COVID-19 Risk Assessment

Issue	Objective	Control measures in place to reduce health and safety risks as a result coronavirus	Further action required to further reduce the risk to health and safety as a result of coronavirus

Who Should Go to Work	To ensure the workplace is safe to enable employees to work on site
	
	Continue to support working from home where this is necessary and/or appropriate.
		• The CDT site has been adapted in line with official guidance in respect of infection control measures to minimise the risk of infection.
		• Employees who cannot work from home will return to work on-site. Any return to work will be undertaken in as part of a gradual, phased ramp up of on-site attendance to ensure infection control measures are appropriate and on-site work can be safely managed.
		• All employees who can work from home will work from home as required to ensure safe working can be supported on site and in line with official guidance.
		• Additional risks associated with working from home, including mental wellbeing and the use of DSE are mitigated through:
		   ○ The completion of individual homeworking risk assessments and follow up as required.
		   ○ The provision of DSE work equipment to support comfortable home working.
		   ○ The provision of guidelines for the safe set-up and use of computer equipment.
		   ○ Regular contact from individual line manager.
		   ○ Regular updates and communications from managers.
		   ○ The provision of an Employee Assistance Programme (EAP).
		   ○ Regular reminders in respect of the safe use of DSE and mental wellbeing issues, including the availability of an Employee Assistance Programme.
			• Regularly monitor guidance from the government to ensure CDT can adapt the reopening plan depending upon official guidance, including the need to close the CDT site again should this be required.

		o The provision of mental health awareness training to employees and managers. o The provision of a policy setting out coronavirus management issues in the workplace. • In line with official guidance, employees will return to work on site as part of a gradual, phased ramp-up.	
Protecting People Who Are at Higher Risk	To protect those who, according to official guidance, are at a higher risk of infection and/or an adverse outcome if infected. To make sure individuals who are advised to stay at home do not physically come to work.	• Individual assessment of the particular circumstances of those who are categorised as at a higher risk of infection and/or an adverse outcome if infected. • Employees categorised as at a higher risk of infection and/or an adverse outcome if infected encouraged and supported to work from home where possible. • Reasonable adjustments to job role and work as required to protect staff categorised as being at a higher risk of infection and/or an adverse outcome if infected. • The provision of a policy setting out coronavirus management issues in the workplace. • Regular communication to employees regarding government guidance for testing and self-isolation.	• Regularly monitor guidance from government relating to those at higher risk of infection and/or adverse outcome if infected, and review arrangements accordingly.
Social Distancing at Work	To maintain social distancing of at least 2m wherever possible. Where this is not possible to maintain social distancing of at least 1m with additional risk mitigation protection in place, including while arriving at and departing from work,	• The provision of a policy setting out coronavirus management issues in the workplace. • Space occupancies set to facilitate social distancing. • Where possible office desks have been rearranged to ensure at least a 2 metre spacing between desk users. • Where desk users are less than 2m apart, where possible desks have been realigned to avoid face to face working (to enable back to back or side to side working) • Where desk users are less than 2m apart and/or are orientated side-by-side or face-to-face, screens have been installed around desks.	

	while people travel through the workplace or are at their workstation.	• Screens installed between fume cupboards in the U3 chemistry laboratory to provide additional protection for employees working side-by-side. • Screens installed to benching in the U3 chemistry lab where face-to-face working cannot be avoided. • Where possible one-way systems in place for circulation through buildings. Stepping off the circulation route or passing others back-to-back where two-way movement cannot be prevented. • Signage and floor markings to reinforce social distancing measures is in place. • Technical work areas divided into zones based on the location of fixed work equipment and local rules introduced for the use of fixed work equipment and for entry, exit and circulation of areas where space limitations do not allow for at least a 2m distance to be maintained. • Kitchens used for food and drink preparation only, food and drink to be consumed at individual office desks. Waiting zones defined by floor markings and arrangement of furniture in each area and queuing system introduced to maintain social distancing. • Meetings involving a large group carried out using video or teleconferencing facilities. • Meeting room furniture removed and rearranged to suit maximum room occupancy. Floor markings to indicate chair positions. • Checking that toilets are unoccupied prior to entry. • No queuing inside building reception areas to sign in / out at the kiosk. • Use of individual security pass to sign in or out rather than use of the kiosk touch screen. Employees are	

