

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Lab Facilities			
Issue/revision	Date of issue	Authorisation for issue	Page
10	10 th May 2021	Lynn Rogers & Michelle Reid	1 of 17
Reason for Change of Issue: Monthly review			

The Management of Health and Safety at Work Regulations (1999)

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Laboratory Facilities

Aim and Purpose of this Risk Assessment:

The aim and purpose of this risk assessment is to reduce the risk of exposure to COVID-19 to employees and visitors requiring working at IOM HQ (Edinburgh) and the regional offices in Stafford and Chesterfield.

This assessment includes the provisions to manage COVID-19 exposure in IOM laboratories and associated workshops, these include:

- Main Analytical Laboratory (Edinburgh)
- Personal Protective Equipment Testing Laboratory (Edinburgh)
- Research and Safe Nano Laboratories (Edinburgh)
- Repair Workshop (Edinburgh)
- Printer and Server Room (Edinburgh)
- Archives (Off Site)
- Micro Biological Laboratory (Stafford)

This risk assessment also outlines risk reduction strategies for those working at home.

- Working at home (all offices)

IOM fully support the national Covid vaccination and testing programmes. Although not compulsory, employees are actively encouraged to follow local government guidelines for access to community testing where available and to take the vaccination when it is offered to them.

Lateral flow testing kits are now readily available to everyone in the UK and can be used for people without symptoms.

Note: This risk assessment should be read in conjunction with the risk assessments from Brookside Business Park (Stafford Offices) and Tupton Park Innovation Centre (Chesterfield Office).

A: General Assessment

A2.1 Managing Risk

Objective: To reduce risk to the lowest reasonably practicable level

Offices: All

IOM Response: IOM has a duty under the Management Health and Safety at Work Regulations (1999) to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. This document set out how IOM intend to meet the requirements of the regulations pertaining to COVID-19 so that everybody's health and safety is protected.

IOM follow the UK Governments Advice and the key messages throughout this assessment are:

- Follow Government guidance in line with local / national restrictions.
- In every workplace, increasing the frequency of handwashing/sanitising and surface cleaning.
- Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the physical distancing guidelines set out by the government
- Where the physical distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Lab Facilities			
Issue/revision	Date of issue	Authorisation for issue	Page
10	10 th May 2021	Lynn Rogers & Michelle Reid	2 of 17
Reason for Change of Issue: Monthly review			

Further mitigating actions include:

- Increasing the frequency of hand washing/sanitising and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). If people must work face to face for a sustained period with more than a small group of fix partners, then an additional risk assessment should be carried out with further actions implemented if required.

A2.1 Sharing Risk Assessment

Offices: All

IOM Response: IOM Covid-19 risk assessment has been developed in consultation with all departments and shared to all employees via the Intranet and, as discussed later in the assessment, by an on-line training tool to ensure all IOM employees understand the requirements and expectations to be met by all IOM employees, visitors and contractors.

All offices must display the UK Government recommended signage at all entrances to the offices and should be located with high visual and spatial acuity.

The assessment is also available on the IOM website (<https://www.iom-world.org/>) and should be made available to clients where required.

A2.2 Who Should Work

Objective: Everyone should work from home, unless they cannot work from home.

Offices: All

IOM Response: Where possible IOM staff should work from home, however it is recognised that not all areas of the business are able to do so. If an employee requires to work onsite, then the IOM COVID-19 On-Site Risk Assessment should be followed.

The specific requirements are set out in Section B for employees who work in the laboratories and associated areas.

IOM have provided all employees who work from home the IT support/equipment needed. For most employees there will be no requirement to work in any of the offices. If there are specific concerns such as welfare issues, mental and physical health and personal security issues, or inadequate provision of equipment to enable low risk home working (see below) these should be discussed directly with your line manager.

In accordance with The Display Screen Equipment Regulations 1992 (amended 2002) a survey will be undertaken, with special focus on work-from-home, by all employees and assessed by trained personnel who will provide recommendations and advice.

IOM recognise that working from home and/or additional responsibilities such as home-schooling/caring for relatives may provide additional and unpredictable challenges. It is recognised by IOM that hours of work may have to be flexible to work around these additional challenges, employees should ensure that they keep their manager informed of any support required.

IOM provide health, wellbeing support and Occupational Health support, via third-party providers,

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Lab Facilities			
Issue/revision	Date of issue	Authorisation for issue	Page
10	10 th May 2021	Lynn Rogers & Michelle Reid	3 of 17
Reason for Change of Issue: Monthly review			

for all employees and where support is identified as a requirement, employees will be signposted accordingly (MetLife, UNUM, Business Medical and Hobson Health as at October 2020), contact HR for further details.

This is supplemented by regular and frequent on-going, communication between all employees and their line manager. In addition all staff members are provided with a business update from the CEO or other designated senior team representative via the All Staff Meeting (delivered weekly during the COVID-19 pandemic otherwise delivered monthly on the third Thursday of every month)

Other communication platforms available to all employees include Outlook email, Workplace by Facebook and Zoom. All employees are encouraged to use these platforms as a means of staying connected with their colleagues and line manager.

