

## SAFE WORKING REQUIREMENTS

When working on site it is essential to maintain safe social distancing and keep 2m apart from others. It is also essential to practice good hygiene and cleanliness.

To help workers, the following tables explain the important things to keep yourself and others safe. Please read these requirements carefully to ensure you understand how to work safely. All workers must have read and understood these requirements before coming to site.

Table 1 details safe working requirements for all workers. Table 2 details Line Manager / Group Leader / Platform Leader responsibilities.

### Table 1. Requirements for all Workers

Social distancing
<ul style="list-style-type: none"> <li>• <b>If you can work from home, stay at home</b></li> <li>• <b>Clinically vulnerable</b> workers who are at higher risk of severe illness from COVID-19 have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role (see Appendix in the following link);  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities</a>  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a></li> <li>• <b>Clinically extremely vulnerable workers</b> have been strongly advised not to work outside the home (see Appendix in the following link);  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities</a>  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>• A risk assessment must be conducted for any vulnerable worker who needs to work on site. This must consider whether the work is a critical task, the work time on site should be minimised and additional safety measures must be detailed such as; screens or barriers, single person occupancy in rooms, increased hand washing and surface cleaning. This must be formally</li> </ul>

approved by the Health and Safety team. See General Worker Risk Assessment; <https://intranet.nbi.ac.uk/infoserv/cgi-bin/documents/default.asp?id=58067> Contact [health.safety@nbi.ac.uk](mailto:health.safety@nbi.ac.uk) for help with your risk assessment.

- **Stay 2m apart from others at all times**
- **The number of workers in a lab area at any one time must be agreed with the Lab Manager**
- **At work assume you may be a carrier and observe safe working practices to protect others. If you feel unwell with COVID-19 symptoms do not come to work**
- **Rotas** should be used to minimise the number of workers on site. This also helps ensure the fair sharing of duties. Where possible stagger the working hours when on site.
- **Offices and Equipment Rooms** - To maintain the 2m social distance may require single occupancy. If more than one person can use the space, work back-to-back, or side-by-side. Avoid face-to-face working. If equipment rooms have restrictions on worker numbers, there will be clear signage at the entry point.
- **Sub-teams** - If you need to work on the same task e.g. field work, use small groups / sub-teams of workers, ideally 2 or 3 people who would always work together. Minimise cross sub-team working to reduce the number of direct contacts.
- **Make suitable arrangements** - If you need to go into a work area where social distancing may be compromised or difficult, contact someone in that area to pre-warn them of your visit and make suitable arrangements for safe access.
- **Conduct meetings virtually.** If you need any person-to-person meetings you should have a maximum of 2 people and avoid using a small room with poor ventilation.
- **Breaks** - If there is a short break in an experiment e.g. to incubate samples, workers may go into their office or a nearby meeting room, providing the 2m social distance can be maintained. Many rooms will only be single occupancy. Some meeting rooms are no longer available on site due to occupancy by NNUH workers e.g. G34/35, G36, G37 in Chatt building and the Recreation Centre. Please check with your Lab Manager or Facilities. **Breaks outside in well ventilated areas, observing 2m social distancing are encouraged.**
- **Moving around the buildings** – Minimise movement inside the buildings, use outside routes where possible.
- **Priority is given to oncoming pedestrian traffic already occupying a space** - Use awareness, communication and common sense to allow others to safely pass. You can turn away to avoid face-to-face contact. Signage and floor markings will be provided to guide you, avoid crossing paths with others.
- **Stair traffic will give priority to those going down (as in the case of an evacuation).**

- **Handrails** should be used on staircases for safe ascent and descent but remember to avoid touching your face and **wash or sanitise your hands when you return to your workstation.**
- **Avoid using the lifts.** These are confined, poorly ventilated spaces. If you need to use a lift to move a trolley do not share the lift with other people.
- When getting out of a car or other vehicle consider others who may be close to you
- Smoking and vaping shelters are only suitable for one person at a time, wait for the shelter to become free for use.

### Hygiene and cleanliness

- **Wash your hands regularly**, at least 11 times per day is encouraged, wash thoroughly for at least 20 seconds. Dry hands well to avoid skin irritation.
  - Wash your hands when you arrive at work and when you leave to go home. Wash your hands when you leave your workstation. Wash your hands before and after any breaks.
  - If hand washing facilities are not available use hand sanitiser. If you pass a hand sanitiser point on site, use it.
- **Avoid touching your face.** If you need to touch your face you should wash or sanitise your hands first. Alternatively, you could use a barrier between your hand and face such as a clean tissue. This will minimise the risk of spreading contamination from your hands to face. Catch any coughs or sneezes in a tissue, immediately discard it safely and wash your hands or sanitise them.
- **Regularly clean and disinfect your work surfaces**, local touchpoints, lab equipment, fridge handles, computer, phone and objects that you touch. You can use Bioguard disinfectant spray on hard surfaces (Stores: 03001316) or Distel antimicrobial wipes on electrical equipment (Stores: 03004890 for 100 wipes, or 03004880 for individual wipes).
- Minimise the sharing of equipment and tools where possible.
- The Cleaning team are providing enhanced cleaning and touchpoint disinfection.

