

COVID-19 Return to Onsite Working Building Risk Assessment/Work Plan

1. DEPARTMENTAL DETAILS	
Head of Department:	Kevin Talbot
Department:	Nuffield Department of Clinical Neurosciences
Date of Assessment:	20 July 2020
People Returning to On-site Working <i>(status/numbers):</i>	
<p>Principal investigators Postdoctoral researchers Research Graduate students (DPhils) Lab managers and technical staff Administration staff only when the work cannot be done remotely</p> <p>In all cases, staff and students will only be encouraged in the building when the work they need to carry out cannot be done from home and with social distancing measures in place (see below).</p> <p>We envisage a maximum of 22 people at any one time in order to ensure that social distancing guidelines are maintained. This is based on an estimation of the maximum safe occupancy for each room/bay in OMPI G assuming two metre social distancing.</p> <p>This number assumes that all rooms in OMPI G would be at their maximum occupancy (including shared equipment rooms). Therefore our expectation is that this number will be lower at any one time.</p>	
Location of work <i>(Building and types of room / facilities expected to be in use):</i>	

Oxford Molecular Pathology Institute, Ground Floor (OMPI G)

We expect the following areas to resume occupation:

- Experimental/laboratory areas
- Office areas (in a limited capacity and only when social distancing is possible, see below)

Members of NDCN in OMPi G will also require access to the Dunn School of Pathology as follows:

- Stores and glass wash facilities
- Workshop
- Scientific facilities
- Shared equipment
- Cell bank

Activity Summary (*Types of activities expected & authorised to take place*):

Diagnostic testing on behalf of the John Radcliffe Hospital (access to designated equipment in lab Bay 1 only)

Experimental work

Desk-based work only when this cannot take place remotely

Use of kitchen area, printer/photocopier

Access to communal areas in Dunn School, e.g. EPA foyer for services access and Combination Room for collection of deliveries

2. REDUCING THE SPREAD OF COVID-19 *(Consider the key consideration and then detail specific measures adopted or actions to be completed)*

a. HIERARCHY OF CONTROL

When working through the following assessment/work plan, always apply the University's Hierarchy of Control:

1. Every possible step must be taken to facilitate working from home, in line with the University's Framework for return to Onsite Working.
2. Individuals must not work on-site if experiencing COVID-19 symptoms.
3. Individuals must not work on-site if they or anyone else in their household is self-isolating.
4. Individuals must not work on-site if they are a Clinically Extremely Vulnerable person or a risk assessment identifies that an individual is at an increased risk that cannot be appropriately mitigated by other means.
5. The PHE guidelines on social distancing must be followed, including, where possible, maintaining a 2 metre distance from others. Specifically:
 - i. Individuals must be regularly reminded to maintain good personal hygiene e.g. washing hands with soap and water or hand sanitiser often for at least 20 seconds.
 - ii. Cleaning regimes must be enhanced to ensure contact points that are touched regularly are periodically cleaned and procedures in place to reasonably clean down areas or surfaces if an individual who has been in work reports symptoms.
 - iii. Work activities should be planned to reduce the mixing of people and, as far as possible, to create 'social bubbles', so that an individual only meets a limited number of other people whilst in the workplace.
 - iv. Where the 2m distance cannot be maintained, especially for periods longer than 15mins, then additional measures will be adopted, such as:
 - 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).
 - Increasing the frequency of hand washing and surface cleaning in that localised area.
 - v. If after the above measures have been fully assessed, there is still considered to be a residual risk, then the use of personal protective equipment will be adopted.

