

*Evotec UK's*  
**COVID19 RISK  
ASSESSMENT  
2020**

## SECTION 1. ADMINISTRATION

This is the generic Risk Assessment for the current COVID19 situation at Evotec Oxford premises (covering Evotec (UK) Ltd., Aptuit (Oxford) Ltd., Aptuit Potters Bar Ltd., across Buildings 110,111,112,114,115,117 and 150). COVID19 is a new illness that can affect lungs and airways caused by a virus of the Coronavirus family. Symptoms can be mild, moderate, severe or fatal. So far, as is reasonably practicable, all scenarios have been considered. However, the document remains live and constantly under review.

This risk assessment has been authored in conjunction with the Coronavirus (COVID19) Business Criticality, Continuity and Response Plan, individual arrangements for the listed departments have been made and are put in place: Development, Chemistry, Pilot Plant / Production, IT Services, Procurement, HR, Finance, Legal, Engineering / Facilities, EHS, Protein Purification, Structural Biology, DMPK, Discovery Chemistry, Analytical (SAS), Research Informatics, Logistics and Catering.

**What are the hazards:** Spread of COVID19 Within the Workplace

**Who might be harmed:** Employees, Visitors, Cleaners, Contractors, Drivers, Vulnerable Groups , Pregnant Workers, Existing underlying medical conditions (Asthma / Diabetes / Cancer / COPD etc.

## SECTION 2. ASSESSMENT

Site Leadership Team members Abingdon (SLT): Site Head, Development Chemistry, Pilot Plant / Production, IT Services, Procurement, HR, Finance, Legal, Engineering / Facilities, EHS, Protein Sciences, DMPK, Discovery Chemistry, Analytical (SAS), Research Informatics, Logistics and Catering.

<i>Current Controls in place</i>	<i>Additional Controls to be put in place</i>	<i>Action by Who?</i>	<i>Action by When?</i>	<i>Complete</i>
<p><b>Provision of socially distanced Reception</b></p> <ul style="list-style-type: none"> <li>▶ Use of tape and chairs to create physical barrier.</li> <li>▶ Provision of bottles of hand sanitiser at entrance.</li> </ul> <p><b>Identification of individuals described as at risk</b></p> <ul style="list-style-type: none"> <li>▶ Individuals with underlying medical conditions (i.e. Asthma / Diabetes, Cancer, Immunosuppressed etc.) as identified by the NHS isolate at home and shield, where work can be undertaken this is provided.</li> </ul>	<p>Perspex shielded Reception desk area to provide physical barrier between Receptionist and those entering the building.</p>	Engineering/ Facilities	June 2020	
	<p>Provision of hand sanitiser stations at reception and wall mounted stations on employee entrances.</p>	Procurement Engineering/ Facilities	June 2020	
	<p>Government current guidelines for individuals shielding is to shield until June 30 2020 when further guidance will be given. Further advice will be provided to impacted employees during July 2020 when additional government guidance is known.</p>	HR	July 2020	
<p><b>Provision of hand sanitiser gel stations where hand washing is not achievable (i.e. entrance to buildings).</b></p> <ul style="list-style-type: none"> <li>▶ Hand sanitiser bottles placed in Reception and throughout reading rooms.</li> <li>▶ To help reduce the spread of coronavirus (COVID19) reminding everyone of the public health advice. Refer to signage on doors etc. <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> </ul>	<p>Review provision and placement of alcohol gel hand sanitisers, place cleaning stations at receptions and employee entrances.</p>	Procurement	June 2020	
	<p>Daily review of sanitiser levels in low foot fall areas and more frequent reviews in high traffic areas (at least twice daily). Top up accordingly.</p>	Engineering/ Facilities Calber	Ongoing	

