 1) appropriate for their role and 2) ensures occupancies do not exceed site and area limits.
- Tele- and video-conferencing facilities are available for everyone to use. Sufficient network licenses are available for everyone to access drives remotely.
- A safe site occupancy limit has been assigned and numbers on site are monitored.
- Occupancies in work areas are reduced from normal and do not exceed levels which are compatible with social distancing.

Employee Health

- Employees are encouraged to be vaccinated as part of the UK Government programme.
 - Testing for SARS-Cov-2 is provided for employees on a weekly basis.
 - Employees who test positive for SARS-Cov-2 or have one or more symptoms of Covid-19 must not attend site until they are clear of symptoms and 10 days have passed since the positive test or onset of symptoms.
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- Anyone who is on site when they receive news of a positive SARS-Cov-2 test or develops symptoms must leave site immediately.
- Anyone showing signs of any illness should not come on site.

Hygiene

- Employees should undertake hand washing with soap and water for 20 seconds on a frequent basis.
- Alcohol-based sanitising gels are available at reception and other points in the building.
- Face masks must be worn inside the building unless seated or in laboratory areas.
- Signing in/out of the building is now contactless.

Cleaning

- Cleaning is undertaken three times daily with a particular emphasis on wipe down of surfaces.
- Cleaning materials are available for employees to clean items such as computer keyboards and mice.
- Cleaning materials are provided in the kitchen and tea areas and employees are required to wipe surfaces before and after use.

Social Distancing

- Employees must maintain a 1m separation from colleagues wherever possible.
 - Face masks must be worn for exceptional circumstances where colleagues need to work with less than 1m separation.
 - Large group meetings have been suspended or shifted to remote/virtual formats.
 - Maximum occupancy limits have been assigned to individual areas.
 - Occupancy of office bays is reduced from normal levels.
 - Places of work and work practices have been reorganised where possible to maximise separation between co-workers.
 - Perspex screens have been installed in some areas.
 - Floor mats in reception assist people with social distancing.
 - Signage reminds people to be aware of the need for social distancing and not to loiter where they could obstruct others.
 - Seating in communal areas has been reduced.
 - Mirrors have been installed at corners in corridors to assist visibility.
 - Desks of people working at home are available to those on site to assist spreading out.
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- An unused room has been converted to a temporary office for additional spreading out.

Ventilation

- The Steinmetz Building is a modern, purpose-built laboratory and office facility with suitable and sufficient air changes to provide adequate levels of ventilation.
- As an additional measure, doors to meeting rooms should be left open when not in use.
- Carbon dioxide monitors have been installed in large common areas to check ventilation levels are sufficient.

Travel

- All international business-related travel is suspended, except for extraordinary circumstances (to be approved by CFO).
- Any employee who has returned from overseas must complete any testing and isolation required by UK government.
- Employees returning to site following an absence of one week or more must have a negative result from a lateral flow test performed the morning of their return.

Visitors

- Employers of visiting contractors take responsibility to vouch for their health and willingness to comply with these control measures.
 - Visitors and new starters need to have a negative result from a PCR or lateral flow test.
 - People responsible for visitors or new starters on site must ensure they are aware of and comply with the Coronavirus control measures in place.
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