See also section A7.2

A2.3 People who need to self-isolate, or who have COVID-19 symptoms

Objective: To make sure individuals who are ill, or advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19, or test positive, as well as those who live in a household with someone who has symptoms.

Offices: All

IOM Response: IOM fully support and comply with existing government guidelines and under no circumstance would IOM expect an employee who is ill with any COVID-19 related symptoms, or who requires to self-isolate to come to any of the IOM Offices. IOM employees would still be able to work from home should they feel well enough to do so.

The affected employee should inform their line manager and the people director as soon as they suspect they may have COVID-19. Employees who have symptoms, or who are advised to do so by a medical professional, should be tested as per government guidance. Please note when COVID-19 cases are confirmed and where that employee has been in close contact with other employees or visitors / clients, then they will be informed of the need to isolate and / or receive a test (no personal details, or names will be given). Our clients / contractors will also be requested to provide this information should one of their employees be tested positive within 10 days of attending our offices / working with our employees.

IOM also have a duty to inform the HSE under RIDDOR when one of the following circumstances applies:

- an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2).
- a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus.
- a worker dies as a result of occupational exposure to coronavirus.

Health and Wellbeing support is provided to any employee who requires to self-isolate.

Existing company sick pay rules apply for anyone who are required to self-isolate. Should the employee be required to self-isolate but does not feel ill, they are permitted to work at home, role dependent.

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Lab Facilities			
<i>Issue/revision</i>	<i>Date of issue</i>	<i>Authorisation for issue</i>	<i>Page</i>
10	10 th May 2021	Lynn Rogers & Michelle Reid	4 of 17
Reason for Change of Issue: Monthly review			

A3.0 Physical Distancing

Objective: To maintain recommended physical distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.

Offices: All

IOM Response: IOM employees will, where practical, maintain recommended physical distancing. More details on how this is achieved is detailed throughout this document. In addition, provision of personal hygiene and workplace hygiene equipment will be provided for general use i.e. hand gel, anti-bacterial wipes etc.

A3.1 Coming to and Leaving Work

Objective: To maintain physical distancing wherever possible, on arrival and departure and to ensure handwashing/sanitising upon arrival.

Office: Edinburgh

IOM Response: IOM has two specified ingress/egress points. These are the main reception to the front of the building and a laboratory entrance to the rear. All employees, visitors and contractors should enter/exit one of these entrances and disinfect with hand sanitiser/wipes (“CLEAN POINT A&B”) when arriving and leaving the building. When entering the building, after sanitising, follow the signed safe route laid out in Section A3.2.

It is not envisaged that all employees will arrive at the same time, if employees do arrive at the same time then recommended physical distancing guidance must be complied with.

Visitors/Contractors should be restricted unless necessary, e.g. statutory building maintenance, and should where possible be limited to a maximum of two visitors/contractors at a time. If the group is more than two persons, then the arrival and departure should be staggered.

Office: Stafford

IOM Response: IOM has two ingress/egress; through the kitchen into the reception, and the main door into the lab corridor.

The kitchen door is used by employees on a daily basis for accessing the building, and the main door is used for access to the toilet facilities, upstairs lab area and main business park reception areas. The main door is sometimes used for deliveries and by visitors.

All employees/visitors can enter/exit through either door this way and disinfect with hand sanitiser/wipes in the kitchen area (“CLEAN POINT A”) and at the ‘Parcel Area’ (“CLEAN POINT B”).

When entering the building, after sanitising, follow the safe route laid out in Section A3.2.

It is not envisaged that all employees will arrive at the same time, if employees do arrive at the same time then recommended physical distancing guidance must be complied with.

Visitors/Contractors should be restricted unless necessary, e.g. statutory building maintenance, and should where possible be limited to a maximum of two visitors/contractors at a time. If the group is more than two persons, then the arrival and departure should be staggered.

Chesterfield Office

IOM Response. IOM rents two office spaces in the business centre. One is located on the ground floor (Room 4) which is occupied by one IOM staff member, and the second office is on the first floor (Room 19) and is occupied by two IOM staff members. All staff have separate keys to the offices along with fobs to access the building.

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Lab Facilities			
<i>Issue/revision</i>	<i>Date of issue</i>	<i>Authorisation for issue</i>	<i>Page</i>
10	10 th May 2021	Lynn Rogers & Michelle Reid	5 of 17
Reason for Change of Issue: Monthly review			

A3.2 Moving around Building and Laboratories

Objective: To maintain physical distancing wherever possible while people travel through the workplace.

IOM Response

Edinburgh Office (General Office Areas)

A dedicated signed safe route will be implemented around the office. The route is identified in Appendix A and follows an anti-clockwise route from the main reception. Arrangements for access and movement within the laboratories and workshop are risk assessed in Section B.

