

Guidance for completing this document can be found at the end.

Each identified risk is scored and classified as follows:

Likelihood (L)
1 = Very Unlikely
2 = Unlikely
3 = Possible
4 = Likely
5 = Very Likely

Severity (S)
1 = Insignificant
2 = Minor
3 = Moderate
4 = Major
5 = Catastrophic

Relative Risk (L x S)	Level of Risk
1-6	Low Risk
7-12	Medium Low Risk
13-19	Medium High Risk
20-25	High Risk

INSTITUTE:	HSCE	TITLE:	Return to Work Risk Assessment	Noted by local H&S Committee:	ASSESSMENT DATE:	<i>Date Here</i>
				<i>Date Here</i>	COMPLETED BY:	<i>Name Here</i>
VERSION:	3 Reviewed 5 th Jan 2021	LOCATION:	Local Areas	Reviewed by Safety Managers Committee:		
				<i>Date Here</i>	REVIEW DATE:	<i>Date Here</i>

Name – Individuals working in areas covered	Signature – by signing you acknowledge the risk assessment has been read in full
Department of Radiography Staff	
BSc (Hons) Diagnostic Radiography	Signed on behalf of the Diagnostic Radiography Team <i>M T Jackson</i>
BSc (Hons) Therapeutic Radiography	Signed on behalf of the Therapeutic Radiography Team <i>J Hendy</i>
Guest Lecturers & HPLs	<i>M T Jackson / J Hendy</i>
Visitors	<i>M T Jackson / J Hendy</i>

Risk Description: based on Working safely during COVID-19 in labs and research facilities		Responsible Line Manager:			Dr Marcus Thomas Jackson Department of Radiography					
Activity Applicable Area / Room Number	Risk Identification: - as a Line manager/PI what do I need to consider when returning to site?	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments	
Radiography Simulation Suite (VERT, TPS and XRAY room)	1.1 Managing Risk:									
	i. No handwashing station?	3	4	12	i. Locate the nearest station and encourage staff to increase the frequency of handwashing and surface cleaning.	1	4	4	VERT: Specialist software and hardware used for teaching clinical practical skills. Requires hands-on, sharing pendant. Can be cleaned between users. Typical duration of student facing sessions = 2 hours x 4. Limit onsite presence to 1 day max for students, will require small groups of 4 so repeated presence for tutor. TPS: specialist software on dedicated PCs, can be socially distanced, all facing same way. XRAY: Specialist hardware equipment requires hands-on for positioning. Manikins will be used for positioning practice. Computer control console. All can be wiped down between users. Social distancing possible, small groups comments as above.	
	ii. Activity takes a long time. Describe or list activities in Further Comments section	4	4	16	ii. Encourage individuals to keep laboratory activity time involved as short as possible Social distancing guidance .	2	4	8		
	iii. Can social Distancing measures be implemented?	4	4	16	iii. Individuals are to use back-to-back or side-to-side working (rather than face-to-face) whenever possible Social distancing guidance . Extra Information: Click Here.	2				
	iv. Are more than a small group of persons required for the workload?	1	4	4	iv. Providing screens or barriers to separate people from each other if required (Requests for screens will be triaged by the E&F department – contact helpdesk for further enquires). Social distancing guidance Extra Information: Click Here.					
v. Are any persons in your team especially vulnerable to Covid -19 infection?	1	4	4	v. Should not currently return to site - see University Covid19 guidance , Key Principles document , HR Guidance , updated Government advice Extra Information: Click Here.						
Activity Applicable Area / Room Number	Risk Identification: - as a Line manager/PI what do I need to consider when returning to site?	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments	

Radiography suite (VERT, TPS and XRAY room)	2.0 Who should go to work:									Remote working is possible for TPS software via browser. Not possible for VERT or XRAY suite which require student attendance.
	i. Unable to have the individuals on site who are critical for operational continuity, safe practices or regulatory requirements	1	4	4	i. This work / activity must not go ahead without SHE office involvement. Extra Information: Click Here.	1	4	4		
	ii. The activities cannot be performed remotely	5	4	20	ii. Ensure activity complies with the guidance in the following documents: <ul style="list-style-type: none"> • Covid19 guidance • Key Principles document • Social distancing guidance 	2	4	8		
	iii. Cannot keep in touch and monitor the wellbeing of people who are working from home and help them stay connected to the rest of the workforce?	1	4	4	iii. Activity should be discussed with HR Follow HR guidance given. Extra Information: Click Here.	1	4	4		
	iv. No provision of equipment for people to work from home safely and effectively, for example, remote access to work systems.	5	4	20	iv. Where appropriate and possible equipment /access has been provided for people to work from home safely and effectively, for example, remote access to work systems. Consult HR for HR guidance Ensure all staff have completed Brit-safe DSE assessment for home working	1	4	4		
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Radiography suite (VERT, TPS and XRAY rooms)	2.1 Protecting people at higher risk:								Personal RA will confirm	
	i. There are clinically vulnerable individuals in team who are at higher	5	4	20	<ul style="list-style-type: none"> • These workers/ individuals should continue to work from home. They should not currently be on site. Covid19 guidance, Key Principles document • HR guidance, Updated Government advice, 	1	4	4		