		instructed not to touch security cards on surfaces, including the entry/exist system and door entry card readers.	
		• Employees are instructed to move away from areas where background noise may be higher in order to speak without a raised voice and so reduce aerosol production and increased potential risk of transmission.	
		• Additional guidelines provided to First Aiders including the procedure to follow to isolate someone suspected of suffering from the virus.	
Ventilation	To use ventilation to mitigate the risk of aerosol spread of the virus in enclosed spaces.	• Separate ventilation risk assessment carried out to identify poorly ventilated areas and, if they exist, use is minimised or stopped. • Employees are instructed to open windows to allow increased ventilation where possible and practicable. • Where possible and practicable doors are held open to allow increased ventilation. • Fire doors that are in frequent use are held open with an appropriate automatic closing mechanism such that fire safety risk is not significantly increased • Air purification units provided in all office, meeting room and along commonly used circulation routes. • Where mechanical ventilation is installed this has been optimised to ensure sufficient ventilation is provided.	• Regularly monitor guidance from the government and adapt approach as required.
Managing Visitors and Contractors	To minimise the number of unnecessary visits to site.	• To minimise the number of visitors to site, meetings with third parties are carried out remotely using video or teleconferencing facilities, where practicable. • Where visitors and contractors come to site they are provided with relevant information and instruction by their CDT host, including social distancing, hygiene,	• Regularly monitor guidance from the government and adapt approach as required.

		regular hand washing and use of hand sanitizer, and other local arrangements in place to reduce the risks from coronavirus. • Host checks whether visitor is feeling unwell or experiencing symptoms before allowing them to enter buildings. • A record of all visitors to site is maintained by reception kiosk software to support tracking and tracing in the event of a confirmed infection.	
Cleaning the Workplace	To keep the workplace clean and prevent transmission by touching contaminated surfaces. To help everyone keep good hygiene through the working day.	• Buildings were cleaned thoroughly before reopening. • Enhanced cleaning regime by the contract cleaners to clean high traffic areas such as the entry and exit points and frequently touched surfaces, such as door handles, according to government guidance. • Jangro virucidal cleaner used, known to be effective against viruses such as Norovirus, H1N1 Influenza virus, HIV and Hepatitis C. Stocks are regularly checked to ensure sufficient quantities remain available. Alternative suppliers to be used where stocks cannot be adequately replenished by the normal suppliers. • Procedure in place to quarantine and disinfect areas where a person confirmed as infected with the virus has been working, including use of specialist contract cleaning service providers. • General (non-hazardous) waste bins emptied on daily basis. Additional bins have been provided in open plan offices. • Provision of individual bottles of hand sanitizer for employees and hand sanitizer stations in communal spaces such as reception and meeting rooms. • Provision of disposable disinfectant wipes and instruction to employees to regularly clean their own	• Regularly monitor guidance from the government and adapt approach as required.

		workstation area and equipment, and any communal workstation or equipment after use. Where practical separate keyboard and mouse provided for each user.	
		• Individual lockers provided for the storage of lab coats and clean room suits. Communal hanging areas no longer used.	
		• Regular repeated instruction to regularly wash hands with soap and water for 20 seconds and use hand sanitizer, provided to employees.	
		• Paper towels used to dry hands after washing, hand dryers deactivated. Posters displayed showing recommended hand washing technique.	
		• Regular repeated instruction to avoid touching the face and wash hands in line with guidance.	
		• Regular repeated instruction to check hands for dry skin and cracking and to report any problems.	
		• Regular repeated instruction to sneeze or cough into a disposable tissue, which is then put in an appropriate bin, or into the arm if a tissue is unavailable.	
		• Stocks of soap and hand sanitizer are regularly checked to ensure sufficient quantities remain available. Alternative suppliers to be used where stocks cannot be adequately replenished by the normal suppliers.	
Personal Protective Equipment (PPE)	To ensure appropriate and effective use of PPE.	• Regular repeated information and instruction regarding the appropriate use of PPE according to government guidance. • Additional guidance for First Aiders regarding the use of PPE when providing assistance.	• Monitor government guidance for any changes to the advice provided regarding the use of PPE in the workplace.
Face Coverings	To ensure appropriate and effective use of face coverings.	• Regular repeated information and instruction regarding the appropriate use of face coverings according to government guidance.	• Monitor government guidance for any changes to the advice provided regarding the use of protective equipment, such as facemasks, in the workplace.