<b>Current Controls in place</b>	<b>Additional Controls to be put in place</b>	<b>Action by Who?</b>	<b>Action by When?</b>	<b>Complete</b>
<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>▶ Hand washing facilities with soap and water in place (toilets / kitchenettes / labs).</li> <li>▶ Lab Employees washing hands when leaving labs.</li> <li>▶ Hand washing posters guidance in all toilets (<a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands</a>).</li> <li>▶ Drying of hands with disposable paper towels (<a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020</a>).</li> <li>▶ Staff encouraged to protect the skin by applying emollient cream regularly (<a href="https://www.nhs.uk/conditions/emollients">https://www.nhs.uk/conditions/emollients</a>).</li> </ul> <p>Gel sanitisers in any area where washing facilities not readily available.</p>	<p>Display signage at all entrances requiring employees, visitors and all other people accessing the building to sanitise / wash hands.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds and with soap and water. The importance of proper drying with disposable towels. Also remind to catch coughs and sneezes in tissues – follow ‘Catch it, Bin it, Kill it’ advice, and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Provision of hand moisturisers (via EHS Office), and throughout bathrooms.</p> <p>Posters, leaflets and other materials are available for display (<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a>).</p>	<p>EHS</p> <p>EHS</p> <p>All</p> <p>EHS</p> <p>SLT</p>	<p>June 2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>▶ Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use, such as door handles, light switches, Reception area using appropriate cleaning products and methods.</li> <li>▶ Provision of cleaning materials for employees to clean desks, computer equipment (keyboards, mouse, desk space, telephone equipment) before and after use (communal and personal desks).</li> <li>▶ Where an individual has been sent home due to suspected symptoms of COVID19, the area will be cordoned off, and the cleaning team arranged to clean the area (including other desks in immediate vicinity) as a precautionary measure</li> <li>▶ Acoustic door release guards fitted on fire doors to reduce door opening.</li> </ul>	<p>Management checks to ensure cleaning regimes are adhered to.</p> <p>Laboratories to identify enhanced cleaning regimes within the laboratory areas covering. Fumehoods, surfaces and general waste.</p> <p>Review effectiveness post implementation of acoustic door release guards.</p>	<p>SLT</p> <p>Dept. Heads</p> <p>Engineering/ Facilities</p>	<p>June 2020</p> <p>June 2020</p> <p>Ongoing</p>	
<p><b>Wearing Gloves</b></p> <ul style="list-style-type: none"> <li>▶ Where a Risk Assessment identifies wearing of gloves as a requirement of the job / process, an adequate supply of these is provided.</li> <li>▶ Staff instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</li> <li>▶ Glove use outside of Labs is restricted to specific task, i.e. handling of waste, First Aid etc.</li> </ul>	<p>Gloves not to be worn outside of the ‘dirty’ areas for routine use. Where using gloves is required as part of the process, the type required is captured in the Risk Assessment / Method Statement.</p> <p>Staff to be reminded the wearing of gloves is not a substitute for good hand washing.</p>	<p>EHS / Safety Reps</p> <p>EHS / Safety Reps</p>	<p>Ongoing</p> <p>Ongoing</p>	

<i>Current Controls in place</i>	<i>Additional Controls to be put in place</i>	<i>Action by Who?</i>	<i>Action by When?</i>	<i>Complete</i>
<p><b>Use of Face Masks</b></p> <ul style="list-style-type: none"> <li>▶ Public Health Guidance on the use of PPE (Personal Protective Equipment) to protect against COVID19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</li> <li>▶ Individuals who commute to work via the Milton Park bus and/ or train are provided with 2 disposable face masks per day, available at Reception.</li> <li>▶ Where social distancing for short periods is not possible a face mask may be used.</li> </ul> <p><b>Use of Respiratory Protective Equipment (RPE)</b></p> <ul style="list-style-type: none"> <li>▶ Where respiratory protective equipment is a requirement for risks associated with the work undertaken.</li> <li>▶ Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test is carried out to ensure the RPE can protect the wearer.</li> <li>▶ Wearers must be clean shaven.</li> </ul>	<p>Employees to be trained on the safe donning and doffing of face masks to reduce contamination and how to dispose of them safely</p> <p>To minimize the risk of transmission of COVID19 during face-fit testing, both the fit tester and individual being fit tested should wash their hands before and after the test.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe such as Azo Wipe containing 70% IPA (check with manufacturer to avoid damaging the mask).</p> <p>Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) reference (<a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a>).</p>	<p>EHS</p> <p>EHS</p>	<p>June 2020</p> <p>As required</p>	
<p><b>Mental Health</b></p> <p>The SLT promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and offer whatever support they can to help reference. <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing</a></p> <ul style="list-style-type: none"> <li>▶ Employee Assistance Programme in place for all employees.</li> <li>▶ Mental First Aiders embedded in teams.</li> <li>▶ Headspace App available to all employees.</li> <li>▶ Mental health awareness promotional events throughout the year.</li> </ul>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Introduce mental health workers, and encourage employees to reach out and discuss how they are feeling / if they need support.</p> <p>Update employees on ways to keep in contact with team, to support colleague's mental health.</p>	<p>SLT</p> <p>EHS</p> <p>EHS</p>	<p>Ongoing</p> <p>June 2020</p> <p>June 2020</p>	
<p><b>Drivers</b></p> <p>Fork Lift Truck (FLT) in store area and Company Van that moves equipment and chemicals from Store area to Bld 150. COVID19 guidance on freight transport.</p>	<p>Procedures to be put in place for cleaning cab after use with wipes.</p> <p>Employees not to share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>Logistics</p> <p>Logistics</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p><b>Lifts</b></p> <p>Personnel lifts are restricted to only those that strictly need to use them (i.e. employees with mobility issues) (<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID19COVID19/offices-and-contact-centres#offices-3-2">https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID19COVID19/offices-and-contact-centres#offices-3-2</a>).</p>	<p>Daily cleaning of interior touch surfaces.</p> <p>Notice to restrict all non-essential passengers</p>	<p>Engineering/ Facilities</p> <p>EHS</p>	<p>June 2020</p> <p>June 2020</p>	

