

A dark blue horizontal bar with rounded ends containing the text 'RISK CONTROL MEASURES' in white, uppercase letters. To the left of the bar is a solid orange circle.

RISK CONTROL MEASURES

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

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

Revised: 4 September, 2020

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

Risk Control Measures

Attendance on site

- Employees are instructed to work from home wherever possible. Tele- and video-conferencing facilities are available for everyone to use. Sufficient network licenses are available for everyone to access drives remotely.
- Employee attendance on site is limited to people performing laboratory activities, people supporting laboratory work, and people for whom the full extent of their responsibilities cannot be fulfilled without some attendance on site.
- Occupancies in work places are reduced from normal and do not exceed levels which are compatible with social distancing.

Employee Health

- Employees showing signs of any illness should not come on site.
 - Employees who have symptoms of Covid-19 must not attend site until they are clear of symptoms and 10 days have passed since the onset of symptoms.
 - Employees with a household member who has shown symptoms of Covid-19 must stay at home for 14 days since the first onset of symptoms.
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Hygiene

- Employees are regularly reminded of the importance of personal hygiene.
- Employees are encouraged to 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.
- Items which have recently arrived from outside the building should be handled with the possibility of viral contamination in mind, and appropriate control measures employed.

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.

Social Distancing

- Employees must maintain a 2m separation from colleagues wherever possible.
- Each employee maintains a daily log of instances where they have been within 2m of a colleague for a total of 15 minutes over the day.
- Face masks are available for exceptional circumstances where colleagues need to work with less than 2m separation.
- Places of work and work practices have been reorganised where possible to maximise separation between co-workers.
- Maximum occupancy limits have been assigned to individual areas.
- Large group meetings have been suspended or shifted to remote/virtual formats.
- Seating in common areas has been reduced to encourage social distancing
- Employees in common areas are reminded to be particularly aware of colleagues near them and be prepared to move out of their way.

Travel

- All business-related travel is suspended, except for extraordinary circumstances (to be approved by CEO).
 - Any employee who has returned from overseas must complete 14 days of self-isolation before coming on site, unless all countries they have visited are designated by the UK government as not requiring quarantine measures.
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Visitors

- Visitors to site are banned except for business-critical activities (e.g. maintenance and cleaning).
 - Employers of visiting contractors have taken responsibility to vouch for their health and compliance.
 - People are responsible for visitors or new starters on site should ensure they are aware of the Coronavirus control measures in place.
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