Cambridge Display Technology Ltd. – July 2021

		• Face coverings are provided and employees, visitors and third party contractors are encouraged to wear these in communal/shared areas where possible and where they are comfortable to do so. •	
Workforce Management	To change the way work is organised to reduce the number of contacts each worker has and avoid unnecessary work travel	• Gradual return to work implemented in line with government guidance. • Where possible and practicable working from home will continue in line with official guidance. • Flexible working encouraged to enable employees to stagger their start and finish times to minimise traffic volumes at the beginning and end of the working day. In addition, employees are encouraged to also stagger their break times. • Building access records are available if required to support the tracking activities by the authorities if it is requested. • Where possible the need for business travel is avoided. • Where business travel is considered essential it will be assessed on a case by case basis in line with government guidance. • Where possible the use of communal work equipment is avoided. • Where the use of communal equipment cannot be avoided users wipe down equipment with disinfectant wipes after use.	• Monitor communications and guidance from government, review and amend arrangements as necessary and then update employees accordingly.
Communication and Training	To make sure all employees understand COVID-19 safety procedures.	• Coronavirus Management in the Workplace Policy in place and circulated to all employees. • Designated Coronavirus intranet page to provide information to employees. • Information/training for employees returning to site to communicate the arrangements that have been put in	• Monitor communications and guidance from government, review and amend arrangements as necessary and then update employees accordingly.

		place to control the risk of infection. Presentation slides made available on the intranet.	
	To make sure all employees are kept up to date with how safety measures are being implemented and updated.	- Provision of on-line mental health awareness training to employees. - Regular updates and reminders by email including the need for regular hand washing / use of hand sanitizer, regular surface cleaning, the measures in place to ensure social distancing, how to work safely at home and the support available to maintain mental wellbeing. - Posters showing recommended hand washing technique on display. - Extensive signage indicating the need to keep a distance of at least 2m from other people. - Extensive signage indicating the need for regular hand washing and high standards of personal hygiene. - Tape on floors in circulation spaces to identify designated routes and at 2m intervals to help maintain social distancing. - Tape on floor to define working and waiting zones to help maintain social distancing. - Arrows on floors and handrails to indicate the direction of travel along one-way routes. - Additional guidelines provided for dealing with an emergency. - Local rules and risk assessments for technical areas revised and made available to relevant employees. - Regular and repeated instruction to stay away from site and self-isolate according to government guidelines if experiencing symptoms, or someone in the same household is experiencing symptoms. - Regular encouragement for employees to feedback to managers on the control measures implemented and to	

		put forward any suggestions for adjustments or improvements. • Regular management review of feedback from employees and impact on control measures in place.	
Inbound and Outbound Goods	To maintain social distancing and avoid surface transmission when goods enter and leave site.	• Procedures to receive goods to site, and dispatch goods from site, amended to maintain social distancing with third parties. • Where possible the need for signature or using handheld touch screen devices to acknowledge goods receipt or collection is avoided. • Where proof of receipt is required receivers provide their name to the delivery driver for them to then record details accordingly or receivers use their own pen to sign for goods whilst maintaining social distancing. • Delivered goods initially handled whilst wearing nitrile gloves and surfaces wiped down with disinfectant wipes.	• Monitor government guidance for any changes to the advice provided.
Mental Wellbeing of Employees	To maintain good mental wellbeing under circumstances of potential increased isolation and potential anxiety/concerns about wider societal uncertainty	• Mental Wellbeing risk assessment in place and reviewed as a result of arrangements introduced to control the risk from COVID-19. • Mental wellbeing training provided to senior managers to ensure they understand how employees may be impacted and may need support for their mental wellbeing. • Mental wellbeing training provided for all employees to access on-line remotely whilst working from home to support their mental health and wellbeing. • A Wellness Action Plan (WAP) is in place to enable employees to set out what their needs are to support and protect their mental wellbeing and to share this with their line managers.	• Review and revise measures to maintain good mental wellbeing in response to any changes made to manage the risks from COVID-19.

