

COVID-19 RISK ASSESSMENT



Company name: Neuro-Bio Ltd.

Assessment carried out by:

Paul Morrill

Date of next review: 03/09/2021

Date assessment was carried out:

03/09/2020

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers	Follow our guidance on cleaning, hygiene and hand sanitiser	Put in place monitoring and supervision to make sure people are following controls	Office /Laboratory Manager	03/09/2020	✓
	Customers Contractors	Provide water, soap and drying facilities at wash stations	Put signs up to remind people to wash their hands	Office /Laboratory Manager	03/09/2020	✓
	Drivers coming to your business	Provide information on how to wash hands properly and display posters	Provide information to your workers about when and where they need to wash their hands	Office /Laboratory Manager	03/09/2020	✓
	Visitors	how many wash stations are needed	Identify if and where additional hand washing facilities may be needed	Office /Laboratory Manager	03/09/2020	✓
		where wash stations need to be located You may already have enough facilities	If people can't wash hands, provide information about how and when to use hand sanitiser	Office /Laboratory Manager	03/09/2020	✓
		Provide hand sanitiser for the occasions when people can't wash their hands	Identify how you are going to replenish hand washing/sanitising facilities	Office /Laboratory Manager	03/09/2020	✓
		You should talk to managers at any sites your drivers are visiting to ensure they are provided with hand washing facilities	Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem/ Hand creams are provided	Office /Laboratory Manager	14/09/2020	✓

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Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers	Follow our guidance on welfare facilities, canteens etc:	Put in place monitoring and supervision to make sure people are following controls put in place, eg following hygiene procedures, washing hands, following one-way systems			
	Customers Contractors	Identify:		Office /Laboratory Manager	03/09/2020	✓
	Drivers coming to your business	areas where people will congregate, eg rest rooms, canteens, changing rooms, reception, meeting rooms, smoking areas, tea points, kitchens etc	Near-miss reporting may also help identify where controls cannot be followed or people are not doing what they should	Office /Laboratory Manager	07/09/2020	✓
	Visitors	areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways, customer service points, storage areas	Place signs/posters to the narrow passages (One person at a time) and remind social distancing and rules to the workers	Office /Laboratory Manager	07/09/2020	✓
		areas and equipment where people will touch the same surfaces, such as in kitchens, eg kettles, shared condiments etc	Monitor with regular cleaning and disinfection process	Office /Laboratory Manager	04/09/2020	✓
		areas and surfaces that are frequently touched but are difficult to clean	Monitor with regular cleaning and disinfection process	Office /Laboratory Manager	03/09/2020	✓
		communal areas where air movement may be less than in other work areas, eg	Place a warning signs on doors	Office /Laboratory Manager	04/09/2020	✓

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		Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to:				
		limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms	Add a sign/posters to narrow passage (One person at a time) and remind social distancing and rules to the workers	Office /Laboratory Manager	04/09/2020	✓
		reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met	Place signs/posters to the narrow passages (One person at a time) and remind social distancing and rules to the workers	Office /Laboratory Manager	04/09/2020	✓
		where possible put in place physical impervious barriers (eg Perspex in reception areas) to reduce contact	Place signs/posters to the narrow passages (One person at a time) and remind social distancing and rules to the workers	Office /Laboratory Manager	04/09/2020	✓
		increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around	Set up laptop online meetings	Scientific Director	04/09/2020	✓

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		provide lockers for people to keep personal belongings in so that they aren't left in the open	Drawers on desks have been provided	Office /Laboratory Manager	03/09/2020	✓
		keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier	This tasks will be covered by general and daily cleaning routine	Office /Laboratory Manager	03/09/2020	✓
		provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit to canteens	The handwashing facilities are available downstairs in the kitchen and upstairs by the main office entrance and sanitisers are available opposite to office main entrance.	Office /Laboratory Manager	08/09/2020	✓
		put signs up to remind people to wash and sanitise hands and not touch their faces	Place signs/posters remind workers wash and sanitise hands not touch their faces	Office /Laboratory Manager	07/09/2020	✓
		put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it	Place signs/posters remind workers wash and sanitise hands not to touch their faces	Office /Laboratory Manager	07/09/2020	✓

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Getting or spreading coronavirus through workers living together and/or travelling to work together	Workers	Identify groups of workers who live together and group them into a work cohort	Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus	N/A	N/A	N/A
		Identify groups of workers who travel to work together and group them into a work cohort		N/A	N/A	N/A

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Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers	Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom	Put in place monitoring and supervision to make sure people are following controls, ie are implementing the cleaning regimes implemented	Scientific Director	14/09/2020	✓
	Contractors	Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean	Provide information telling people who needs to clean and when *see attached list for required cleaning equipments	Office /Laboratory Manager	14/09/2020	✓
	Drivers coming to your business	Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces	Provide instruction and training to people who need to clean. Include information on:	Office /Laboratory Manager	14/09/2020	✓
	Visitors	Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user	*The products they need to use: cleaning wipes provided Precautions they need to follow: stay 2 meters apart *The areas they need to clean: desks surfaces and equipments used	Office /Laboratory Manager	03/09/2020	✓
		Identify where you can reduce the contact of people with surfaces, eg by leaving open doors	see below		Office /Laboratory Manager	03/09/2020

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		that are not fire doors, providing contactless payment, using electronic documents rather than paperwork	Locate a drop zone for documents to be picked up	Office Manager	14/09/2020	✓
		Identify other areas that will need cleaning to prevent the spread of coronavirus, eg canteens, rest areas, welfare facilities, vehicles and specify the frequency and level of cleaning and who will do it	Print out is optional	Office Manager	14/09/2020	✓
		Identify what cleaning products are needed and where they should be used, eg wipes in vehicles, water and detergent on work surfaces etc	surface wipes, detergents and water etc	Office /Laboratory Manager	14/09/2020	✓
		Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects	Duty of each employees to tidy up their desk at the end of the day.	Scientific Director	14/09/2020	✓
		Provide more bins and empty them more often	N/A	N/A	N/A	N/A
		Provide areas for people to store personal belongings and keep personal items out of work areas	N/A	N/A	N/A	N/A
		clean things like reusable boxes regularly	N/A	N/A	N/A	N/A

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		Put in place arrangements to clean if someone develops symptoms of coronavirus in work	Cleaning/ fumigation Company/test provided by Bupa or Lloyds	Office /Laboratory Manager	when it is required	✓
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	Follow our guidance on stress and mental health	Two spare rooms are provided by the Company	Scientific Director	when it is required	✓
		- Have regular keep in touch meetings/calls with people working at home to talk about any work issues	Share information and advice with workers about mental health and wellbeing	Scientific Director	when it is required	✓
		- Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through	Consider an occupational health referral if personal stress and anxiety issues are identified	Scientific Director	when it is required	✓
		- Involve workers in completing risk assessments so they can help identify potential problems and identify solutions	Where you have an employee assistance programme encourage workers to use it to talk through supportive strategies	Scientific Director	when it is required	✓
		- Keep workers updated on what is happening so they feel involved and reassured	Monday Meetings	Scientific Director	when it is required	✓
		Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours	Discuss when required	Scientific Director	when it is required	✓

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Contracting or spreading the virus by not social distancing	Workers	Follow our guidance on social distancing.	Put in place arrangements to monitor and supervise to make sure social distancing rules are followed	Office /Laboratory Manager	03/09/2020	✓
	Contractors Delivery drivers	Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules	Provide information, instruction and training to people to understand what they need to do	Covered by Lab/ Office Risk Assesment	14/09/2020	✓
	Visitors	Identify how you can keep people apart in line with social distancing rules in the first instance. This may include:	Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing	Office /Laboratory Manager	03/09/2020	✓
		*using marker tape on the floor	N/A	N/A	N/A	N/A
		*one-way systems	N/A	N/A	N/A	N/A
		*holding meetings virtually rather than face- to-face	Laptop meetings	Scientific Director	03/09/2020	✓
		*staggering start/end times	N/A	N/A	N/A	N/A
		*limiting the number of people on site at one time	N/A	N/A	N/A	N/A
		* having allocated time slots for customers	N/A	N/A	N/A	N/A
		* rearrange work areas and tasks to allow people to meet social distancing rules	Office space has been rearranged	Office /Laboratory Manager	03/09/2020	✓
		*using empty spaces in the building for additional rest break areas where safe to do so	Office space has been rearranged	Office /Laboratory Manager	03/09/2020	✓
		* implementing 'drop zones' for passing materials between people	Locate a drop zone for documents to be picked up	Office/Lab Manager	14/09/2020	✓
	* providing more parking areas or controlling parking spaces	N/A	N/A	N/A	N/A	
	providing facilities to help people walk or cycle to work, eg bike racks	N/A	N/A	N/A	N/A	

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		*minimising contact at security offices for drivers	Locate a drop zone for documents to be picked up	Office/Lab Manager	07/09/2020	✓
		*Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people. This can include:	N/A	N/A	N/A	N/A
		*physical screens and splash barriers – if they are used in vehicles they must be safe, not impair visibility and will probably need approval from the vehicle manufacturer to ensure they don't compromise safety	N/A	N/A	N/A	N/A
		*place markers on the floor (eg in lifts) to indicate where people should stand and the direction they should face	N/A	N/A	N/A	N/A
		*reducing the numbers of people using lifts	N/A	N/A	N/A	N/A
		*If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include:	N/A	N/A	N/A	N/A
		*enhanced cleaning regimes	N/A	N/A	N/A	N/A
		* increase in hand washing	N/A	N/A	N/A	N/A
		limiting the amount of time people spend on the task	N/A	N/A	N/A	N/A
		*placing workers back-to-back or side-by- side rather than face-to-face when working	N/A	N/A	N/A	N/A

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		*'cohorting' work teams so they consistently work together	N/A	N/A	N/A	N/A
		*improving ventilation	wall mounted air conditioning units are available on both sides	Office/Lab Manager	03/09/2020	✓
		*Display signs to remind people to socially distance	Place signs/posters remind workers wash and sanitise hands not touch their faces	Office/Lab Manager	14/09/2020	✓

Musculoskeletal disorders as a result of using DSE at home for a long period of time	Workers	Follow our guidance on display screen equipment in our Protect homeworkers page	Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE's Protect homeworkers page			
		There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed	N/A	N/A	N/A	N/A
		- For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, eg take regular breaks, stretching exercises, set the equipment up properly	N/A	N/A	N/A	N/A
		For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home	N/A	N/A	N/A	N/A

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Poor workplace ventilation leading to risks of coronavirus spreading	Workers	Follow our guidance on heating ventilation and air conditioning (HVAC)	Maintain air circulation systems in line with manufacturers' recommendations	Scientific Director	14/09/2020	✓
	Contractors	- Identify if you need additional ventilation to increase air flow in all or parts of your workplace	wall mounted air conditioning units are available on both sides	Scientific Director		
	Customers	- Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help	Maintain air circulation systems in line with manufacturers' recommendations	Scientific Director		
		- If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc		Scientific Director		
	Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air	Scientific Director	03/09/2020	✓		
Increased risk of infection and complications for vulnerable workers	Workers	* Identify who in your work force fall into one of the following categories:	Put systems in place so people know when notify you that they fall in one of these categories, eg they start chemotherapy or are pregnant	Scientific Director	03/09/2020	✓
		* Clinically extremely vulnerable				
		* People self-isolating				
		* People with symptoms of coronavirus				

	Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19)	chronotherapy of the regimen			
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What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		- Discuss with employees what their personal risks are and identify what you need to do in each case	Monday Meetings and anytime is required	Scientific Director	03/09/2020	✓
		- Identify how and where someone in one of these categories will work in line with current government guidance	Admin team will discuss when this is required	Scientific Director	04/09/2020	✓
		If they are coming into work identify how you will protect them through social distancing and hygiene procedures	Reorganising Office and Lab Spaces	Lab/Office Manager	03/09/2020	✓
Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)	Workers	Follow our guidance on PPE during the outbreak	Put systems in place to keep PPE supplies under review so you can take action if necessary before you run out	N/A	N/A	N/A
		There are a very limited number of settings where PPE is needed for protection from coronavirus, eg healthcare. This line only considers PPE for workplaces that don't need it for protection from coronavirus	N/A	N/A	N/A	N/A

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		- Identify tasks where exposures to hazardous workplace substances may happen and put in place measures to protect people – PPE should not be the first choice, it should be the last.	N/A	N/A	N/A	N/A
		Substitution or engineering controls should be put in place in the first instance	N/A	N/A	N/A	N/A
		- Identify which tasks you need PPE for and specify the right protection factor needed for those tasks	N/A	N/A	N/A	N/A
		- Provide the right protection factor for each task rather than the highest protection factor respiratory protective equipment (RPE) for all tasks	N/A	N/A	N/A	N/A
		- Where required, ensure that those using RPE are face-fit tested.	N/A	N/A	N/A	N/A
		- Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace	N/A	N/A	N/A	N/A
		(Please note – face coverings are not PPE and are not required to be worn in the workplace. Where people choose to wear them you should support them)	N/A	N/A	N/A	N/A

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