

APPENDIX 14: Local activity Risk Assessment

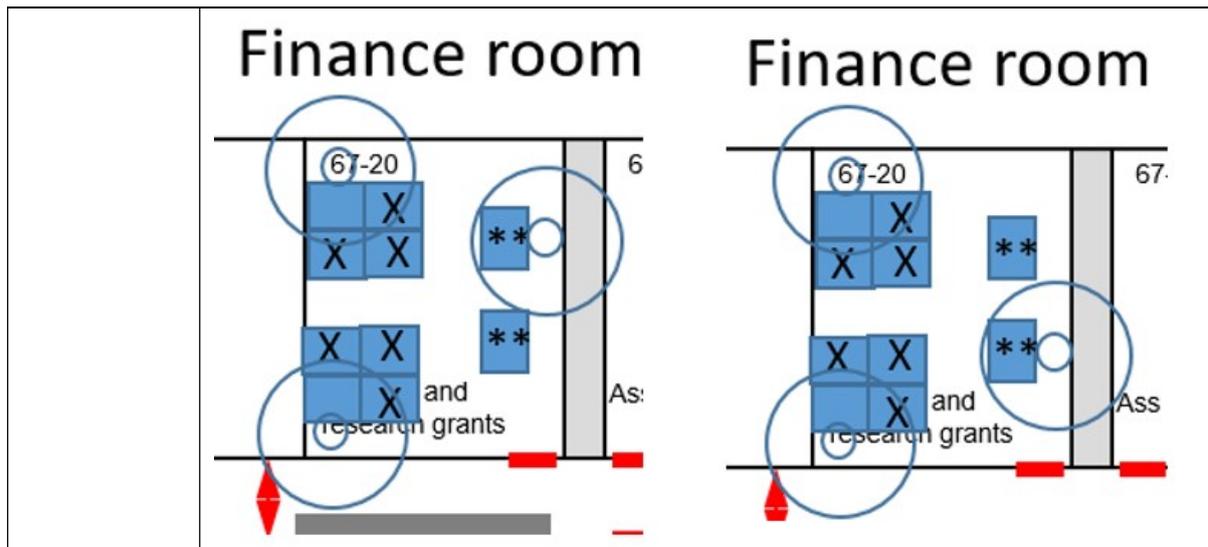
This document is provided as a template that departments might wish to adopt and/or adapt for risk assessment and work plans for individual research groups/areas.

1. DEPARTMENT DETAILS		
Building: L6 West Wing	Rooms or area: Research Grants/Finance Office	Risk assessment Version/Date
Head of Department	Kevin Talbot	
Department:	NDCN	
Academic/Line Manager	Scott Thompson	
People returning to working on site (status/names)	Staff	Alice Clare Eva Leusink
Activity Summary - Computer-based administrative work in NDCN Office -		
Shared use? Both Alice & Eva will be in the office at the same time to facilitate Eva's training		
Extent of on-site activity (Indicate all that apply)		Yes or No?
Continually with a single individual occupying the space		
Continually with different individuals occupying the space one at a time		
Continually with different individuals occupying the space simultaneously with appropriate physical distancing measures		
Occasionally (e.g., a few short visits per day or week to check equipment)		
Continually with same individuals twice weekly (Tuesday and 1 other day tbc)		Yes

2. REDUCING THE SPREAD OF COVID-19	
Travelling To/From Work:	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
	Staff will not come to site if they are experiencing symptoms consistent with COVID-19. Personnel must not attend the site if anyone in their household is experiencing any symptoms of COVID-19 or self-isolating, https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-self-isolation.aspx

	<p>Anyone with symptoms must self-isolate and inform their supervisor immediately, and book a test using the University Early Alert Service: https://www.ox.ac.uk/coronavirus/health/covid-testing</p> <p>If classed as a vulnerable person, the person should contact the line manager and HR for advice, a specific risk assessment will be carried out.</p> <p>Staff are encouraged to use a bike or walk, where staff require to use public transport, they will wear face covering and maintain social distancing as per government guidelines, follow good hygiene and minimise touching surfaces to minimise the risk of contracting COVID19.</p>
Safe Distancing in the Building	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Moving from various locations with the hospital	<p>OUH social distancing policy will be followed up at any time and staff should consult to OUH COVID FAQ pages before accessing site: https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-masks.aspx</p> <p>Surgical masks will be worn at all time and hands sanitised on entry and exist of each clinical space</p> <p>2m social distancing (SD) guidelines will also be adhered to</p>
Lifts/stairs	Use the stairs where possible staying to the left and use landings to avoid crossing where possible. Only 2 people can be in lift at any time when required to use.
Long corridors	Use line of sight/be vigilant to other users and use stop and wait to avoid close crossing.
Shared toilet facilities	Ensure good hygiene and follow local rules outlined for use of toilet facilities.
Rest/break facilities	Follow local guidance for these facilities as per building work plan risk assessment.
Induction	<p>Staff are advised to bring their own food, if using the shared fridge, food should be placed in a container and wiped down before being placed in the fridge and after being taken out. Similarly if using the microwave, food should be covered.</p> <p>As per building risk assessment, social distances must be maintained at all time.</p> <p>Induction will be given to all staff returning to on site working covering arrangement in place prior to their start date.</p>
Visitors	<p>Supervisor will discuss RTOSW with each staff, carry out the manager checklist and send the completed form to HR.</p> <p>No visitors are allowed on site, unless it is for the maintenance of an essential</p>