Cross routes are acceptable to access one's desk, but physical distancing should be still maintained where practical. Face coverings must be worn when moving around the main office i.e. going to and from the toilets, communal areas, printer room, meeting rooms etc. These can be removed when sitting at your desk.

No more than one person should use the lift at any one time as physical distancing is not possible. Lift users should wash/sanitise their hands immediately upon entrance and exit of the lift.

Access to the first floor, if not by the lift, should be using the centre spiral staircase to go upstairs and the west staircase to go downstairs. This dedicated safe route will be clearly marked. Current health and safety rules regarding the carrying of items will not be relaxed and employees must ensure adherence to minimise risks of falling objects. After using the stairs employees should wash/sanitise their hands immediately.

Access is not restricted to the first-floor meeting rooms not on the safe route, but where practical the Walton/Beckett Rooms, as they are larger (for physical distancing) and on the safe route should be considered first for meetings.

Hand sanitisers and antibacterial wipes will be available for use in all meeting rooms. When using touch technology, the newly provided 'pens' should be used and sanitised immediately before and after use.

The access corridor to the downstairs kitchen, toilet facilities (both male and female) and printer room is a shared corridor – ensure that the route is clear before entering into the corridor space. Only one person should be in the Kitchens and printer room at any one time.

Stafford Office (General Office Areas)

IOM Response: There is one way to access the individual office areas via one main corridor. Care must be taken when entering and leaving the office spaces, ensuring recommended physical distancing at all times, and limiting the number of people using the corridor at any one time to two people. Crossing people in the corridor must be avoided and where required, allow people time to move to their destination before entering the corridor area.

Face coverings must be worn when moving around the offices and communal spaces i.e. going to and from the toilets, communal areas etc. These can be removed when sitting at your desk.

The access corridor to the toilet facilities (both male and female) is a shared corridor – ensure that the route is clear before entering into the corridor space.

The access stairs to the upstairs store lab is a shared access facility – ensure that the route is clear before using the staircase.

Arrangements for access and movement within the laboratories and store are risk assessed in Section B.

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Lab Facilities			
Issue/revision	Date of issue	Authorisation for issue	Page
10	10 th May 2021	Lynn Rogers & Michelle Reid	6 of 17
Reason for Change of Issue: Monthly review			

If the meeting rooms are required, consider the number of people within the room and book the room according to the size of the meeting in order to enable physical distancing

Chesterfield Office (General Office Areas)

IOM Response. All staff have separate keys to the offices along with fobs to access the building. Staircases are mainly used to get upstairs unless there is large delivery in which case the lift would be used.

In line with Tapton Park risk assessment, face coverings are now mandatory in all communal areas, and the Track & Track QR code has to be scanned on arrival to the building

A3.3 Work Places and Work Screens

Objectives: To maintain physical distancing between individuals when they are at their workstations

Office: Edinburgh Office

IOM Response: Where physical distance can be achieved then employees can remain at their current desk. If this is not achievable then an assessment of the workstation configuration should be taken i.e. are the employees working back to back or side to side, are there screens in place etc. If required, employees could be allocated a new location (e.g. an unused Hot desk) if practical. If not, a labelled system green (desk can be used) /red (desk should not be used) will be implemented to ensure physical distancing if necessary.

Office: Stafford Office

IOM Response: Physical distancing can be achieved with all desk spaces in the reception area, the OH office and Lynn's / Jerry's office.

In the unlikely event that all the ventilation engineers are in the office at the same time. A configuration review should be carried out to establish what, if any action is required i.e are employees working back to back / side to side, are screens in place or required etc. Consideration would be needed to move work areas – either into the OH office, if space permitted, or to the spare desk in Lynn / Jerry's office. In any case, working from home for site staff should be encouraged as this would typically be for no more than 1 – 2 days per week as employees tend to work regularly on client sites.

Office: Chesterfield Office

IOM Response A five-foot screen will be positioned between the two main desks in Room 19 to re-enforce adequate distancing / screen protection.

A3.4 Meetings

Objectives: To reduce transmission due to face-to-face meetings and maintain physical distancing in meetings

Offices: All

IOM Response: IOM will primarily use the Zoom platform for meetings. IOM request that all employees should use this (or similar platforms) in all circumstances unless it is unavoidable. If there are any circumstances where a face-to-face meeting is required, a COVID-19 risk assessment must be carried out or supplied by the company / project partner. Our principle going forward will be 'Virtual First, Travel Last' where practicable. If it is considered that there are additional requirements e.g. more hand sanitisers, then this should be arranged with Business Support.

Risk assessments will be carried out for all 'in person' training courses carried out by and on behalf of IOM.

