

COVID-19 Risk Assessment – Britannia Pharmaceuticals

Date: 19<sup>th</sup> October 2020

Area	Comments	Recommendations	Do you need to do anything else to control this risk?	Action by Who?	Action by When	Status
<b>Workers</b>						
Workers Sickness and Self Isolation	COVID-19 Special Provisions Policy to be followed	Any workers feeling sick or unwell with possible COVID-19 symptoms must not come to the office and must follow the COVID-19 Special Provisions Policy. This Policy has been made available to all workers and is also on HR.NET.	N/A	All workers	With immediate effect	In-progress
High Risk Employees	High Risk employees have been identified following an employee survey (04/05/2020)	All high risk employees that have been identified, will continue to work with appropriate provisions. This will be regularly reviewed with the individual, their line manager and HR.	N/A	HR Team and Line Managers	With immediate effect	Complete
Public Transport	N/A	All employees who currently come to work using public transport will be advised, as per Government guidelines. Consideration will be taken into account in regards to service availability and health and safety measures.	N/A	HR & Line Managers	With immediate effect	Complete
Childcare Provision	N/A	For those employees who have child care provision responsibilities, please refer to the COVID-19 Special Provisions Policy. Managers will be discussing these measures directly with the employees impacted.	N/A	Line Managers	With immediate effect	Complete
Field Teams	N/A	Separate risk assessments will be carried out for Britannia's field teams, (Nurse and KAMs). Please note this risk assessment will apply if any of the field staff visit the office.	N/A	Facilities Team & Line Managers of field teams	Jun-20	Complete
Office Capacity	BMC will specify the office capacity dependent on risk and phase level	Social distancing will be observed as per the Government guidelines. Please see signage in office. This will be reviewed regularly in line with Government guidelines	Social distancing of 1 metre + to be maintained at all times	All workers	With immediate effect	On-going
First Aiders and Fire Wardens	N/A	Appropriate level of fire wardens and first aiders in the office every day.	N/A	HR and Facilities Team	With immediate effect	On-going
<b>PPE</b>						

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Staff PPE - Facial Masks	Staff will be provided with appropriate face masks. There is a limit per person	Facial masks will not be mandated in the office due to the measures already identified and in place, these include; social distancing, no hot desking permitted, and the general spacing and office layout, but will be left as a personal choice and available to staff.  Used PPE must be disposed of in the Clinical waste bin. An additional bin has now been placed in the disabled bathroom just off reception for access. Any PPE can be disposed here, including gloves and aprons.	Signage will be placed on disabled toilet advising of clinical bin location.	Facilities Team	With immediate effect	Complete
Staff PPE - Hand Sanitiser	Hand sanitizer will be available throughout the office	Appropriate numbers of hand sanitiser units are located throughout the office at different locations for use. Signs will be located throughout the office of appropriate hand washing routine as additional education measures.	Signage will be placed at various locations throughout the office	Facilities Team	With immediate effect	Complete
Temperature Checks	N/A	Due to this not being mandated by the UK Government nor by STADA and is not a wholly reliable measure, Britannia will not be undertaking mandatory checks.	N/A	N/A	N/A	Complete
Accidents at work	N/A	If an accident has occurred at work, first aid would still be administered and current processes followed. PPE would be mandated before treatment, (gloves, mask and apron) then first aiders are to follow training procedures. First Aiders should follow hygiene procedures immediately after treating the patient.	First aiders will be communicated in advance	Facilities Team	With immediate effect	On-going
<b>Entrance to offices</b>						
Car Park	Maintaining social distancing	All workers are advised to park in the car park leaving a car parking space between the next vehicles.	Signage will be placed in the area	All workers and visitors	With immediate effect	Complete
Use of Lift	Maintaining social distancing, prevent cross contamination and the spread of the virus on shared touchpoints	Workers are advised to use the lift only one person at any time. Alternatively use the atrium staircase and use the landings as pass points.	Signage will be placed in the area	All workers and visitors	With immediate effect	On-going
<b>Visitors, contractors and deliveries</b>						