b. ENSURING EVERY POSSIBLE STEP IS TAKEN TO FACILITATE WORKING FROM HOME					
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	On-site Activities	<ul style="list-style-type: none"> - Individuals should work from home if at all possible. - Ensure the minimum number of people needed is on-site. - Identify and assess the need for all types of staff or students. - Ensuring decisions are in line with University Framework for Return to Onsite Working - Ensure processes are in place for Head of department approval. 	<ul style="list-style-type: none"> - Majority of staff (60%) will continue to work from home - Staff at all levels have been consulted - PIs/supervisors/managers have been asked to identify individuals who specifically need to be in the building 	-	
2.	Support Networks	<ul style="list-style-type: none"> - Consider the support networks required, both in the department and outside. - Reduce the need for visitors. - Limit visitors to specific times. - Develop contractor control systems. 	<ul style="list-style-type: none"> - No visitors are permitted to enter OMPI G except essential contractors and participants of pre-approved human studies. Contractors will be given a building induction at the Dunn School workshop facility before being escorted to the work location in OMPI G. Study participants will be met and escorted in to the building, briefed on building protocols and accompanied at all times. Approved human studies will be risk assessed (appendix 14) prior to work recommencing. - Permitted visitors will be asked to confirm they have no symptoms of Covid-19 upon arrival. 		
3.	Supporting Homeworking	<ul style="list-style-type: none"> - Monitor the wellbeing of those at home and find ways to help them stay connected to the rest of the department. - Check that those working from home can do so safely and effectively. 	<ul style="list-style-type: none"> - Staff and students are advised to complete the online DSE self-assessment in regards to their home working set up and liaise with their supervisors if they have any DSE related issues. - It has been offered for staff to take home their monitors, chairs and other desk 		

			<p>accessories home to support remote working. A log will be kept of all items taken home.</p> <ul style="list-style-type: none"> - Staff and students are regularly reminded of support in place whilst home working to support their wellbeing 		
4.	Reintroducing lockdown measures or responding to changes in the University BCP.	<ul style="list-style-type: none"> - Identify how measures are going to be checked for suitability or effectiveness. - Introduce contingency plans if procedures need to be modified or the numbers on-site have to be reduced again if the University Business Continuity Plans change. 	<ul style="list-style-type: none"> - If necessary, access to the building will be restricted again, on advice from both the Dunn School and NDCN 		

c. ASSISTING THOSE EXPERIENCING SYMPTOMS, SELF ISOLATING, OR WITH SPECIFIC ASSESSED NEEDS TO AVOID ONSITE ACTIVITIES					
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	Supporting those who are self-isolating	<ul style="list-style-type: none"> - Enable individuals to work from home while self-isolating, as appropriate. - Ensure University guidance for people who have symptoms and those who live with others who have symptoms is followed. 	<ul style="list-style-type: none"> - All staff have already been working from home and can return to this if self-isolation is required - PIs/supervisors/managers are encouraged to allow flexibility and reduce productivity expectations for staff working at home. 	-	
2.	Protecting people who may be at higher risk and ensuring equality in the workplace	<ul style="list-style-type: none"> - Ensure the current advice on who is in the clinically vulnerable groups is followed. - Understand and take into account the particular circumstances and concerns of those with different protected characteristics. - Consult those workers whose protected characteristics might either expose them to a different 	<ul style="list-style-type: none"> - Individuals must inform their line manager/PI/supervisor if they feel unwell with symptoms of COVID-19 and either leave work immediately or remain at home. Individuals will be encouraged to contact 111 for a COVID-19 test and if required to report via Test-and-Trace. - Line managers will inform HR to record details of any symptomatic staff and the 		

		<p>degree of risk, or might make any steps you are thinking about inappropriate or challenging</p> <ul style="list-style-type: none"> - Review existing arrangements for disabled staff and adjust or make reasonable adjustments to avoid disabled workers being put at a disadvantage¹ - Re-assess the risks for new or expectant mothers. - Make sure that the steps taken do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments². 	<p>outcome of their test results. Sickness absence will be recorded.</p> <ul style="list-style-type: none"> - Where reported COVID-19 case was an occupant, the Dunn School health and safety team will be alerted and additional cleaning will be identified and performed following the procedure outlined in University guidelines. - RIDDOR reportable incident: if a work activity is reasonably the cause of exposure to COVID-19, this must be reported to the Safety Office as an incident, via the Facilities Manager, who will complete an online report to the HSE. - Staff who are unable to come to work due to caring responsibilities will be supported as necessary - Reasonable adjustment is in place to avoid staff being disadvantaged if they are not able to return to work. - If there is any conflict between a supervisor and the individual's wishes, then advice would be sought from HR. - Risk assessment for new and expectant mothers will be carried out as per University requirement. - Pregnant staff must ensure that COVID-19 considerations are taken in to account during risk assessment. Measures will be reviewed as the guidance is updated. 		
--	--	--	--	--	--