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Lab Facilities			
<i>Issue/revision</i>	<i>Date of issue</i>	<i>Authorisation for issue</i>	<i>Page</i>
10	10 th May 2021	Lynn Rogers & Michelle Reid	7 of 17
Reason for Change of Issue: Monthly review			

Office: Edinburgh

IOM Response: Each Meeting Room has a limit of number of persons who can be in the rooms at the same time to maintain physical distancing:

- Boardroom: up to 6 (Following Assessment)
- Walton Meeting Room up to 6 (Following Assessment)
- Beckett Meeting Room up to 8 (Following Assessment)
- Combined Walton & Beckett Room – Dependent on desk configuration and assessment of activity
- Remaining Meeting Rooms up to 4 (Following Assessment)

Offices: Stafford

IOM Response: IOM have a choice of hiring meeting rooms from the Business Park
 Small meeting room up to 4 (Following Assessment)
 Large meeting room up to 6 (Following Assessment)

A3.5 Common Areas

Objectives: To maintain physical distancing while using common areas.

Offices: Edinburgh

IOM Response: IOM intend to keep the common areas open to provide reasonable welfare to staff who are required to work in the office. When walking to and from common areas, face coverings must be worn. They can be removed when sitting stationary i.e. at your desk, or when eating / drinking.

The common area of expected regular use is the ground floor kitchen area. This area will be designated as a “COVID-19 AWARE” area and demarked accordingly. Where practical staff break times will be staggered to limit the staff who to enter the “COVID-19 AWARE” area at anyone time. There is not a limit of employees set but it expected an element of self-policing of the area.

Seating has be arranged so that people are not tempted to sit too close together or facing each other when face masks are removed. Aim to sit one person per table. There are six single tables upstairs and eight individual places (including bar stools) in the downstairs.

No more than one person should be in the kitchen prep area at any given time (upstairs and downstairs) and each user must clean up and sanitise the area immediately after use.

Employees can bring their own cutlery/crockery should they wish. When using IOM cutlery / crockery items, these should be cleaned before and after use.

Fridges can be used but containers should be of the type that can be sealed and sanitised.

In all other shared spaces recommended physical distancing must be adhered to at all times.

Anyone using the coffee machines / equipment / kettle must sanitise their hands and the equipment touch points immediately before and after use.

Offices: Stafford

IOM Response: IOM intend to keep the common areas open to provide reasonable welfare to staff who are required to work in the office.

The only common area of expected regular use is the kitchen area. This area will be designated a “COVID-19 AWARE” area and demarked accordingly. To ensure physical distancing is adhered to, only one member of staff should be in the “COVID-19 AWARE” area at any one time, and then this can allow safe access / egress through the day also.

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Lab Facilities			
<i>Issue/revision</i>	<i>Date of issue</i>	<i>Authorisation for issue</i>	<i>Page</i>
10	10 th May 2021	Lynn Rogers & Michelle Reid	8 of 17
Reason for Change of Issue: Monthly review			

Where practical staff break times will be staggered to limit the staff who enter “COVID-19 AWARE” area at any one time.

Each user must clean up and sanitise the kitchen area immediately after use, this includes washing dishes / placing items in the dishwasher and cleaning down counters / equipment used. Anyone using the coffee machine / kettle / equipment must wash/sanitise their hands, and the equipment touch points, immediately before and after use.

Offices: Chesterfield

IOM Response: Follow guidance set out by Chesterfield Office landlord risk assessment. This includes face coverings in all communal areas, and only one person allowed in the kitchen at any one time

A3.6 Accidents, Security and Other Instances

Objectives: To prioritise safety during incidents

Offices: All

IOM Response: Whist adherence to this risk assessment is of vital importance, in the event of any emergency it is not expected that any employees maintain physical distancing. This includes the application of first aid and any chemical spills. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing/sanitising hands. RPE will be made available to all member of the teams involved as required such as face coverings etc.

A4.0 Managing your customers, visitor, customers and contractors

Objectives: To minimise the number of unnecessary visits to offices.

Offices: All

IOM Response: Follow guidance set out in section A3.2 and A3.3.

A5.0 Keeping the Workplace Clean

Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.

Office: Edinburgh

IOM Response: The office has been occupied throughout the COVID-19 pandemic and the office cleaned every evening. It is expected that IOM employees will follow the guidance set out by the UK Government, please note this section should be read in conjunction with section 5.2.

In essence all employees have a responsibility to ensure personal and workplace hygiene is maintained at all times, including the cleaning of desks, communal areas and shared surfaces / contact areas.

- Frequent cleaning of work areas and equipment between uses, using IOM provided cleaning products (Contact Business Support if more required)
- Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements. All staff members must also ensure they clean their hands immediately before and after contact.
 - **Note** whilst some of the above will be carried out by the office cleaners, it is prudent for IOM employees to take responsibility for this.
- Clearing workspaces and belongings from the work area at the end of a shift.
- Limiting or restricting use of high-touch items and equipment. Touch pens will be provided to limit contact, these must be sanitised before and after use and at the end of each workday.

