

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: Kadoorie Centre for Critical Care Research and Education, JR Hospital (Level 3)	Rooms or area: 3816 3817 3818 3819 3820 3823	Risk assessment Version/Date 19th August 2020 Version 1
Head of Department	Prof. Kevin Talbot	
Department:	NDCN	
Academic/Line Manager	Peter Watkinson	
People returning to working on site (status/names)	Research Nurses and Allied Health Professionals recruiting participants for BRC research studies Two desks allocated for some individuals to maintain single office occupancy whilst maximising personnel on site	NAME(S) 3816 Peter Watkinson 3817 Sarah Vollam 3818 Carlos Areia – second desk option rm 3823 Annika Jarman (NHS Employee) – second desk option rm 3819 Christopher Biggs – second desk option rm 3819 3820 Louise Young (NHS Employee) – second desk option rm 3817 Paula Hutton (NHS Employee) Archana Bashyal (NHS Employee)
Activity Summary <p>The space used by NDCN in the Kadoorie centre is limited to a small number of room, the area is managed by OUH and is under the control of OUH – as such NDCN staff are only using desks in the indicated offices and have no control over shared areas, or circulation within the space outside of NDCN occupants.</p> <p>Normal desk-based activities, each member of the research team has access to their own personal computer equipment and desk space in the office.</p>		

As part of the research conducted, there will be study specific equipment that will be prepared by more than one person, and will be issued to study participants. SOPs have been created for appropriate handling and cleaning of these. Summary details below.

Shared use?

Is the space shared with individuals from other departments? If yes, please list the departments concerned
YES

Paula Hutton and Archana Bashyal are NHS employed Research Nurses recruiting patients from the Intensive Care Unit to Local Clinical Research Network Portfolio studies and operate from room 3820

The Kadoorie Centre space as a whole is shared with the NHS and University of Oxford NDORMS.

Extent of on-site activity (Indicate all that apply)	Yes or No?
Continually with a single individual occupying the space	No
Continually with different individuals occupying the space one at a time	No
Continually with different individuals occupying the space simultaneously with appropriate physical distancing measures	Yes
Occasionally (e.g., a few short visits per day or week to check equipment)	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
Personnel with symptoms	<p>No one is to travel to the site if they are experiencing symptoms consistent with COVID-19.</p> <p>Anyone with symptoms must self-isolate and inform their PI (in most cases this will be Peter Watkinson) and Kadoorie reception (Chris Bouse) immediately.</p> <p>https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-self-isolation.aspx</p> <p>Chris will disseminate to all those who work in the Kadoorie Centre offices. PIs will disseminate to their individual NHS Trust and/or University departments as required (requirements are likely to differ between institutions). University HR will make contact with those potentially at risk, following University procedures.</p>
Personnel who may be classed as vulnerable	<p>Personnel must not attend the site if anyone in their household is experiencing any symptoms of COVID-19 or self-isolating.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>

<p>Exposure during travel to/from work</p>	<p>The University's in-house COVID-19 testing service is now open to all staff of the University and colleges, providing rapid access to free testing if they think they have coronavirus symptoms (minor or major). https://earlyalert.medsci.ox.ac.uk/earlyalert/booking/</p> <p>If classed as a vulnerable person, the person must have a suitable risk assessment in place prior to starting work on site. The ALAMA self-assessment tool will be used in conjunction with other information about working arrangements relevant for specific activities.</p> <p>Members of the research team will travel to work avoiding public transport whenever possible – by bicycle, car* or walk.</p> <p>* Those who have been working on covid19 research studies and driving to the JR site during the covid19 pandemic have benefitted from free parking. From Monday 10th August charges apply. Those who are not eligible for onsite parking permits will need to apply for free parking permits via Oxford City Council or find alternative means to travel to work.</p> <p>Those who could come by car but do not have a car parking permit, can liaise with NDCN HR to obtain a temporary car parking permit for the Old Road Campus.</p> <p>If on occasion public transport has to be used and the travel arrangements to site challenge safe distancing advice, members should not travel to work / enter the building but instead contact their PI for advice.</p> <p>Individuals must either use hand sanitiser or stringently wash their hands for 20 seconds upon arrival, and then regularly whilst on site. Lavatory sinks and sanitiser points are available for hand washing and posters will be displayed for guidance. Use paper towels to dry hands</p>
<p>Safe Distancing in the Building</p>	
<p>Outline any foreseeable and significant risks</p>	<p>Outline risk reduction measures to be taken</p>
<p>Frequent passing of individuals, use of communal space</p>	<p>OUH social distancing policy will be followed up at any time and staff should consult to OUH COVID FAQ pages before accessing the site: https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-masks.aspx</p> <p>Maximum occupancy signs will be posted outside offices</p> <p>Induction will be given to all staff returning to on site working covering arrangement in place prior to their start date.</p> <p>Supervisor will discuss RTOSW with each staff, carry out the manager checklist and send the completed form to HR.</p>