d. SUPPORTING TRAVELLING TO/FROM WORK

¹ Guidance is available at: <https://edu.admin.ox.ac.uk/reasonable-adjustments>

² Guidance is available at: <https://edu.admin.ox.ac.uk/reasonable-adjustments>

URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	Support processes for coming to or leaving work	<ul style="list-style-type: none"> - Identify and use additional parking schemes or bike-rack facilities. - Stagger arrival and departure times to reduce crowding and the need to use public transport at peak times. - Use markings or one-way flow at entry and exit points. - Provide hand sanitisers at entry/exits. - Sign-post handwashing facilities. 	<ul style="list-style-type: none"> - Additional bike racks have been installed at the Dunn School and temporary parking permits issued to allow parking on site and reduce use of public transport. All workers encouraged to walk or cycle when possible. - Those who would need to travel to work using public transport should consult with their line managers to discuss options available to them. - The Dunn School have installed clear signage provided in all doors regarding flow in and out of the building. Floor taping and diagrams (to be circulated to all members of OMPI G) encourage one-direction flow system in department, especially in narrow walkways, and use of specific doors for entry/exit only. - Taping on floor used strategically in various areas of the Dunn School to encourage social distancing. - OMPI G research groups will be required to stagger work to maximise experimental work while keeping social distancing and reducing concentration of staff/students in the department at specific times. Groups will be encouraged to liaise with others sharing the same laboratory area or using shared equipment to facilitate this. - OMPI G research groups will be required to implement a rota system, nominally for morning or afternoon sessions, for space in the laboratory. - A booking system will be implemented to ensure all those entering OMPI G know in 	-	

			<p>advance who to expect to be in the space at the same time.</p> <ul style="list-style-type: none"> - Individuals must either use hand sanitizer or stringently wash their hands for 20 seconds upon arrival, and then regularly whilst on site. Laboratory and toilet sinks are available for hand washing and posters will be displayed for guidance. Use paper towel to dry hands whenever possible. - Hand sanitiser provided by the Dunn School to allow individuals to re-fill their personal dispensers. 		
--	--	--	--	--	--

e. LIMITING MOVEMENT AROUND BUILDINGS AND MIXING IN COMMUNAL SPACES [i.e. where measures are likely to be set at a building level]					
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	General	<ul style="list-style-type: none"> - Reduce movement by discouraging non-essential trips within buildings and across sites. - Use fixed teams or booking processes to reduce the number of people mixing and to avoid overcrowding. - Introduce one-way flows through buildings, where possible, being aware of any potential impact on those with accessibility requirements. - Check long corridors for line of sight or ability to pass whilst maintaining social distancing. 	<ul style="list-style-type: none"> - Meetings will remain virtual for the time being and office based work will be carried out from home. - Meeting rooms in the Dunn School have been converted to storage areas and are not accessible. - In the first phase, the total number of people with permission to work at any one time will be low (approx. 25% occupancy). Procedures will be assessed during this first phase by the working group and if all working well we will look to gradually increase the number of workers in OMPI G whilst maintaining social distancing (phase 2). - The Dunn School have introduced flow routes around the building. 	-	