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Lab Facilities			
<i>Issue/revision</i>	<i>Date of issue</i>	<i>Authorisation for issue</i>	<i>Page</i>
10	10 th May 2021	Lynn Rogers & Michelle Reid	9 of 17
Reason for Change of Issue: Monthly review			

Office: Stafford

IOM Response: The office has been occupied throughout the COVID-19 pandemic and the office is being cleaned on a weekly basis by an external cleaner, with regular cleaning in high risk touch points carried out through the week by IOM staff.

It is expected that IOM employees will still follow the guidance set out by the UK Government, note this section should be read in conjunction with section 5.2.

- Frequent cleaning of work areas and equipment between uses, using your usual cleaning products
- Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements. All staff members must also ensure they clean their hands immediately before and after contact.
 - **Note** whilst some of the above will be carried out by the office cleaners, it is prudent for IOM employees to take responsibility for this.
- Clearing workspaces and belongings from the work area at the end of a shift.
- Limiting or restricting use of high-touch items and equipment. Touch pens will be provided to limit contact, these must be sanitised before and after use and at the end of each workday.

Office: Chesterfield

IOM Response: Follow guidance set out by Chesterfield Office landlord risk assessment.

A5.2 Hygiene – Handwashing Sanitation, Facilities and Toilets

Objective: To help everyone keep good hygiene through the working day

Office: Edinburgh

IOM Response: Hand sanitiser stations “CLEAN POINTS” will be located throughout the office. These will be at the reception (A), laboratory entrance (B), ground floor kitchen (C), all toilets (B-G) and each laboratory (detailed in section B), each station will include as minimum hand sanitiser/wipes and adequate disposal arrangements.

Local “CLEAN POINTS” will be set up for meetings by contacting Business Support.

There are four toilet areas. To the ground floor there is a male and female multi toilet block and an adjacent single cubicle disabled toilet. The remaining toilet is up stairs adjacent to the lift and is also a single cubicle disabled toilet. It is not considered necessary to restrict access

Standard hygiene practices however should be maintained plus hand sanitiser/wipes to disinfect.

Office: Stafford

IOM Response: Hand sanitisation stations “CLEAN POINTS” will be located throughout the office. These will be in the kitchen (A), The Parcel In Area (B), toilets (soap/hand gel provided by the Business Park) and the laboratory (detailed in section B), each station will include as minimum hand sanitiser/wipes and adequate disposal arrangements.

Local “CLEAN POINTS” will be set up for meetings as required.

Standard hygiene practices should be maintained plus hand sanitiser/wipes to disinfect.

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Lab Facilities			
<i>Issue/revision</i>	<i>Date of issue</i>	<i>Authorisation for issue</i>	<i>Page</i>
10	10 th May 2021	Lynn Rogers & Michelle Reid	10 of 17
Reason for Change of Issue: Monthly review			

Office: Chesterfield

IOM Response: "CLEAN POINTS" Both offices have access to hand sanitisers, and these are positioned on the work desks.

A5.3 Changing Rooms and Showers

Objective: To minimise the risk of transmission in changing rooms and showers.

Offices: Edinburgh Office

IOM Response: IOM shower facilities will still be available but no clothing, footwear, cleaning products and towels should be left in the shower or changing areas. This is the responsibility of the employees using the facilities. When using the facilities each user should clean down the area ready for the next user.

A5.4 Handling Goods, Material and On-Site Vehicles (Couriers)

Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.

Office: Edinburgh

IOM Response: IOM receive and send goods on a daily basis via courier. These will be sent/received from a single dedicated location to the rear door of the Mineralogy Laboratory.

All parcels being sent should be placed in a dedicated demarked "COVID-19 AWARE" area at the rear door to the Mineralogy Laboratory. All parcels should be wiped down with sanitiser wipes, when placed in area. Employees should use hand sanitiser/wipes after placing the parcels in the area and immediately after opening letters and parcels and disposing of packaging.

When parcels are received, it is expected that the courier will place the parcel in the "COVID-19 AWARE" area whilst maintaining physical distancing. When collected by an IOM employee they will wipe down the surfaces of the parcel with sanitiser wipes before distributing.

Office: Stafford

IOM Response: IOM receive and send goods on a daily basis via courier.

All parcels being sent should be placed in a dedicated 'Parcel In Area' demarked "COVID-19 AWARE". All parcels should be wiped/sprayed down with sanitiser, when placed in area. Employees should use hand sanitiser/wipes after placing the parcels in the area.

All parcels when received, it is expected that the courier will place the parcel in the "COVID-19 AWARE" area whilst maintaining physical distancing. When collected by an IOM employee they will wipe down the surfaces of the parcel with sanitiser wipes before distributing.

Employees should use hand sanitiser/wipes after placing the parcels in the area and immediately after opening letters and parcels and disposing of packaging.

Sanitiser sprays and wipes are available in this area for use.

