

## 1. Introduction

As restrictions begin to ease and the University looks to open up research and teaching facilities it is important that managers continue to follow current government guidance on working safely and reducing the risk of COVID transmission. It is important to note that this guidance may be subject to change in light of any significant changes in local or national COVID-19 circumstances, so should be reviewed regularly.

[Working safely during COVID-19: Labs and research facilities.](#)

As part of our planning for Step 4 of the government's roadmap; teaching and study spaces, laboratories and other specialist areas should be reviewed as our working arrangements change. Risk assessments should be updated where there are likely to be significant changes to activities or occupancy levels to ensure appropriate measures are in place to manage any ongoing transmission risks.

The following checklist outlines what you need to consider as you plan a return to normal working arrangements and will provide a baseline level of mitigations that can be supplemented if COVID-19 circumstances change in the future and additional measures need to be implemented.

## 2. Ongoing control measures

These measures remain the standard precautions for all work areas.

### Symptomatic Individuals

- Individuals experiencing symptoms or those who have been notified they are a close contact of someone who has tested positive for COVID-19 need to book a PCR test and self isolate. They should notify their line manager or supervisor. Further guidance on self isolating requirements can be found [here](#).

### Lateral Flow Testing.

- Individuals attending campus are required to undertake two LFT tests, 3-5 days apart each week. Further information on testing can be found [here](#).

### Hygiene

- Wash your hands with soap and hot water before starting work.
- Wash your hands again at regular intervals during the activity.
- Use additional hand sanitisers if you cannot easily access usual hand wash facilities.

### Cleaning

- Ensure frequently touched areas are cleaned regularly.
- Avoid spraying liquid cleaner directly onto electrical equipment and switches.

### Ventilation

- Where possible plan work to allow regular periods of fresh air purge (either using mechanical ventilation or opening external windows and doors), particularly in-between different users of a room.
- Portable fans should not be considered as a mitigation measure.

### Workstation Arrangements

- Use back to back or side to side working arrangements wherever possible.
- Avoid or minimise close contact working.

### 3. Space Checklist.

Factor	Risk Score	Actions to reduce risk.
<b>1. Ventilation</b>	Tick those that apply.	
Mechanical ventilation provides fresh air at 8L/S/person.	1	
Mechanical ventilation-recirculated	2	<ul style="list-style-type: none"> <li>▪ Can you introduce additional fresh air e.g., opening windows or operating LEV?</li> <li>▪ Consider installing <a href="#">CO2 monitors</a> to monitor air quality.</li> <li>▪ Consider installing <a href="#">air cleaning units</a>.</li> </ul>
Natural ventilation-windows & doors can be opened	1	
Poor or no ventilation	3	<ul style="list-style-type: none"> <li>▪ Can the work be relocated to a more suitable room?</li> <li>▪ Reduce occupancy levels.</li> <li>▪ Ensure people maintain 2m distance when working.</li> <li>▪ Consider use of face coverings.</li> <li>▪ Install <a href="#">CO2 monitors</a> to monitor air quality</li> <li>▪ Consider using HEPA air cleaners</li> </ul>



2. Factors Affecting Ventilation

Space allows free air movement throughout.	1	
Large equipment, machinery or furnishings reduce air circulating	2	<ul style="list-style-type: none"> <li>Consider installing CO2 monitors in areas of low air flow.</li> <li>Avoid close contact work and face to face working if possible.</li> </ul>
Features that could cause stagnant air e.g., main lab annexes, storage areas or work bays.	2	<ul style="list-style-type: none"> <li>Avoid close contact activities in areas of reduced air flow.</li> <li>Reduce occupancy in areas of reduced air flow.</li> <li>Consider using Co2 meters in these areas to monitor air quality.</li> </ul>

3. Room Size

LARGE accommodates 11m <sup>3</sup> space per person (ceiling heights>3m should be considered as 3m for the calculation)	1	
MEDIUM May not provide 11m <sup>3</sup> per person but all workers have clear access to workstations and travel routes within the lab.	1	
SMALL Does not provide 11m <sup>3</sup> per person, access	3	<ul style="list-style-type: none"> <li>Check ventilation meets mechanical ventilation requirements or can be well ventilated with outside air through open windows.</li> <li>Ensure individuals can maintain distance between workstations.</li> </ul>

within the room may be restrictive.		<ul style="list-style-type: none"> <li>• Arrange workstations either 'side to side' or 'back-to-back'.</li> <li>• Can you reduce occupancy levels?</li> </ul>
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**4. Occupancy Pattern (under normal operations)**

Consistent occupancy throughout day.	1	<ul style="list-style-type: none"> <li>• Occupants should take regular breaks during the day and air the room during breaks</li> </ul>
Fluctuating occupancy levels	2	<ul style="list-style-type: none"> <li>• Occupants should take regular breaks during the day and air the room during breaks.</li> <li>• Ensure the room is aired between users.</li> <li>• Ensure equipment and high touch point areas are cleaned between users.</li> </ul>
Several groups of users during the day, who occupy for long periods	2	
High throughput of different users, occupy for short periods.	3	<ul style="list-style-type: none"> <li>• Check ventilation meets mechanical ventilation requirements or can be well ventilated with outside air through open windows</li> <li>• Ensure the room is aired regularly during the day whilst unoccupied.</li> <li>• Ensure equipment and high touch point areas are cleaned frequently.</li> <li>• Consider one-way systems and manage access to reduce congestion.</li> </ul>

**5. Activities**

Activities involve frequent movement around the room	2	<ul style="list-style-type: none"> <li>• Can work be planned to reduce contact between individuals</li> <li>• Can some work be carried out at dedicated workstations to reduce the need to move around the room.</li> <li>• Consider implementing one way systems.</li> </ul>
Static /dedicated workstations,	1	
Activities involve exertion, exhalation - aerosol generating activities.	3	<ul style="list-style-type: none"> <li>• Can participants maintain distancing?</li> <li>• Consider using face coverings where possible.</li> <li>• Minimise the number of participants.</li> <li>• Ensure equipment is frequently cleaned between users.</li> </ul>

Close Contact work required.	3	<ul style="list-style-type: none"><li>• Limit time spent in close contact to a minimum</li><li>• Consider wearing face coverings during close contact work</li></ul>
Low temperature Environment e.g., cold room		<ul style="list-style-type: none"><li>• Reduce occupancy</li><li>• Can the room to be purged between users.</li></ul>
Participant trials, visitors, contractors	2	<ul style="list-style-type: none"><li>• Ensure all visitors undertake two lateral Flow Tests 3-5 days apart: before visiting campus.</li><li>• Ensure all visitors receive induction and information on the current working arrangements.</li><li>• Ensure adequate breaks between visitors to allow cleaning of equipment and high touch point areas and to let the room air between visitors.</li></ul>

- Score  $\leq 8$  Implement recommended measures for each factor where appropriate.
- Score  $> 8$  These areas will need a further detailed risk assessment of both the room factors, occupancy levels and the activities undertaken within the room.