			<p>Floor taping and diagrams (to be circulated to all members of OMPI G) encourage one-direction flow systems in department, especially in narrow walkways, and use of specific doors for entry/exit only. Where corridors or spaces are two-way this is clearly marked.</p>		
2.	Reception Areas	<ul style="list-style-type: none"> - Post hand sanitisers in doorways. - Signpost handwashing facilities. - Post the University signs on social distancing and the head of department's commitment. - Place floor markings to highlight 2m distance. - Consider the need for a receptionist, noting security issues. - Introduce a screen in front of the receptionists. - Avoid signing in processes in reception for large groups. - Consider separate entrances to free up space in reception, noting security issues and access needs. - Encourage people to use their own pens, to avoid sharing items. - Provide cleaning materials. 	<ul style="list-style-type: none"> - The Dunn School reception will remain closed for the foreseeable future. 		
3.	Lifts	<ul style="list-style-type: none"> - Reduce occupancy levels. - Post signage on max. occupancy. - Provide hand sanitiser outside lifts. - Encourage use of stairs, if possible. - Make sure that people with disabilities are able to access lifts. 	<ul style="list-style-type: none"> - The OMPI lift is designated as 1 person occupancy. - Use of stairs will be encouraged. The Dunn School has implemented one way systems on stairs to aid social distancing. 		
4.	Toilets	<ul style="list-style-type: none"> - Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. 			

		<ul style="list-style-type: none"> - Reduce occupancy numbers at any one time. - Encourage good hygiene, including closing seat lids when flushing. - Maintain provision for hand drying by paper towels or hand driers. - If possible, post waste bins outside doors, so individuals can use paper towels to reduce touching handles. 	<ul style="list-style-type: none"> - The Dunn School has two cleaning staff to provide additional cleaning in the morning, one to clean common touch points and one to clean the toilets. There will also be an evening cleaning team to perform standard cleaning. - Priority should be given to cleaning staff - Toilets in OMPI are self-contained cubicles, including handwashing and drying facilities, with floor to ceiling doors. - Users will be reminded not to wait in the lobby/locker area and to implement stop and wait to ensure social distancing when moving through this space. - Signage will be used to remind users of importance of good hygiene and handwashing. - Shower rooms in the Dunn School will be thoroughly cleaned and signage will remind users that personal items should not be left in the premises. Any abandoned items will be regularly disposed of if user cannot be identified. Enhanced cleaning of these facilities will be put in place when possible. 		
5.	Changing rooms and showers	<ul style="list-style-type: none"> - Determine if showers are necessary, remembering risk from individual use of towels/drying. - Where shower and changing facilities are required, set clear use and cleaning guidance. - Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day. 			
6.	Cafes / Food Areas / Kitchenettes	<ul style="list-style-type: none"> - Stagger break times to reduce pressure on break out spaces or places to eat. - Use safe outside areas for breaks. - Create additional space by using other parts of the workplace or building that have been freed up by remote working. 			

		<ul style="list-style-type: none"> - Reconfigure seating and tables to maintain spacing and reduce face-to-face interactions. - Limit use of kitchenettes (or similar) to one person at a time. - Encourage individuals to bring their own food in sealable/cleanable containers. - Avoid sharing cutlery, as far as possible. - Use bottled water where possible, in preference to communal drinking fountains. - Provide packaged meals or similar to limit the need for opening canteens. - Encourage handwashing before and after eating or provide hand sanitisers. - Provide cleaning materials. - Encourage staff to remain on-site and, when not possible, maintain social distancing while off-site. 	<ul style="list-style-type: none"> - Breaks should only be taken if performing laboratory work and mid-experiment. If experiments are complete, staff should go home. - In the first phase of RTOSW, breaks will not be staggered as limited work and limited occupancy means that few staff should be on-site simultaneously. - The OMPI G kitchen area will be limited to 1 person at any one time. - Signs to remind about handwashing will be put up. - Cleaning materials are provided in the kitchen area. - Users should bring their own mug, cutlery and crockery and wash up these items themselves. - The canteen in the Dunn School will remain closed for the foreseeable future. - The use of common areas in the Dunn School is discouraged unless for short breaks, but usual welfare provisions (kettles, drinking water taps, microwaves) still available, with new cleaning procedures in place. Longer breaks should take place outside (e.g. terrace or Japanese garden) when possible. - Seating has been rearranged in Dunn School common areas with a significant amount of furniture removed so that a limited number of tables and chairs are available but social distancing is maintained. - It may be possible to use the empty benches in the open plan office (510.10.37) for breaks if it is not otherwise in use, keeping to 1 person 		
--	--	--	---	--	--