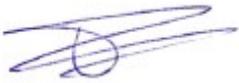
	No visitors are allowed on site, unless it is for the maintenance of an essential equipment or service.
Safe Distancing in the offices	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<p>Social distancing in office</p>	<p>Stop and wait approach will be followed in corridors and shared areas to maintain social distancing and maximum occupancy in offices at all times.</p> <p>Shared table tops (to facilitate maintenance of research equipment) will be cleaned before and after use (using University Stores detergent) in addition to standard cleaning conducted by OUH-contracted cleaning staff.</p> <p>In line with OUH risk controls, increased signage will be displayed reminding staff of the need for frequent hand washing, maximum office occupancies and appropriate distancing, and contact details for local Health and Safety personnel.</p> <p>Consideration of others is key to successful implementation of these plans. Colleagues are encouraged to alert each other if guidelines are not being adhered to. Anyone reminded of social distancing guidelines or the need for good etiquette should take such reminders in good grace.</p> <p>Open space office: Office use will be planned in advance to predict times when each person will be in the office and this information will be shared with those sharing the space.</p> <p>No hot desking will be permitted. Individual designation of desk space in the offices, so people are never directly facing each other or sharing work stations. All occupied desk spaces will allow for 2m distance to be kept at all times. A clear rota will exist detailing who will be in the offices, and when. A 'stop and wait' approach will be followed in corridors and shared areas to maintain social distancing and maximum occupancy in offices at all times</p> <p>There is a good supply of Clinell wipes for cleaning wipes and stock of face masks. Research staff will wipe down their workstation areas before and after use. Signs will be in place to remind everyone to do this, as well as maintain appropriate distancing and frequent hand washing. Face masks will be worn when moving around public and clinical areas, and shared areas within the Kadoorie Centre, such as corridors and the kitchen. All Critical Care offices will be single occupancy, at least for this initial return to on-site working for a limited number of team members.</p> <p>Shared kitchen area: The number of staff in the shared kitchen area is limited to 6 at any one time. The research team is encouraged to bring their own food to work, and to eat this outside where this is possible.</p>
Shared equipment and space	

	<p>Food contained in shared fridges in breakout space must or in sealed named containers that can be wiped down before putting them in the fridge and after removing the items</p> <p>Users should bring their own mug, cutlery and crockery and wash up these items themselves.</p> <p>Signs to remind about handwashing will be put up.</p> <p>Cleaning materials are provided in the kitchen area.</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
Shared equipment	<p>Study equipment will be cleaned according to study SOPs before, during and after being issued to recruited participants, this includes:</p> <ul style="list-style-type: none"> - Wiping each device before each use inside the research office - Wiping each device after each use inside the research office - Wiping each device before being given to study participants - Advise clinical staff on need for cleaning before/after use - Wiping each device when returned from study participants <p>Hand washing facilities are available in the onsite lavatories and hand sanitising points. People will be reminded to wash their hands thoroughly before work, during work and after work.</p>
Personal Protective Equipment	
Outline any foreseeable and significant risks	<p>Outline risk reduction measures to be taken: <i>This is Covid-19 specific PPE beyond that needed for usual lab work</i></p>
OUH embedded space requires PPE	<p>Appropriate PPE required for visiting patient care areas in the hospital is available from the individual wards.</p> <p>All staff and student accessing sites must have consulted OUH COVID related pages prior to accessing site: https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-masks.aspx Note that all individuals accessing sites are required to wear a face mask.</p> <p>Given the Kadoorie is OUH space, OUH policy on face masks will be followed up at all time. Note that whilst in single occupancy offices, occupants are not required to wear a face mask. This aligns with University of Oxford current policies.</p>
Lone Working Additional Precautions	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
No additional risks anticipated with respect to COVID	Standard lone working arrangements apply.
Communication with the team	

Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Group meetings	All group meetings have been scheduled to take place online until further notice since the beginning of the lockdown. WhatsApp and Teams groups have been set up to communicate between members of the team.
Ventilation levels	
Outline any foreseeable and significant risks	<p>There is no general ventilation in the area occupied by NDCN staff and students, occupants are advised to open windows to provide natural ventilation.</p> <p>Fans are used in certain offices room this is due to the excessive heat in summer, currently occupancy is not set to be more than single office occupancy.</p>
Equipment checks	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
External contractor accessing the office space	<p>Only essential service visits (eg IT and/or Photocopier breakdown) can be scheduled and all service engineers must be informed of requirements for social distancing and compulsory protective measures, including the need to clean equipment thoroughly before and after service.</p> <p>No research staff will be present in the offices during service visits from external personnel.</p> <p>Peter Watkinson must be kept informed of such contractors visit on site.</p> <p>PPE will be provided, and the area will not be in use by any staff members for the duration of service.</p>
First Aid Cover	
Are staff aware of how to summon first aid and from where?	Outline risk reduction measures to be taken
Yes	<p>The first aid box is in the Kadoorie reception which can be accessed by all. The receptionist is a first aider and will be on site frequently.</p> <p>First aider has been made aware of changes to providing emergency first aid to minimise opportunities for covid19 viral transmission.</p> <p>Signs indicate location of first aid kit in the main reception area. Hospital security can be contacted on 4444 and emergency assistance (for cardiac arrest) can be requested on 2222. These numbers are on OUH ID cards which are required for building access.</p>
Fire warden	Outline risk reduction measures to be taken
Outline any foreseeable and significant risks	Fire wardens are in place, fire evacuation procedure and assembly points to remain as usual.

	<p>In the event of an emergency evacuation, individuals should use the closest emergency exit. Once at fire assembly points, 2m social distancing should be observed and individuals should remain with their usual working group.</p> <p>JR hospital evacuation is phased, and the nearest safe zone is the lift area. If social distancing cannot be achieved here, occupants need to carry on proceeding to the assembly point.</p> <p>Upon evacuation (which occurs via OUH space) face masks should ideally be donned if individuals have a mask to hand. However the priority is prompt, swift evacuation.</p> <p>Re-entry in the building will need to be staggered in order to maintain social distancing and limit lift occupancy.</p> <p>Personal Emergency Evacuation Plan will be reviewed prior to the return to site for the individuals involved.</p>
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3. MANAGING EXISTING RISKS	
Have existing risk assessment been reviewed:	Yes
Are additional control measures required?	No
Outline any additional control measures below:	
<p>The additional control measures outlined above are those already agreed for the operation for the Kadoorie Centre following the COVID-outbreak.</p>	

4. INTERNAL DEPARTMENTAL REVIEW			
Role	Name	Signature	Date
Manager (proposing risk assessment/work plan)	Peter Watkinson		19/08/2020
Buildings Manager & DSO (reviewing buildings related elements)	Tiphaine Bouriez-Jones		8/9/2020

5. HEAD OF DEPARTMENT APPROVAL**Head of Department:**
(approving risk
assessment/work plan)

Kevin Talbot

18th September 2020**Approval Comments****6. FURTHER REVIEW STAGE**

Modifications:

Review Date

Modifications: