

Item	Heading	Steps taken to minimise risk
1	Managing Risk General	<ol style="list-style-type: none"> 1. Increasing frequency of hand washing and surface cleaning in laboratory 2. All staff who can work from home will work from home on a permanent basis 3. Staff who cannot work from home will maintain 2m distance where possible 4. If 2m distance can't be maintained, closer work will be for a limited time and from side to side. 5. Forced ventilation will be on in the laboratory during working hours, and windows will be opened when weather and temperature control permits 6. Staff with suspected coronavirus symptoms will seek medical advice and self-isolate 7. This risk assessment will be shared with staff and updated if guidance or circumstances change or after staff input.
2.0	Home Working	<ol style="list-style-type: none"> 1. The Director, Laboratory Manager, Office Manager and Trainee Engineer (part time) will work from home on a permanent basis except when required to attend meetings, site visits, undertake laboratory work, or collect items from the laboratory or office. 2. One Drive cloud storage is operational along with suitable software. Work email accounts are set up on selected home computers. The office telephones are configured to work in remote locations. Hardware upgrades are available on request to the Director. Stationery and office furniture are available for home use. Relevant home consumables will be reimbursed 3. A maximum of 3 laboratory staff will be in the laboratory at any one time 4. Our regular weekly work schedule meetings will be held remotely. Each month the meeting will be in person with 2m distancing 5. Ad hoc contacts will be by telephone or video conference or text or WhatsApp 6. Regular updates will be issued to all staff via the WhatsApp work group, followed up by formal memos and letters, if required by employment or safety legislation
2.1	Higher Risk Employees	<ol style="list-style-type: none"> 1. No employees are currently in the higher risk categories or living with shielded people. If circumstances change, inform the Director in confidence
2.2	Self-Isolation	<ol style="list-style-type: none"> 1. Employees to follow NHS guidance on self-isolating. 2. Self-isolating employees to work from home when possible. Hours and pay rates will be unchanged in this case
3.0	Social Distancing	<ol style="list-style-type: none"> 1. Laboratory staff will maintain 2m distance where possible. The laboratory floors will be marked with lines at 2m spacings. Certain rooms including the common areas will be accessible to one person only. Signage will be in place. 2. If 2m distance can't be maintained, closer work will be for a limited time and from side to side 3. The same staff will be in the laboratory at all times which will minimise risk

References- HMG "Working safely during Covid-19 in construction work" 11/05/20

HMG "Working safely during Covid-19 in labs and research facilities" 11/05/20

HMG- "Cleaning in non healthcare settings" 26/03/20

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3.1	Arriving and leaving work	<ol style="list-style-type: none"> 1. A hand sanitiser dispenser will also be available at the laboratory entrance door 2. Laboratory staff to change into lab coats on arrival
3.2	Movement and Travel	<ol style="list-style-type: none"> 3. The risk of staff movement reducing social distance within the laboratory and office is considered small 4. Travel to sites by PBA staff will be in separate vehicles if required 5. Travel to staff by contractors will conform to the guidance given in the 11/5/20 risk assessments
3.3	Workstations	<ol style="list-style-type: none"> 1. Shared workstations to be operated wearing latex gloves and cleaned daily 2. Office workstations to be marked with individuals' names and not shared except with gloved hands 3. Workstations to be cleaned weekly 4. Pens should not be shared except with gloved hands 5. Forced ventilation will be on in the laboratory during working hours or windows will be opened when weather and temperature control permits
3.4	Meetings	<ol style="list-style-type: none"> 1. Our regular weekly work schedule meetings will be held remotely. Each month the meeting will be in person with 2m distancing 2. Meetings with clients and others to be by conference call or video conferencing as far as possible. Site meetings with contractors to be kept brief and open air and 2m distance maintained
3.6	Accidents and incidents	<ol style="list-style-type: none"> 1. It will be necessary to breach the 2m separation to administer first aid or in some emergencies. First aiders and staff involved in such incidents should wash their hands immediately afterwards and inform the Director
4.0	Managing Contacts	<ol style="list-style-type: none"> 1. This risk assessment to be made available to clients if requested and contractors if appropriate. 2. Signage will be placed at the entrance to the laboratory.
5.0	Cleaning the Workplace	<ol style="list-style-type: none"> 3. Signage will be installed to remind staff of regular handwashing and surface cleaning 4. Laboratory staff to wear gloves at all times except meal breaks 5. Work surfaces to be cleaned daily with diluted chlorine 6. Door handles and oven handles to be cleaned daily with diluted chlorine (1000ppm available chlorine) 7. Non soil waste to be bagged daily 8. The van's door handles, control surfaces and switchgear will be cleaned before and after each trip using isopropyl alcohol sanitiser and antiseptic wipes provided in the van. The van should be driven with forced ventilation or open windows 9. Delivered samples will be left by delivery drivers in the laboratory corridor 2m from the entrance 10. Received sample bags and cool boxes to be handled with gloves wherever possible or sprayed with dilute chlorine before touching. Soil samples will be handled with gloves in accordance with existing work procedures

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Item	Heading	Steps taken to minimise risk
6.0	PPE	<ol style="list-style-type: none"> 1. Laboratory staff to wear gloves at all times except meal breaks 2. Site staff to wear gloves 3. Current HMG advice states that face masks do not protect the wearer but may protect others if the wearer is infected. Masks are therefore not considered necessary for site and laboratory staff 4. Additional laboratory coats will be made available 5. Site PPE will be used as per our existing risk assessments or client's risk assessments
7.0	Managing Workforce	<ol style="list-style-type: none"> 1. The numbers of staff in the laboratory at any time is small and congregation is not expected 2. This Risk Assessment will be copied to all staff and updated as guidance or circumstances change, or following staff input 3. Signage and floor markings will be in place in the laboratory to aid social distancing