	risk of severe illness (for example, people with some pre-existing conditions)				Extra Information: Click Here.				
Activity Applicable Area / Room Number	Risk Identification: <i>as a Line manager/PI what do I need to consider when returning to site?</i>	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
Radiography suite (VERT, TPS and XRAY rooms)	2.2 People who need to self-isolate:	2	4	8	i. Follow Institutional Policy. Consult university Line managers/PI to ensure that their teams are aware of these policies and guidelines. Extra Information.: Click Here	1	4	4	Personal RA will confirm
Activity Applicable Area / Room Number	Risk Identification: <i>as a Line manager/PI what do I need to consider when returning to site?</i>	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
Radiography suite (VERT, TPS and XRAY room)	2.3 Equality within the workplace: i. Challenges may arise due to individuals with different protected characteristics?	2	4	8	i. Consult with HR team. Extra Information: Click Here	1	4	4	Personal RA will confirm. Staff and students with protected characteristics will not be asked to attend on site teaching sessions
Activity Applicable Area / Room Number	Risk Identification: <i>as a Line manager/PI what do I need to consider when returning to site?</i>	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
Radiography suite (VERT, TPS and XRAY rooms)	3.0 Social distancing at work:	3	4	12	i. Use Mitigating actions: • Keeping the activity time involved as short as possible	2	4	8	TPS social distancing with all using PCs facing same way.

	<p>i. It is not possible to keep a distance of 2m in the area?</p> <p>ii. Use of equipment requires face to face?</p> <p>iii. Screens are required?</p>	5	4	20	<ul style="list-style-type: none"> • where essential – post triage by Estates & Facilities. 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) • Increasing the frequency of hand washing and surface cleaning <p>Extra Information: Click Here.</p> <p>ii. Use appropriate PPE. Extra Information: Click Here.</p> <p>iii. If required additional screens and barriers can be requested via Estates & Facilities (see above).</p>	3	4	12	<p>VERT/XRAY side by side distanced teaching possible, screens not appropriate</p> <p>PPE will be used in accordance with the institutional guidance</p>
Activity Applicable Area / Room Number	Risk: <i>as a Line manager/PI what do I need to consider when returning to site?</i>	L	S	RISK SCORE		CONTROL MEASURES	L	S	RISK SCORE
Radiography suite (VERT, TPS and XRAY room)	3.1 Coming to work and leaving work:								
	i. Return to work will mean individuals need to use Public Transport?	5	4	20	<p>i. The university guidance suggests that these individuals keep use of public transport to a minimum and travel at less busy times where possible Key Principles document Extra Information: Click Here.</p>	3	4	12	Wear face coverings in University /Trust shared areas as directed by institutional policies and procedures
	ii. Individuals will use the hospital entrance?	5	4	20	<p>ii. Individuals are expected to use the dedicated entrance to St George’s where possible or alternatively provided entry/exits points to the workplace, where practical. One-way traffic system Extra Information: Click Here.</p>	3	4	12	
	iii. No handwashing or sanitizers at local entry and exit points	1	4	4					
v. Touch/ keypad access is required for some areas	5	4	20		2	4	8		

	v. Individuals are required to change into 'work' clothes on site?	1	4	4	iii. Extra hand sanitisers have been provided at key points (location on Maps). Inform the Estates & Facilities if additional provision necessary Wash/cleanse hands at earliest opportunity Extra Information: Click Here.	2	4	8	
	vi. Items taken off site e.g. Lab coats/goggles	1	4	4	iv. Cleanse/wash hands before and after using key pads where necessary. v. Lockers can be provided to individuals where this is necessary. Extra Information: Click Here. vi. Prohibit this activity Extra Information: Click Here				
Activity Applicable Area / Room Number	Risk Identification: <i>as a Line manager/PI what do I need to consider when returning to site?</i>	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
Radiography suite (VERT, TPS and XRAY room)	3.2 Moving people around buildings and worksites: i. Individuals have a requirement to move between other floors, Wings or the NHS Trust in order to perform activities	1	4	4	vii. Reduce movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas. One-way traffic system Extra Information: Click Here.	1	4	4	TR/DR staff and students using only Radiography suite in short term. Institutional guidance on entry and exit.
Activity Applicable Area / Room Number	Risk Identification: <i>as a Line manager/PI what do I need to consider when returning to site?</i>	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	3.4 Meetings: i. Is there a requirement to meet with other	1	4	4	i. Using remote working tools to avoid in-person meetings. MS Teams meetings software available for remote meetings. Extra Information: Click Here.	1	4	4	Meetings all online until 2021