Offices: Chesterfield

IOM Response All deliveries and post will be managed by the business centre reception team. The reception team will accept parcels on IOM behalf, and they will be placed on a table in the main reception area and then IOM will be contacted to collect the items.

Employees should use hand sanitiser/wipes immediately after opening letters and parcels and disposing of packaging.

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Lab Facilities			
<i>Issue/revision</i>	<i>Date of issue</i>	<i>Authorisation for issue</i>	<i>Page</i>
10	10 th May 2021	Lynn Rogers & Michelle Reid	11 of 17
Reason for Change of Issue: Monthly review			

A6.0 Personal Protective Equipment (PPE) & Face Coverings

Offices: All

IOM Response:

Face coverings in the Chesterfield office are mandatory in all non-IOM communal areas.

Face coverings in the Edinburgh office are mandatory when moving around the main office and in communal areas.

Face coverings in the Stafford office are mandatory when moving around the offices and in communal areas.

Other safety regulations must still be adhered too. The requirements of for the laboratories and on-site work are to be found in Section B and IOM COVID-19 On-Site Risk Assessment.

The emphasis will be adhering to hygiene and physical distancing rules set out in this document and as set out by the UK Government.

There are occasions where masks / face coverings in the office setting maybe used,

- Some employees may wish to wear their own masks / face coverings and IOM will support this.
- IOM's employees who travel to the office via public transport are required wear face coverings. On arrival the following requirements set out in section A3.1 should be adhered to;
 - Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it,
 - When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands,
 - Change your face covering if it becomes damp or if you've touched it,
 - Continue to wash/sanitise your hands regularly,
 - Change and wash your face covering daily,
 - If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste,
 - Practise physical distancing wherever possible.

A7.0 Workforce Management: Shift Patterns and Working Groups

Objectives: To change the way work is organised to create distinct groups and reduce the number of contacts each employee has.

Offices: All

IOM Response: In relation to internal teams working scenarios, where virtual meetings do not suffice, each team must ensure physical distancing is maintained, physical contact avoided, and personal hygiene standards adhered to.

A7.1 Work Related Travel

Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Lab Facilities			
<i>Issue/revision</i>	<i>Date of issue</i>	<i>Authorisation for issue</i>	<i>Page</i>
10	10 th May 2021	Lynn Rogers & Michelle Reid	12 of 17
Reason for Change of Issue: Monthly review			

Offices: All

IOM Response: IOM will continue to encourage employees to work from home where possible. There are occasions when this will not be possible such as site work (see IOM COVID-19 On-Site Risk Assessment) or if an employee is unable to work from home either because they work in the laboratory or they are unable to work from home for any reason. In this case an employee may travel by car or public transport (see A6.0).

If the car the following should apply;

- Avoid multiple occupancy vehicles where safe to do so.
- If it is not possible to keep a physical distance in a vehicle, consider additional safety measures.
 - Single person or contactless refuelling where possible.
 - Only the driver should be in the front of the vehicle with the passenger in the back plus increasing the ventilation where possible. No more than two people in a car at any time.
- Using a fixed pairing system if people have to work in close proximity, for example in a vehicle.
- Making sure vehicles are well-ventilated to increase the flow of air, for example, by opening a window.
- Ensure regular cleaning of vehicles: This should include;
 - Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.
 - Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, fuel pumps and vehicle keys, and making sure there are adequate disposal arrangements.
- Employees should sanitise hands before boarding and when leaving vehicles.
- Retaining sufficient quantities of hand sanitiser / wipes within vehicles to enable clean hands.
- Clearing workspaces and removing waste and belongings from the vehicle at the end of a shift.

A7.2 Communication and Training

Objective: To make sure all workers understand COVID-19 related safety procedures and to make sure all workers are kept up to date with how safety measures are being implemented or updated.

Offices: All

IOM Response: IOM will employ a number of measures to keep employees updated with the required safety measures. These include;

- Regular updates from the People Director.
- Risk Assessment will be updated a minimum of every month with **significant** changes highlighted by the H&S Advisor to all IOM Staff (via email).
- Main requirements of this and the on-site RA will be detailed initially via Litmos Heros and electric signature to be provided. Note an employee should not enter the office unless authorised and trained to do so.
- Zoom training with recorded sessions, and associated e-learning modules, available for view after the event and on a regular basis as required.

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Lab Facilities			
Issue/revision	Date of issue	Authorisation for issue	Page
10	10 th May 2021	Lynn Rogers & Michelle Reid	13 of 17
Reason for Change of Issue: Monthly review			

B: Area Specific

B1.1 Main Analytical Laboratory (Edinburgh)

Concurrent Standards: Laboratory Employees follow COVID-19 advice set out on Section A

Access: Access is via the reception or rear laboratory entrance and following routes as highlighted in section A3.1. A “CLEAN POINT” will be set up on entry to the Laboratory and should be used when entering and exiting the laboratory.