### Health monitoring

- **Do not come to work if** you or anyone you live with has a high temperature or a new, continuous cough. Stay at home and let your Line Manager know you are unwell. Stay at home for 7 days from the onset of symptoms.

- A temperature above 37.8°C is regarded as a high temperature for COVID-19. It is not currently planned that temperature monitoring will be performed for all staff on arrival. The first aid team have a thermometer to measure body temperature for first aid purposes.
- If you become unwell at work **dial 333 for assistance**.
- **COVID-19 Testing is available for JIC workers if you start showing COVID-19 symptoms.** Testing is available at the testing station on site in the car park near the Centrum, also at the Queen Elizabeth Hospital in Kings Lynn and the James Paget in Gorleston. Please contact [covidtesting@nnuh.nhs.uk](mailto:covidtesting@nnuh.nhs.uk) or phone 01603 647900, your organisational booking code is: S0230. You will need to provide: Name, Date of Birth, NHS number (if known), contact phone number and organisational booking code. The testing team respond to requests within 24hrs, and a test will usually be booked for the following day. Results are communicated by phone. If you have any difficulties organising testing contact [health.safety@nbi.ac.uk](mailto:health.safety@nbi.ac.uk) for assistance.
- Workers showing COVID-19 symptoms and have been on site should report this to HSEQA to allow track and trace activities to be conducted, contact; [health.safety@nbi.ac.uk](mailto:health.safety@nbi.ac.uk)

## Personal Protective Equipment (PPE)

- **Surgical masks** will be provided by JIC for workers for their personal comfort and re-assurance, these will be provided free and they can be worn in labs. The use of masks for COVID-19 communicable disease protection will be kept under review in consideration of the current Government guidance.
  - The wearing of face masks in general areas is not compulsory, it is by personal choice.
  - Face masks will be available for collection from JIC Stores and from Lab Managers.
  - If the wearing of a face mask is required in an area, this will be indicated by local signage.
  - You must fit any face mask correctly, follow WHO guidance for surgical masks;  
[https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493\\_2](https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493_2)
- **Wear the usual PPE required in the lab areas**; lab coat, gloves and safety glasses as required by the work.
- **Lab Gloves** should be worn when you require protection from hazardous chemicals and biological materials that you are working with, also when performing certain experiments where sample protection is required.
- **Non-lab gloves** may be worn when opening corridor doors or operating switches or contacting other touchpoints in non-laboratory / general areas. Non-lab gloves are being sourced and will be available from Stores. The wearing of non-lab gloves in general areas is not compulsory, it is by personal choice. Workers should remember gloves can become contaminated and this contamination can be passed to the face.
- Effective hand hygiene and touchpoint cleaning, whilst observing no touching of the face should be sufficient to protect against hand contamination with COVID-19.
- The use of non-lab gloves for COVID-19 communicable disease protection will be kept under review in consideration of the current Government guidance.

### Using vehicles and shared equipment

- Institute vehicles should **only be used for single occupancy**.
  - If two people must share a vehicle, they should keep windows open for good ventilation, a surgical mask should be worn by each person and they should stay separated as far as possible with one in the front drive seat and the passenger in the back.
  - Where possible have the same person(s) allocated the same vehicle.
  - Two people per vehicle is the absolute maximum allowed in a vehicle until further notice.
- Hand sanitiser will be provided with a disinfection kit when you collect the keys for the vehicles.
- Use hand sanitiser to clean your hands before getting in and out of the vehicle.
- Disinfect all the key touchpoints when you enter and leave the vehicle.
- Keep the vehicle windows open where possible for additional fresh ventilation.
- Hire vehicles can be obtained if site vehicles are not available. Request your disinfection kit and hand sanitiser for your hire vehicle from the Reception.
- A worker can use their own vehicle if they have work insurance cover.

### Using local kitchens or rest areas

- The catering outlets will not initially open.
- **In local kitchens or rest areas** remember to stay 2m apart from others at all times.
- Stagger meal breaks and rest breaks with other team members.
- Wash/cleanse hands thoroughly before and after a meal break. Hand sanitiser will be provided in local kitchens and rest areas.
- Avoid touching your face unless you have washed or sanitised your hands.
- Keep food and drink in your own sealed containers.
- Avoid sharing food and drink with others at meal times at work. Avoid sharing plates, mugs, glasses and cutlery.
- Wash used items in a dishwasher if possible, if not thoroughly wash with detergent and hot water.

- Regularly clean and disinfect local kitchen work surfaces, touchpoints such as switches, kettles, microwaves, fridge handles etc. You can use Bioguard disinfectant spray on hard surfaces (Stores: 03001316) or Distel antimicrobial wipes on electrical equipment (Stores: 03004890 for 100 wipes, or 03004880 for individual wipes).