			per bay and sitting at the high bench only.		
7.	Fire Exits and Assembly Points	<ul style="list-style-type: none"> - Encourage people to evacuate as per normal procedures, utilising all available exits and avoiding delay in leaving the building. - Once at the assembly point, encourage individuals to maintain 2m distance. - Encourage individuals to stay within the groups they routinely work, rather than mixing with others that they have had infrequent contact. 	<ul style="list-style-type: none"> - In the event of an emergency evacuation, individuals should use the closest emergency exit. All exits can be used. - The fire assembly point has been extended to now include the entire Dunn School car park to allow for social distancing. 	-	-

f. LIMITING MIXING IN SPECIFIC WORKSPACES AND ACTIVITIES [i.e. areas that may be supported by local group specific risk assessments]					
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	Personal Belongings	<ul style="list-style-type: none"> - Regulate use of locker rooms, changing areas and other facility areas to reduce concurrent usage. - Encourage storage of personal items and clothing in personal storage spaces, for example lockers, during working hours. 	<ul style="list-style-type: none"> - The locker room has maximum occupancy of two at any one time. As the locker room provides access to the toilets users should be considerate and spend as little time as possible using the lockers. - Storage of personal items and clothing in personal lockers will be encouraged to limit the use of the communal coat hooks. 	-	
2.	Offices and Workstations	<ul style="list-style-type: none"> - Review layouts, as far as possible, accepting the limitation on some workspaces and being aware of the impact that changed layouts may have on some disabled staff. 	<ul style="list-style-type: none"> - Use of desks/work stations actively discouraged unless physical presence in the department is necessary. 		

		<ul style="list-style-type: none"> - Manage occupancy levels, to maintain social distancing in areas with restricted space. - Use floor tape or markings to help people keep to a 2m distance. - Use screens to separate people from each other if it is not possible to move workstations apart. - Arrange people to work side by side or facing away from each other, if it is not possible to move workstations apart. - Use signage or booking systems to manage occupancy levels. - Limit use of high-touch items and shared office equipment. - Provide cleaning materials. 	<ul style="list-style-type: none"> - The occupancy of all individual offices in OMPI G has been revised to 1 person to ensure social distancing. Occupancy signs will be placed on office doors. - Offices and open plan office areas should be used minimally. Office areas are not to be used for any work that can be done from home. Where work cannot be completed from home the occupancy of the open plan office area will initially be set to 1 person per bay to maintain social distancing. This will be assessed and revised as required. - Cleaning materials will be provided for shared equipment, e.g. printer/photocopier. 		
3.	Meetings	<ul style="list-style-type: none"> - Use remote working tools to avoid the need for in-person meetings. - If absolutely necessary, maintain 2m separation throughout. - If absolutely necessary, try to hold meetings outdoors or in well-ventilated rooms. - Post signage on max. occupancy. - Rearrange seating to maintain 2m. - Repurpose small meeting rooms, if 2m is not feasible. - Encourage people to use their own pens, to avoid sharing items. - Provide hand sanitisers. - Provide cleaning materials. 	<ul style="list-style-type: none"> - Meetings will continue to be held using online platforms such as MS Teams or Zoom. - The meeting rooms in the Dunn School have been converted to storage facilities and will remain closed for the foreseeable future. 		
4.	Shared Facilities	<ul style="list-style-type: none"> - Reduce the usage of shared facilities to a minimum. - Designate certain areas to specific groups to maintain social distancing. 			