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<p>Visitor Process</p>	<p>A new visitor process will be required for the duration of the COVID 19 situation.</p>	<p>Visitors to business operations will be allowed to attend site. These names will need to be sent in advance to Britannia Reception so they can be added to the visitor system and building reception can be advised.</p> <p>All visitors will be contacted 24 hours before attendance to site to confirm they are feeling well and are not experiencing any COVID-19 related symptoms. Advise visitor to park in the car park leaving a car parking space between the next vehicles in advance of attendance to site. We would not currently advise anyone to use public transport to attend site due to the risk.</p> <p>Masks must be worn whilst in all communal areas of the building This decision has been taken on the advice of our H&amp;S Advisor to help reduce the risk of transmission of COVID-19 and protect staff from non-tracked and traced visitors.</p> <p>Visitors need to report at the building reception who will then direct to you to the lifts. Visitors are advised to use the lift one person at any time. Britannia Reception will direct you to your meeting where your host will meet you.</p> <p>There are hand sanitizer and hand washing facilities that have been made available at the following locations and during the visit on site:          Ground floor reception desk          Britannia reception desk          Disabled bathroom off reception          Gentleman's bathroom          Ladies' bathroom          Meeting room occupying</p> <p>Your host will open the doors for you to pass through whilst maintaining 2 metre social distancing. However, if you are on site for more than 15 minutes and NOT able to maintain 2 metre social distancing you will be required to wear a face mask. This decision has been taken on the advice of our H&amp;S Advisor to help reduce the risk of transmission of COVID-19and protect staff from non-</p>	<p>Advise of fire alarm test on a Wednesday at 14:30 (if visitor present during that time and day)</p> <p>PEEPS – Personal Emergency Evacuation Plan if the visitor has limited mobility to evacuate safely via the stairs, as the lifts MUST not be used in the event of an emergency.</p>	<p>Employee who is meeting the visitor.</p>	<p>With immediate effect and in advance of scheduled visit.</p>	<p>On-going</p>
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		<p>tracked and traced visitors.</p> <p>The host will escort any visitors safely to reception once visit has ended.</p>				
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Deliveries and collections	Deliveries to the office will need to follow a slightly different process to mitigate risks to staff and receptionist.	<p>Masks must be worn whilst in all communal areas of the building. This decision has been taken on the advice of our H&amp;S Advisor to help reduce the risk of transmission of COVID-19 and protect staff from non-tracked and traced visitors.</p> <p><b>Deliveries</b> No contact signing for deliveries Dedicated place next to reception desk for items to be placed</p>		Facilities Team	With immediate effect	Complete
Deliveries of contaminated pumps	Risk of some pumps being contaminated with COVID-19	Delivery of these pumps is notified in advance and APC or delivery company are made aware of the consignment number. Once this item is delivered a member of the Customer Service team or Reception team will wear full PPE (gloves, apron and mask) to collect the pump from reception, move pump to the pump room and into the quarantined area. PPE will be removed in the pump room and disposed of in the clinical bin provided.	Pumps are then sent once a month still within the packaging to the manufacturer who cleans and refurbishes the pumps. These are marked appropriately in the box.	Customer Services and Reception Team	With immediate effect	Complete
Contractors	Whilst working / moving around the office Due to track and tracing	<p>All contractors visiting and working on site are to wear face masks. This decision has been taken on the advice of our H&amp;S Advisor to help reduce the risk of transmission of Covid and protect staff from non-tracked and traced workers.</p> <p>These names will need to be sent in advance to Britannia Reception so they can be added to the visitor system and building reception can be advised.</p> <p>All contractors will be contacted 24 hours before attendance to site to confirm they are feeling well and are not experiencing any COVID-19 related symptoms. Advise contractors to park in the car park leaving a car parking space between the next vehicles in advance of attendance to site. We would not currently advise anyone to use public transport to attend site due to the risk.</p> <p>Report to the building reception who will then direct to you to the lifts, you are advised to use the lift one person at any time.</p> <p>Access cards will be issued whilst working on site and returned to Britannia reception before leaving site.</p>	Facilities to email the main contractors with this instruction	Facilities	With immediate effect	On-going

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		<p>Follow the signage and maintain 2 metre social distancing at all times. This decision has been taken on the advice of our H&amp;S Advisor to help reduce the risk of transmission of COVID-19 and protect staff from non-tracked and traced visitors.</p> <p>Use the hand sanitiser units that have been placed around the office</p>				
<b>Safe working environment</b>						
Buildings and Equipment	Third party/external Inspections Plant & equipment – maintenance/PPMs	All Statutory checks and Health and Safety Checks are up to date.	All regular maintenance checks will continue with social distancing being adhered to and we will ask for out of hours attendance where reasonable practicable.	Facilities Team to work with service providers	With immediate effect	Complete
Cleaning	Prevent cross contamination and the spread of the virus on shared touchpoints	<p>There has been an upscale of cleaning in the communal areas carried out by the day janitor which is the landlord's responsibility.</p> <p>Britannia office cleaning of high traffic areas has been increased. We have had no interruption of cleaning service to the Britannia office during the lockdown, this has allowed for an upscale programme of deep cleaning of all workstations and communal areas. This will continue to be a priority and will be monitored carefully by NJC Manager and Facilities to address any issues or additional services that may be deemed necessary.</p> <p>The addition of the supply and replenishment of hand sanitizer, antibacterial spray and blue roll. These will be topped up by the evening janitors as and when required. Antibacterial wipes will be available to wipe down workstations if requested by the staff.</p> <p>IT equipment in the office will be sanitised on a monthly basis, increased from every 6 months, by our external providers 'Bug busters'. This will continue until further notice.</p>	Contractor NJC and Bug Busters will be communicated with regularly.	Facilities Team to work with service providers	With immediate effect	On-going
<b>Locations</b>						