Use of Laboratory Equipment: Where practical laboratory employees will physical distance as per government requirement or work back-to back. Having routes through and around the laboratory is likely to be impractical as employees can be required to work at multiple stations during the working day plus required access to supplies.

Face coverings need to be worn at all times, except when sitting at a work station. If however two people are using the same workstation e.g. looking at something together on a computer screen then masks must still be worn.

Currently it is not envisaged that there will be a requirement to restrict the number of staff in the laboratory, but this will be reviewed every month.

Equipment will be cleaned after every use.

General cleaning activities should include frequent hand sanitising, wiping down equipment between users, washing hands after handling deliveries and should be followed at all times.

There are two “CLEAN POINTS” will be set up in the laboratory. One for the chemistry section and mineralogy section, and one at the rear lab door where the delivered are handled.

Washable PPE such as goggles should be washed in the laboratory and not taken home. Laboratory coats are collected and sent away for cleaning as per schedule.

B1.2 Personal Protective Equipment Testing Laboratory (Edinburgh)

Concurrent Standards: Laboratory Employees follow COVID-19 advice set out on Section A

Access: Access is via the reception and following routes as highlighted in section A3.1. A “CLEAN POINT” will be set up in the PPE Laboratory, and should be used when entering and exiting the laboratory.

Use of Testing Equipment: PPE testing does require contact with the test subject. The method of donning and sealing the PPE for testing cannot be achieved following physical distancing rules. The test subject should adhere and agree to the guidance set out in this document and must use the “CLEAN POINT” at reception and in the PPE Laboratory on arrival and between tests.

To reduce the risk of exposure, the test subject shall change and then don the prepared test PPE, whilst the PPE Operator remains physically distanced as per government requirements. The test subject should then don the RPE (with in-date P3 filter) so that the PPE operator can safety tape up the PPE prior to test. The PPE operator will sanitiser throughout the taping process and wear disposable gloves. At the end of the test the test subject should remove the PPE and return to the PPE operator with the RPE (with filter) still being worn until at a physical distance as per government requirements. When physically distance the tester can change out of the PPE testing garments. Both the test subject and PPE operator should use hand sanitiser/wipes following the test.

A face covering will be worn by the PPE operator, and the test subject (when not in PPE/RPE) The RPE is cleaned between every use.

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Lab Facilities			
<i>Issue/revision</i>	<i>Date of issue</i>	<i>Authorisation for issue</i>	<i>Page</i>
10	10 th May 2021	Lynn Rogers & Michelle Reid	14 of 17
Reason for Change of Issue: Monthly review			

Equipment will be cleaned on a daily basis.

Washable PPE such as goggles should be washed in the laboratory and not taken home. Laboratory coats are collected and sent away for cleaning as per schedule.

B1.3 Research Laboratory (Edinburgh)

Concurrent Standards: Laboratory Employees follow COVID-19 advice set out on Section A

Access: Access is via the reception and following routes as highlighted in section A3.1, then entering the PPE laboratory and through to the workshop turning left in the workshop to the research laboratory. The “CLEAN POINT” set up in the PPE laboratory should be used when entering or exiting the research laboratory even through the PPE laboratory is a thoroughfare to the research laboratory.

When the PPE laboratory is occupied access to the research laboratory (via the workshop) is permissible however the PPE Operator should be made aware and may advise caution. Do not enter until you are advised that it is safe to do so.

There is a possibility that the workshop will be occupied and whilst there should be no reason to restrict access through the workshop, caution should be considered as OH/SafeNano/Workshop employees could be in the thoroughfare to the research lab. Physical distancing should always be adhered to wherever practical.

Use of Laboratory Equipment: Use of Laboratory Equipment: Currently the laboratory is only suitable for a maximum of 2 people, but physical distancing must be adhered too. Having routes through and around the laboratory is not appropriate for such a small laboratory.

Equipment will be cleaned after every use.

A “CLEAN POINTS” will be set up in the research laboratory.

Washable PPE such as goggles should be washed in the laboratory and not taken home. Laboratory coats are collected and sent away for cleaning as per schedule.

B1.4 Safe Nano Laboratory (Edinburgh)

Concurrent Standards: Laboratory Employees follow COVID-19 advice set out on Section A

Access: Access is via the reception and following routes as highlighted in section A3.1, then entering the PPE Laboratory and through to the SafeNano Laboratory past the PPE Equipment. The “CLEAN POINT” set up in the main PPE Laboratory and should be used when entering or exiting the SafeNano Laboratory even through the PPE Laboratory is a thoroughfare to the SafeNano Laboratory.

When the PPE laboratory is occupied there will be occasions when it is not possible to physical distance to access the SafeNano Laboratory especially when the PPE test subject is being suit fitted. This normally takes 20-30 minutes and during these times there should be no entry/exit to and from the SafeNano Laboratory. When the test subject is in the TIL/Spray booth it will be safe to pass, but the PPE Operator should be made aware and may advise caution if the test is to come to an end as there is a potential that access may be restrict when the SafeNano Lab is still occupied.