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	individuals for purpose of discussions?								
	3.5 Common areas: i. Common areas or surfaces will be used? (wet, dry or recreation) Please specify in further comments section	3	4	12	i. Stagger use of the areas and break times to reduce pressure on teapoints and communal lab spaces. ii. Communal areas such teapoints / kitchens follow social distancing guidelines/signage For PI shared lab areas consult with other PIs involved for maximum occupation numbers in Local Rules. For service lab areas use risk assessment generated by SHE Office or Research Operations technical support team) Extra Information: Click Here.	2	4	8	Minimum number of staff and students in the Radiography simulation suite. This require multiple sessions. Additional teaching space will be required on Jenner Level 1
	3.6 Accidents, security and other incidents: i. There is no written down and communicated procedure to follow in the event of an emergency, for example, a chemical spill, fire or break-in?	1	4	4	i. Make sure COSHH forms are up to date – to include Covid -19 considerations. In an emergency, for example, a chemical spill, fire or break-in, people do not have to stay 2m apart if it would be unsafe. A Covid-19 amended Fire and emergency evacuation procedure is available on the H&S webpages Make sure you are familiar with emergency contacts in Local Rules. Extra Information: Click Here.	1	4	4	Appropriate signs are posted Exits marked. Institutional policies and processes will be followed.

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	4.1 Manage contacts: i. There is a requirement for regular or periodic visits from external individuals or contractors? Please describe in further comments section.	3	4	12	i. Visitors currently limited to essential services in relation to Estates and Facilities, and Research Operations. Requests should be via visitor policy and procedures (requests will be reviewed). Extra Information: Click Here.	2	4	8	Occasional site visits required for updates to VERT system. Recent update, no further needed at present. Can arrange for on site staff to carry out updates. Occasional fault maintenance needed. All visitors will complete personal RA if required.
Activity Applicable Area / Room Number	Risk Identification: <i>as a Line manager/PI what do I need to consider when returning to site?</i>	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	4.2 Providing and explaining available guidance: i. Individuals are accessing the site who are uninformed of the universities position and rules concerning behaviour on site	1	4	4	i. Line Managers/PI's must communicate the University's Health and Safety documentation with Staff. Local Rules, Local Risk assessment, COSHH forms must be signed/dated by staff. Line Manager/PIs responsible for keeping training logs. Extra Information: Click Here.	1	4	4	All visitors will be informed of institutional policies and procedures. All visitors will complete personal RA if required.
Activity Applicable Area / Room Number	Risk Identification: <i>as a Line manager/PI what do I need to consider when returning to site?</i>	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	5.1 Before return: i. There is equipment or rooms that require testing for operational effectiveness (post long period of time) prior to	5	4	20	Line Managers/PIs (or a delegated responsible person) required to complete a laboratory/area inspection before commencing work If actions required, contact Research Operations or Estates & Facilities to discuss prior to reopening labs.	3	4	12	TPS upgrade has been communicated to IT VERT requires reboot & check, PC and projector, use

	individuals using it? Please describe in further comments section				Line managers/PI's/support technicians should restart and test specialist equipment which may have unused for a longer than usual period of time Extra Information: Click Here.				of hand pendant, TR staff required XRAY requires equipment check and PC connectivity check, DR staff required.
Activity Applicable Area / Room Number	Risk Identification: <i>as a Line manager/PI what do I need to consider when returning to site?</i>	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	5.2 Keeping the workplace clean: i. There is extra requirement for the cleaning regime in your lab? Please explain why in the further comments section e.g. area is identified as high traffic ii. The required cleaning process for expensive equipment that cannot be washed down has not been determined and cannot be performed by PI? Please describe why in further comments section iii. There is no local process in place for the Clearing of workspaces and removing waste and belongings from the work area at the end of a shift? iv. There is no local process for the identification and reporting of equipment or	1	4	4	i. Staff team members should carry this out. Should be in Risk assessment/COSHH form and stated in Local rules/SOPs. ii. Cleaning guidance for laboratories Covid-19 available on H&S website (Guidance can be used for other areas) Extra Information: Click Here iii. Determine in advance the required cleaning process for expensive equipment that cannot be washed down, designing protection around machines and equipment. Please consult with manufacturers and /or Research Operations technical support staff. See guidance iv. Write and communicate with team a process for Clearing workspaces and removing waste and belongings from the work area at the end of a shift. v. Anyone who has symptoms whilst on site or must transfer to isolation room. All infected persons or suspected cases must be reported to the PI. If you are cleaning after a known or suspected case of COVID-19 you should refer to specific guidance .	1	4	4	TPS – keyboards / mice / workstation surfaces and chair arms = wipe down VERT – hand pendants = wipe down, plus chair arms XRAY – equipment wiped owns, keyboard/mouse and surfaces in control area All with Alcowipes, performed by department staff before and after each teaching session