Cambridge Display Technology Ltd. – July 2021

		- Employee Assistance Programme in place and regular reminders issued to all employees. - Regular, clear communication to all employees to explain the strategy and arrangements which have been put in place for controlling the risks at work from COVID-19. - Regular communications by email from the HSE function regarding safe working from home. - Regular communications from line managers by email or telephone as a replacement for face-to-face interactions with employees now working from home to ensure they clearly understand their work priorities. - Flexible and supportive approach implemented in terms of working times and working hours for those employees who have caring responsibilities, such as childcare issues as a result of school closures or requirements to isolate. - Employees supported to work from home / not come to site where there are personal concerns about the risk of infection which could increase the risk of harm to mental wellbeing.	
First Aid At Work	To maintain satisfactory provision for first aid at work.	- First Aid risk assessment in place and reviewed as a result of arrangements introduced to control the risk from COVID-19. - Additional information and instruction provided to First Aiders in order to reduce the risk of cross-infection when providing assistance, including the isolation of those showing symptoms of COVID-19 and who are unable to leave site without assistance. - First Aiders instructed to ignore one-way systems when responding to a major incident or situation of unknown severity.	Review, and where necessary revise, arrangements to maintain satisfactory provision for first aid at work in response to any changes made to manage the risks from COVID-19.

Fire Safety	To maintain satisfactory standards of fire safety.	• Fire risk assessments in place and reviewed as a result of arrangements introduced to control the risk from COVID-19. • Employees instructed to temporarily ignore social distancing measures in an emergency, for example one-way systems, in the event of building evacuation, and to continue to leave via the nearest exit and gather at the assembly point to allow a roll-call to be carried out. • Weekly fire alarm system testing continued during any site closure.	• Review, and where necessary revise, arrangements to maintain satisfactory fire safety measures at work in response to any changes made to manage the risks from COVID-19.
Legionella Management	To maintain satisfactory arrangements for the control of legionella.	• Legionella risk assessment and control strategy in place and reviewed as a result of arrangements introduced to control the risk from COVID-19. • Legionella monitoring and control measures maintained during any site closure. • No change in the level of risk or the control strategy required as a result of amended operations and reduced water consumption in the event of reduced building occupancy or a site closure.	• Review, and where necessary revise, arrangements to maintain satisfactory control of legionella risk in response to any changes made to manage the risks from COVID-19.
Security	To maintain satisfactory security arrangements.	• Any windows opened to increase ventilation during the working day are closed and locked as part of securing buildings at the end of the day. • Windows remain closed / are temporarily closed where necessary to maintain confidentiality.	• Review, and where necessary revise, arrangements to maintain satisfactory security, in response to any changes made to manage the risks from COVID-19.

As a result of the control measures that are in place the risks to health and safety from the coronavirus have been reduced to the lowest reasonably practicable level.

The level of risk has been assessed as Moderate and the further measures recommended to enhance the level of risk control will be implemented according to a separate action plan.

	Slight Harm	Moderate Harm	Extreme Harm
Likely	Moderate (2 weeks)	Substantial (3 working days)	Intolerable (1 working day)
Unlikely	Tolerable (1 month)	Moderate (2 weeks)	Substantial (3 working days)
Highly Unlikely	Trivial (3 months)	Tolerable (1 month)	Moderate (2 weeks)