	equipment or service.
Shared Office	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken e.g. availability of hand washing facilities and hand sanitizers
	<p>Maximum occupancy of the office has been identified to be 3, general ventilation is brought to the room from a central Air Handling Unit providing fresh air.</p> <p>It is advised to open the window to provide additional fresh air in the shared office.</p> <p>Face masks are worn if room occupancy is more than 1 person, and occupants must take extra care if their activity require closer interaction.</p> <p>If closer interaction is required, it is crucial that staff understand what represent a close contact:</p> <ul style="list-style-type: none"> - Being within 1 meter of a person for 1 minute or more - Having face to face interaction - Being within 2 meter of a person for 15minutes or more. <p>Hence if closer contact is necessary, the hierarchy of control are as follow:</p> <ul style="list-style-type: none"> - Reduce the time of the interaction as much as possible - Avoid face to face orientation - Carry out the interaction at the maximum distance allowed by the activity <p>Staff are able to remove their face mask whilst drinking or eating at their desk, but extra hygiene steps must be taken to ensure the area remains clean, by cleaning cups/cutlery/containers after use, by wiping down the desk after use and by enhanced hand hygiene from hand sanitiser or extra hand washing.</p> <p>Occupancy is identified below, each circle represent a person at their desk with 2m surrounding them. The desks marked with ** cannot be used simultaneously.</p> <p>A booking system is in place to support staff ensuring space is available for them to work and that no other is using the space (Calpendo).</p>



Cleaning Regimes

Outline any foreseeable and significant risks	Outline risk reduction measures to be taken e.g. availability of hand washing facilities and hand sanitizers
Enhanced cleaning	<p>There will be no shared desk.</p> <p>If shared desk occurs, desk must be cleaned before and after use. After use, a laminated "CLEAN" sign must be left on the desk.</p> <p>Enhanced cleaning is already in place locally (Bouygues and Facilities team)</p>

Personal Protective Equipment

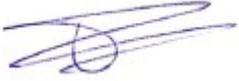
Outline any foreseeable and significant risks	<p>Outline risk reduction measures to be taken:</p> <p><i>This is Covid-19 specific PPE beyond that needed for usual work</i></p>
Face masks	<p>All staff and student accessing sites must have consulted OUH COVID related pages prior to accessing site:</p> <p>https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-masks.aspx</p> <p>Following University Policy, occupants will be wearing face masks whilst working on OUH site.</p> <p>Individuals will obtain a face mask from the department.</p> <p>RTOSW induction covers how to don/doff a face mask safely.</p>

Lone Working Additional Precautions

Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
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	<p>Work is to take place during core working hours, though due to low occupancy, a communication system needs to be in place for lone working.</p> <p>RTOSW induction remind user on emergency procedures to be followed as well as lone working requirements.</p>
Communication with the team	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
	Active communication is in place whilst a person is on site and also whilst working from home (Teams, email and telephone)
First Aid Cover	
Are staff aware of how to summon first aid and from where?	Outline risk reduction measures to be taken
<p>First aiders name displayed, 2 core staff are first aider (CVM/NDCN)</p> <p>OUH Crash team available on site</p>	<p>Reminder to all of first aid arrangements as well as how to report an incident online during RTOSW induction.</p> <p>First aiders are available on the phone if not on site. OUH crash team available on site. Consider Clinicians if first aiders cannot be contacted.</p>

3. MANAGING EXISTING RISKS	
Have existing risk assessment been reviewed:	Yes / No
Are additional control measures required?	Yes / No
Outline any additional control measures below:	

4. INTERNAL DEPARTMENTAL REVIEW			
Role	Name	Signature	Date
Manager (proposing risk assessment/work plan)	Deirdre Newman		14.01.2021
Facilities manager and DSO (reviewing buildings related elements)	Tiphaine Bouriez-Jones		15.01.2021
5. HEAD OF DEPARTMENT APPROVAL			
Head of Department: (approving risk assessment/work plan)	Name Kevin Talbot	Signature 	Date 22/1/2021
Approval Comments			

6. FURTHER REVIEW STAGE	
Review Date	
Modifications:	
Review Date	
Modifications:	