Activity Applicable Area / Room Number	Risk Identification: <i>as a Line manager/PI what do I need to consider when returning to site??</i>	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	areas used by an infected person or suspected case?								
	5.3 Hygiene – handwashing, sanitation facilities and toilets:								
	<ul style="list-style-type: none"> i. Individuals unable to perform regular handwashing? Explain why in further comments ii. Handtowels or hand drier unavailable iii. No local access to working toilets 	1	4	4	<ul style="list-style-type: none"> i. Use nearest communal facilities <p>Extra Information: Click Here.</p> <ul style="list-style-type: none"> ii. Line Managers/PI's or Team members should contact the Estates helpdesk (estates@sgul.ac.uk) to advise that replenishment is required. <p>Extra Information: Click Here</p> <ul style="list-style-type: none"> iii. Identify nearest toilet facilities. Contact Estates Helpdesk (estates@sgul.ac.uk). <p>Estates & Facilities will set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p>	1	4	4	All staff, students, guest lectures and visitors will follow institutional guidance.
	5.4 Changing rooms and showers:								
	<ul style="list-style-type: none"> i. There is staff requirement to make use of these facilities? 	N/A	N/A	N/A	<ul style="list-style-type: none"> i. Where shower and changing facilities are required, Line managers/PI's should ensure individuals are aware of the institutional guidance for use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. 	2	2	4	Not necessary for the use of the radiography simulation suite.

					There will be enhanced cleaning of all facilities regularly during the day and at the end of the day.				
Activity Applicable Area / Room Number	Risk Identification: <i>as a Line manager/PI what do I need to consider when returning to site?</i>	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	5.5 Handling goods, merchandise and other materials, and on-site vehicles: i. Equipment is shared usage? ii. There is a requirement to receive non-consumable deliveries on site? E.g. samples or equipment from collaborating external partners iii. No cleaning procedure for material and equipment entering the site?	N/A	N/A	N/A	i. Determine and employ cleaning procedures for the parts of shared equipment touched after each use. ii. Discuss with SHE office and Research Operations how best to minimise deliveries and maintain safe procedures iii. Determine appropriate cleaning procedures for material and equipment entering the site. Extra Information: Click Here.	2	2	4	Institutional policies and procedures will be followed.
Activity Applicable Area / Room Number	Risk Identification: <i>as a Line manager/PI what do I need to consider when returning to site?</i>	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	6. Personal Protective Equipment (PPE) and face coverings i. Requirement for Face Covering (please describe the activity in		4		i. Line manager/PI contact SHE Office for advice and access to supplies if decided required. Extra Information: Click Here	5	2	10	Institutional guidance will be followed. The level of PPE required will be determined by the nature of the teaching undertaken. In most cases this will be face mask apron and gloves.

	<p>further comments section)</p> <p>ii. Requirement for PPE beyond what you would usually wear (please describe the activity in further comments section) e.g. very close proximity required during experimental procedure</p>				<p>ii. Line manager/PI to provide extra PPE – Discuss with SHE Office/ Research Operations Technical Staff</p> <p>Extra Information: Click Here.</p>				Physical contact will be avoided by using anthropomorphic phantoms
Activity Applicable Area / Room Number	Risk Identification: <i>as a Line manager/PI what do I need to consider when returning to site??</i>	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	<p>7.1 Shift patterns and working groups:</p> <p>i. Items are passed directly from one person to another during workload? Please describe in the further comments section</p>	N/A	N/A	N/A	<p>i. Draft Local rules and risk assessment to manage the transfer of items between individuals.</p> <p>Extra Information: Click Here.</p>	2	2	4	
Activity Applicable Area / Room Number	Risk Identification: <i>as a Line manager/PI what do I need to consider when returning to site?</i>	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	<p>7.2 Work- related travel:</p> <p>i. External travel is required as part of workload? Please describe in further comments section</p>	N/A	N/A	N/A	<p>i. Approval from Senior Management</p> <p>Extra Information: Click Here.</p>	1	1	1	No external travel will be part of the workload.