### Toilet facilities

- Toilets and other small spaces with poor ventilation should only be used by one person at a time.
- Toilets will be fitted with an engaged sign on the entrance door so only one person can use the facility at a time. If the toilet is engaged, please form an orderly queue outside maintaining a 2m distance.
- If a toilet has a window, keep it open to maximise fresh air ventilation.
- Ensure you thoroughly wash your hands before and after using the toilet, remember to do this for 20 seconds.
- Sanitiser will be provided which you can apply to toilet tissue to clean the toilet seat and flush button or handle before use.
- You can use a hand towel to turn off the tap to avoid touching a potentially unclean surface.
- The NHS provide clear guidance on how to effectively wash hands and use the hand towel; <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- You can also use a hand towel as a protective barrier when opening the toilet door to leave. Waste bins will be provided outside toilets to dispose of hand towel as you leave.
- Wash or cleanse your hands again when you arrive back at your workstation

### Where to get help

- **In an emergency dial 333** on an institute phone or 01603 450333 from your mobile
- If you have any return to work concerns talk to your Line Manager first, if you are a student contact the Graduate Studies Office. If you have ongoing concerns you can escalate these to the JIC Business Continuity Group; [businesscontinuity@jic.ac.uk](mailto:businesscontinuity@jic.ac.uk)
- If you have any health and safety concerns please contact the Health and Safety team; [health.safety@nbi.ac.uk](mailto:health.safety@nbi.ac.uk)

**Table 2. Responsibilities for Line Managers / Group Leaders / Platform Leaders**

Line Manager / Group Leader / Platform Leader Responsibilities
<ul style="list-style-type: none"> <li>• It is essential that all managers lead by example and ensure the safety points in this document are observed. These follow the expectations for safe working from the Health and Safety Executive and these are fully supported by the JIC Director and JIC Business Continuity Group.</li> <li>• <b>Working at Home</b> - Any duties that can be performed at home should continue to be done from home.             <ul style="list-style-type: none"> <li>○ The return to work should be a gradual progressive return, done slowly in a controlled manner to minimise risk.</li> <li>○ Office duties should continue to be performed from home.</li> </ul> </li> <li>• Any worker who is clinically extremely vulnerable or lives with someone who is, should not return to work and should continue to be shielded.</li> <li>• <b>Managers must ensure their workers have read and understood the safe working requirements.</b> You should keep evidence of this, either by email or another record.</li> <li>• <b>Ensure the 2m social distancing is observed by your team when on site.</b> The number of workers in a lab area at any one time must be agreed with the Lab Manager. Remind your team members if they are not observing the 2m social distancing correctly.</li> <li>• <b>Co-ordinate arrangements</b> for your team’s activities with others in shared areas. It is your responsibility to liaise with other Group Leaders and the Lab Manager.</li> <li>• <b>Repeated failure to observe social distancing must be addressed.</b> This can be escalated to the JIC Business Continuity Group or the Head of Health and Safety.             <ul style="list-style-type: none"> <li>○ If 2m social distancing is not possible for a work activity, a written risk assessment detailing additional safe working measures must be prepared. This must be formally approved by the Health and Safety team and Lab Manager. See General Worker Risk Assessment; <a href="https://intranet.nbi.ac.uk/infoserv/cgi-bin/documents/default.asp?id=58067">https://intranet.nbi.ac.uk/infoserv/cgi-bin/documents/default.asp?id=58067</a></li> </ul> </li> <li>• <b>Develop team rotas</b> to minimise the number of workers on site at any one time.             <ul style="list-style-type: none"> <li>○ Use staggered working hours and flexible start and finish times to further reduce the number of workers present.</li> </ul> </li> </ul>



- If you need workers to do tasks together use sub-teams and keep the same team members working together. Remind workers in sub-teams to observe 2m social distancing.
- **Platform Use** - If you need to use a JIC Science Platform consult with the Platform Lead about your work requirements as soon as possible and confirm mutually agreeable arrangements.
- **Meetings will continue to be held virtually.**
  - If you have to have a 1:1 meeting ensure you do this in a well ventilated area, have the window open if possible and you must maintain the 2m social distance.
- **Hygiene and Cleanliness** - Ensure hand washing and hand sanitising provision is always available for your workers.
  - Contact Facilities helpdesk if you notice a problem; [facilities@nbi.ac.uk](mailto:facilities@nbi.ac.uk), Ext. 2664
  - Remind workers of the need to regularly wash and sanitise their hands and avoid touching their faces.

Workers showing COVID-19 symptoms and have been on site should report this to HSEQA to allow track and trace activities to be conducted, contact; [health.safety@nbi.ac.uk](mailto:health.safety@nbi.ac.uk)

Note: Text in red indicates a recent update, this does not show increased importance of the information