

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: Academic Administration Office	Risk assessment Version/Date V1.0 19/11/2020
Head of Department	Kevin Talbot	
Department:	NDCN	
Academic/Line Manager	Scott Thompson	
People returning to working on site (status/names)	Staff	Vicky Anderton Eve Rakiec
Activity Summary		
<ul style="list-style-type: none"> - Computer-based administrative work in NDCN Office - Weekly Monday morning student checks on Outpatients (L3 WW), Eye Hospital (LG1 WW), Stroke Ward (L7 main hospital) 		
Shared use?		
Yes, outpatients area is occupied and managed by OUH.		
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		No
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
	<p>Neither person will travel to the site if they are experiencing symptoms consistent with COVID-19.</p> <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.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-self-isolation.aspx</p>


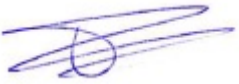
	<p>Anyone with symptoms must self-isolate and inform their PI immediately, and book a test using the University Early Alert Service: https://www.ox.ac.uk/coronavirus/health/covid-testing</p> <p>If classed as a vulnerable person, the person should not come to work but instead contact the line manager 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 be advised to wear face covering and follow good hygiene and minimise touching surfaces to minimise the risk of contracting COVID19.</p> <p>Vicky will cycle to site and Eve may cycle but would typically take public transport.</p>
Safe Distancing in the Building	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<p>Moving from various locations with the hospital</p> <p>Lifts/stairs</p> <p>Long corridors</p> <p>Shared toilet facilities</p> <p>Rest/break facilities</p> <p>Induction</p>	<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> <p>Only one person will be on site at any one time</p> <p>Eye Hospital – meeting 5/6 students in the reception (5 minutes) at 2m SD Outpatients – meeting 2/3 students in the reception area (5 minutes) at 2m SD</p> <p>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.</p> <p>Use line of sight/be vigilant to other users and use stop and wait to avoid close crossing.</p> <p>Ensure good hygiene and follow local rules outlined for use of toilet facilities.</p> <p>Follow local guidance for these facilities as per building work plan risk assessment.</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 equipment or service.</p>
Safe Distancing in the Outpatient area	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Weekly Monday morning student checks on Outpatients (L3 WW), Eye Hospital (LG1 WW)	<p>Meeting one or two students to check that all is well</p> <p>No documents are brought across</p> <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> <p>Keep left in corridors</p> <p>Only one person will be on site at any one time</p> <p>Eye Hospital – meeting 5/6 students in the reception (5 minutes) at 2m SD Outpatients – meeting 2/3 students in the reception area (5 minutes) at 2m SD</p> <p>The students are under the responsibility of the Medical School.</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>Enhanced cleaning is already in place locally (Bouygues and Facilities team)</p>
Personal Protective Equipment	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken: <i>This is Covid-19 specific PPE beyond that needed for usual work</i>
Face masks	<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</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
	<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
	<p>Active communication is in place whilst a person is on site and also whilst working from home (Teams, email and telephone)</p> <p>The Teaching Director (Gabe De Luca) is on site in West Wing at the same time as the academic staff.</p>
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> <p>Note that Level 1 and Level 5/6 first aiders</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)	Vicky Anderton		11/12/2020
Facilities manager and DSO (reviewing buildings related elements)	Tiphaine Bouriez-Jones		11/12/2020

5. HEAD OF DEPARTMENT APPROVAL

Head of Department: (approving risk assessment/work plan)	Name Prof Kevin Talbot	Signature	Date 15 th December 2020
			

Approval Comments

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