Activity Applicable Area / Room Number	Risk Identification: <i>as a Line manager/PI what do I need to consider when returning to site?</i>	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	7.3.1 Communications and training:								
	i. Risk assessment not communicated to individuals ii. Staff are unaware of up-to-date communications concerning ways of working				i. Line managers/PIs must share the approved Local risk assessment and training materials with staff prior to returning to site. This document must be signed by all staff working in the area ii. Staff must access the university Covid 19 webpages for up to date information. Extra Information: Click Here.	3	4	12	All staff, students, guest lecturers, HPL and other visitors will be directed to the institutional guidance and will complete a personal RA if required.
Activity Applicable Area / Room Number	Institutional communication and Training	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
N/A	For information purposes only	N/A	N/A	N/A	Extra Information: Click Here.	N/A	N/A	N/A	N/A
Activity Applicable Area / Room Number	Institutional communication and Training	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
N/A	8. Inbound and outbound goods, visitors or specialist contractors: For information purposes only	N/A	N/A	N/A	Extra Information: Click Here.	N/A	N/A	N/A	N/A

Phase 1 Covid 19 Guidance on how to complete this risk assessment

This risk assessment follows the government guidelines and framework for 'Working safely during COVID-19 in labs and research facilities'. The key purpose of this assessment is to reduce the risk of Covid19 transmission. You will need to consider laboratories, offices and breakout areas in your assessment, incorporate social distancing and cleaning measures. This may require limiting numbers of people in the laboratory/area and, if a shared facility, may need discussion with other researchers/individuals.

As laboratories/work areas have been closed for some time, you should carry out a laboratory/area inspection to ensure contents are safe and secure. These should be completed on a regular (eg. 6 monthly basis)

You will need to amend your local rules/SOP for your laboratories/areas to reflect changes in the light of new risk assessment, social distancing and cleaning requirements.

This risk assessment needs to be completed by the Line Manager/PI before returning to work. For laboratory users, you will also need to complete Local rules for your laboratory/ies using the new amended template and a laboratory self -inspection before work can commence. **These documents must be submitted to the Research Institute Manager (RIM) and receipt confirmed before commencing any work.** For other areas, you should complete an inspection of your areas (Office Inspection check list can be found here <https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/a-z#o>) and consider producing Local Rules/SOPs for individuals to follow.

Note:

Section 1 - addresses general risks highlighted by [government document](#).

If vulnerable individuals need to return to site, an individual risk assessment evaluating fitness to return should be completed and discussed with their Line Manager. Further advice should be obtained from the SHE office (health@sgul.ac.uk) and HR.

To complete this risk assessment:

- For each activity score the likelihood and severity of risk before and after control measures. Use the return key to align the score with the risk consideration. The likelihood x severity will give you the risk score.
- Likelihood -this is the likelihood of the risk (transmitting infection/contracting infection for the activity. Currently for example, if social distancing measures are adhered to and cleaning measures are in place the likelihood will be low.
- Severity – this is the consequence of the risk to the health of individuals. (For some people the severity associated with contracting Covid-19 will be higher than others. Therefore, the severity is likely to be high)
- Risks can be marked as N/A if they do not apply to your laboratory.
- Control measures can be added or deleted as appropriate and should be ‘best fit’ for the situation
- Add additional comments that are necessary to action control measures in your area,
- Post control measure, the scoring for likelihood should fall, but severity stays the same resulting in a reduced risk score.
- Click on the extra information content boxes. These are drop down text boxes that are for reading purpose only. Do not select within this box.
- For researchers, date the form and submit to your Research Institute Manager, for others please submit to your local H&S committee. Confirm receipt before commencing any work.
- Ensure it is communicated to all staff and students in your team (e.g. e.mail) and (if necessary) to other PI/individuals that share your laboratories/offices /work areas before commencing any work.

Once you have completed these tasks consider designating your area Covid secure.

<https://assets.publishing.service.gov.uk/media/5eb97021d3bf7f5d43765cbf/staying-covid-19-secure-accessible.pdf>

Trouble shooting:

1. Selected a line in the extra information box that now displays in the control measures – **click the ‘undo’ button and it should return to display the text ‘extra information’.**
 - Useful

Key Documents:

- [Key Principles document](#)
- [Social distancing guidance](#)
- HR guidance

- [Working safely during COVID-19 in labs and research facilities](#)
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>