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Desks	Maintaining social distancing	Own responsibility to ensure that staff in the building are always 1 metre + apart when sat at their desks.  Hot desks will not be permitted to avoid cross contamination of work stations.		HR Team and Line Managers	With immediate effect	On-going
Meeting Rooms	Maintaining social distancing	Meeting rooms have all been assessed for their usual capacity vs what they can now hold so social distancing of 1 metre + can be maintained at all times.	Signs will be placed on all meeting room doors and offices to show the new capacity mandated by the organisation.	Facilities Team	With immediate effect	Complete
<b>Communal areas/equipment</b>						
Printers	Maintaining social distancing and shared touchpoints of three main printer hubs - touchscreen, document feeders and paper tray	Only one person to use the printers at any one time. A hand sanitiser unit has been provided next to each printer, we advise this is used before and after each use to avoid contamination.	Signage will be placed in the area.	All workers	With immediate effect	Complete
Communal Use Equipment fridges etc.	Prevent cross contamination and the spread of the virus on shared touchpoints	Blue disposable lint free roll and antibacterial spray has been provided for staff to clean down equipment after each individual use.  Used blue roll to be disposed of in the general waste bins.	Signage will be placed in the area.	All workers and visitors	With immediate effect	On-going
Canteen	Maintaining social distancing	Break-times would be advised to be staggered, if possible. Education to sit 1 metre (+) apart, two persons only per open seating area, and one person only in the pods. Use outdoor areas in Green Park, if possible.	Signage will be placed in the area.	All workers and visitors	With immediate effect	Complete
Microwaves	Prevent cross contamination and the spread of the virus on shared touchpoints	Blue disposable lint free roll and antibacterial spray has been provided for staff to clean down equipment after each individual use.  Used blue roll to be disposed of in the general waste bins.	Signage will be placed in the area.	All workers and visitors	With immediate effect	On-going
<b>Food and beverage</b>						

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Stock Items	Tea coffee, Squash, Fruit etc.	Tea, coffee, milk and squash will be provided and coffee machines will be in operation. Sanitising wipes and spray and blue roll will be placed in all these areas so that items can be wiped down after use. Natural wrapped fruit is provided so that you can peel before eating.  Use of 1 cup and glass per day, per employee will be advised so as to reduce the risk of contamination and not to overload dishwashers. Staff will be advised to only make drinks for themselves to avoid cross contamination.	Signage will be placed in the area to encourage use of 1 cup, regular sanitisation of items and regular handwashing/sanitisation.	All workers and visitors	With immediate effect	On-going
<b>Essential business travel</b>						
Business Travel	Only business critical travel to be undertaken with BMC sign off.	If public transport must be used for business travel, then government guidelines must be followed and PPE worn where requested.  For flights, government guidelines must be followed and we recommend the use of masks Where flying to other countries, local guidance must also be followed and quarantine guidelines followed when returning to the UK.  Following any travel outside of the UK, it is strongly recommended that you conduct a COVID-19 test, before you return to work. Please follow the instructions in the COVID-19 Special Provisions policy for obtaining a test and test procedure.  If the country you are travelling to is not within a travel corridor and you are required to quarantine at home on your return, this must be undertaken regardless of your COVID-19 test results.	Please liaise with HR to get a test before you travel, so it is at hand when you return from your trip.	All staff	With immediate effect	On-going
<b>Travel</b>						
Personal Travel	Travel outside of UK undertaken during personal holiday time	Following any travel outside of the UK, it is strongly recommended that you conduct a COVID-19 test, before you return to work. Please follow the instructions in the COVID-19 Special Provisions policy for obtaining a test and test procedure.  If the country you are travelling to is not within a travel corridor and you are required to quarantine at home on your return, this must be undertaken regardless of your COVID-19 test results.	Please liaise with HR to get a test before you travel, so it is at hand when you return from your trip.	All Staff	With immediate effect	On- going



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