Use of Laboratory Equipment: Currently the Laboratory is only suitable for a maximum of 2 people (one in each room) but physical distancing must adhered too. Having routes through and around the laboratory is not appropriate for such a small laboratory.

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Lab Facilities			
<i>Issue/revision</i>	<i>Date of issue</i>	<i>Authorisation for issue</i>	<i>Page</i>
10	10 th May 2021	Lynn Rogers & Michelle Reid	15 of 17
Reason for Change of Issue: Monthly review			

Equipment will be clean after every use.

A “CLEAN POINTS” will be set up in the SafeNano Laboratory.

Washable PPE such as goggles should be washed in the laboratory and not taken home. Laboratory coats are collected and sent away for cleaning as per schedule.

B1.5 Repair Workshop (Edinburgh)

Concurrent Standards: Laboratory Employees follow COVID-19 advice set out on Section A

Access: Access is via the reception and following routes as highlighted in section A3.1, then entering the PPE laboratory and through to the workshop. The “CLEAN POINT” set up in the PPE laboratory should be used when entering or exiting the workshop even though the PPE laboratory is a thoroughfare to the workshop.

When the PPE laboratory is occupied access to the workshop is permissible, but the PPE Operator should be made aware and may advise caution. Only enter when the PPE Operator advises that it is safe to do so.

There is a possibility that the workshop will be occupied and whilst there should be no reason to restrict access to the workshop, physical distancing should be adhered too.

Use of Laboratory Equipment: Currently there is no restriction on the number of employees in the workshop as it not envisaged adherence to physical distancing will be an issue. However, for clarity, physical distancing must be adhered to at all times.

Equipment will be clean after every use.

A “CLEAN POINT” will be set up in the workshop.

Washable PPE such as goggles should be washed in the laboratory and not taken home. Laboratory coats are collected and sent away for cleaning as per schedule.

B1.6 Printer Room (Edinburgh)

Access: Only one person should be in the printer room at any one time.

Use of the Printer: The printer and associated equipment (scanner) must be wiped clean before and after each use

B1.7 Server Room (Edinburgh)

Access: Only IOM IT employees are permitted to enter the server room, there should be no reason for a non-IT employee to enter the room. No more than two employees should be in the server room at anyone time. On the occasion that a contractor may be required, follow guidance set out in Section A. IT employees should sanitise before entering and on leaving the room.

It is appreciated that server equipment may not be able to be wiped down as readily as some other equipment as such sanitising/handwashing will be the primary controls, therefore personal hygiene requirements must be adhered to before and after entry as stated.

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Lab Facilities			
<i>Issue/revision</i>	<i>Date of issue</i>	<i>Authorisation for issue</i>	<i>Page</i>
10	10 th May 2021	Lynn Rogers & Michelle Reid	16 of 17
Reason for Change of Issue: Monthly review			

B1.8 Archives

Access: The archives are only accessed occasionally and normally by two members of IOM staff at a time.

Physical distancing is achievable at all times. There will not be a specific “Clean Point” as the sanitisers are unlikely to remain in useable condition for the periods of time between visits. Therefore a “Clean Kit”, which will contain hand sanitiser/wipes and a mask should be taken, via car (see section A7.1), to the archives by whomever needs access. Hands should be sanitised when entering and leaving the building. It is not expected the boxes to be wiped down as they are mostly cardboard, and the wipes would likely damage the integrity of the boxes.

B1.9 Microbiological Laboratory (Stafford)

It is normal to only have one person working in the Microbiology lab at one time, although there may be some occasions where the microbiologist is working, and a site engineer returns with samples. Discuss the requirements with the Microbiologist to enable both people to work safely and maintain recommended physical distancing.

Where two people are required in the lab (i.e for any training purposes), then both employees need to wear a face covering.

Signs will be positioned on the doors stating that these are “COVID Aware” areas and those working in this area must ensure personal hygiene requirements are adhered to before and after entry as stated.

B1.10 Equipment Stores (Stafford)

Only one person to be in the downstairs storeroom at any one time (plus the microbiologist if working in the lab at that time)

If the calibration rig is being used – enter the lab to collect / return equipment, discuss requirements to enable to work safely and to ensure only person in the area at one time.

Only one person to be in the upstairs lab at any one time

Signs will be positioned on the doors stating that these are “COVID Aware” areas and those working in this area must ensure personal hygiene requirements are adhered to before and after entry as stated.

Revision Period	Every Month from 1 st July 2020
	Reviewed 10 th May 2021
	Next Review 31 st May 2021

IOM COVID-19 Risk Assessment HQ and Regional Offices inc. Lab Facilities			
Issue/revision	Date of issue	Authorisation for issue	Page
10	10 th May 2021	Lynn Rogers & Michelle Reid	17 of 17
Reason for Change of Issue: Monthly review			

APPENDIX A – IOM HQ COVID ROUTES