<i>Current Controls in place</i>	<i>Additional Controls to be put in place</i>	<i>Action by Who?</i>	<i>Action by When?</i>	<i>Complete</i>
<p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>▶ Reducing the number of persons in any work area to comply with the 2m (6.5ft) gap recommended by the Public Health Authority.</li> <li>▶ So far as is reasonably practicable those that can work from home are working from home to minimise density on site <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</a> <a href="https://www.gov.uk/government/publications/COVID19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/COVID19-guidance-on-social-distancing-and-for-vulnerable-people</a></li> <li>▶ Steps already taken which are continually reviewed i.e. Work schedules including start &amp; finish times / shift patterns, maximum lab occupancies, visual prompts, working from home etc. Also relocating workers to other tasks.</li> <li>▶ Meeting rooms &amp; vacated offices have been repurposed to achieve social distancing.</li> <li>▶ Redesigning processes to ensure social distancing in place. (I.e. Pilot plant shift partnering isolated from other shifts).</li> <li>▶ Conference calls used instead of face to face meetings.</li> <li>▶ Ensuring sufficient rest breaks for employees. Social distancing can be adhered to in canteen area.</li> </ul>	<p>Checks will be carried out by line managers / team leaders to ensure that the necessary procedures are being followed.</p>	SLT	Ongoing	
	<p>Pier to pier policing of the 2m rule, between employees and where failures are identified, captured via the safety observation system. Repeat offences to be dealt with via Disciplinary process.</p>	All	Ongoing	
	<p>Employees to be reminded on a daily basis of the importance of social distancing both in the workplace and outside it via a variety of methods (e-mail, posters, face to face discussion etc.).</p>	SLT	Ongoing	
	<p>Review the departmental density including planned onboarding.</p>	Dept. Heads	June 2020	
	<p>Review of workplaces which may benefit from use of perspex screening between desks, including Reception / Office areas and reading rooms.</p>	Engineering/ Facilities	June 2020	
	<p>Review people flows through buildings with a view to implementing one way systems to reduce the potential for social interactions.</p>	Logistics EHS	June 2020	
	<p>Review breakout areas, and offer range of time slots where food is on offer via delivery at front of house.</p>	SLT	Ongoing	
	<p>Consideration required before returning colleagues to their original workplaces.</p>	SLT	As required	
<p><b>Symptoms of COVID19</b></p> <ul style="list-style-type: none"> <li>▶ The main symptoms of COVID19 are a high temperature, a new, continuous cough and a loss or change in sense of smell or taste. If anyone becomes unwell with these symptoms in the workplace are sent home and advised to follow the stay at home guidance.</li> <li>▶ If a member of the household in which the employee resides with displaying symptoms individual should self-isolate for 7 days. Contact NHS 111, check website for symptoms and testing requirements. <a href="https://www.nhs.uk/conditions/coronavirus-COVID19COVID19/">https://www.nhs.uk/conditions/coronavirus-COVID19COVID19/</a></li> <li>▶ Line managers must maintain regular contact with employees during this time.</li> <li>▶ If advised that a member of staff or public has developed COVID19 and have recently attended our premises (including where a member of staff has visited other work place premises such as domestic premises), the HR / EHS team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and take advice on any actions or precautions that should be taken.</li> <li>▶ The Business Continuity Response Plan captures multiple process flows with reference to scenarios involving COVID19</li> </ul>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p>			
	<p>Line managers will offer support to staff who are affected by COVID19 or has a family member affected.</p>	Line Manager	Ongoing	
	<p>Employee Assistance Programme details to be recirculated to all employees.</p>	HR	June 2020	

### SECTION 3: SUMMARY OF HIGH PRIORITIES

Priority	Item	Recommended Controls	Responsibility
1	Provision of socially distanced Reception	Perspex shielded Reception desk area to provide physical barrier between Receptionist and those entering the building.	Engineering/ Facilities
2	Review of worker density	Review of workplaces which may benefit from use of perspex screening between desks, including office areas and reading rooms. Where desk screening is not applicable, review of other controls will be continuously reviewed; measures and working practices will be adapted as government guidance and the number of people within the footprint evolves (factoring in recruitment etc.).	Dept. Heads
3	People flow	Review people flows through building's with a view implementing one way systems reduce potential for social interactions.	EHS
4	Hand hygiene	Hand Sanitiser stations at entrances to buildings.	Engineering/ Facilities Procurement
5	Susceptible individuals and shielding	Review of person(s) deemed at risk and socially shielding and if required update.	HR

### SECTION 4: CONCLUSIONS

- Safe; all significant hazards are controlled
- Reasonably safe but extra controls are recommended
- Will be safe once following controls are put in place
- Not to be used or procedure followed until the following controls are put in place
- Work must cease immediately pending further assessment (EHS Advisor / Manager)

<p><b>Comments from assessor:</b>                  Workplace adaptations in place to meet the challenges of COVID19, to the extent that business was able to operate throughout pandemic. Where employees can work from home they have been encouraged to do so, and management team has been present in a reduced capacity to reflect the ongoing needs of the site. As employee density increases additional social distancing challenges become present, and review of the risk assessment is encouraged at that time.</p>					
<p><b>List any further assessments required:</b>                  None applicable</p>					
<b>Assessed by:</b> Head of Global EHS		<b>Reviewed by:</b> VP Head of Human Resources		<b>Approved by:</b> Site Head Abingdon	
Signed	Date	Signed	Date	Signed	Date