		<ul style="list-style-type: none"> - Review layouts, as possible, accepting the limitation on some workspaces. - Provide cleaning materials. 	<ul style="list-style-type: none"> - Some laboratory spaces in OMPI G are multiple occupancy rooms (see figure 1 attached). - Signage on door will indicate maximum room occupancy. - Room use has been assessed and plans put in place for maintaining social distancing in these shared use spaces. An electronic booking system, visible to all OMPI G workers, will be used to ensure maximum occupancy is not exceeded, and to ensure that users are aware when co-workers will be present. Room occupancies will be monitored and may be adjusted if necessary. - Cleaning materials (disinfectant, wipes, sanitiser) will be provided. 		
5.	Laboratories / Workshops	<ul style="list-style-type: none"> - Reduce the use of specific workspaces to enhance social distancing. - Utilise tape or markers to clearly set out modified workspaces. - Utilise booking systems or rota systems to reduce the number of people needing to use same space at any one time. - Avoid face-to-face contact by working back-to-back, side-by-side, or at angles across from each other. - Restrict occupying the same space to short periods, wherever possible. - Consider the use of screens where social distancing (e.g. 2m) cannot be avoided, both to the sides or facing individuals in front. - Reorganise workspaces, where possible, so equipment is closer to hand. - Plan work activities carefully so equipment and materials are close to hand before starting. 	<ul style="list-style-type: none"> - Layout of laboratory space has been reviewed to facilitate diagonal workspaces, such that individuals will not work within 2m of each other, either adjacently or face-to-face. Tape will be used on the floor to mark each workstation (see figure 1 for proposed layout). - Where possible resources will be replicated to minimise circulation - Equipment has been reorganised in the laboratory spaces and positioned within work areas to limit physical contact. - Lab coats will be kept separate from other individuals and will not be stored on the communal coat hooks at the 		

		<ul style="list-style-type: none"> - Maintain good laboratory or workshop practice, by ensuring surfaces are clear of items, so they can be regularly cleaned. - Minimise the shared use of equipment, by specifying items to individuals or small groups. - Ensure laboratory coats or workshop coveralls are kept separated from other individuals and laundered on a regular basis. - Enhance cleaning procedures for personal protective equipment - Enhance cleaning procedures for shared items of equipment. - Introduce cleanable covers on shared keyboards. 	<p>entrances to labs, rather at individual workstations.</p> <ul style="list-style-type: none"> - Regular lab coat cleaning on a weekly basis will be implemented. - Shared equipment and spaces will be bookable on an electronic booking system that will be accessible to all. - Cleanable covers on shared keyboards will be introduced. - Individuals will be instructed to clean down their work stations regularly, particularly before and after use. - All equipment must be similarly cleaned down before and after use. - Cleaning materials will be provided, as above. - Signage will be used to remind users to wash their hands regularly for 20 seconds, to follow the 'Catch it, Bin it, Kill it' rule for sneezes, and to avoid touching faces with unclean hands. 		
6.	Handling goods, merchandise and other materials.	<ul style="list-style-type: none"> - Set cleaning procedures for material and equipment entering the site. - Encourage increased handwashing and introducing more handwashing facilities for workers handling deliveries or providing hand sanitiser where this is not practical. - Avoid signing for packages, utilising electronic alternatives such as photographs to capture handover. - Introduce screens where 2m distances cannot be maintained between those delivering, receiving or collecting items. - Restrict non-business deliveries, for example, personal deliveries to workers. 	<ul style="list-style-type: none"> - Movement between buildings to OMPI G is permitted on the basis that maximum occupancies of rooms are not exceeded. All those working in OMPI G must have completed the return to work induction for OMPI G and have confirmed they have read and understood the risk assessments, and must adhere to the Dunn School guidelines for movement around the building and use of shared areas. The flow route map and summary of shared rules will be provided to each user during the induction, and the most direct route of movement within the building will be indicated. For those that 		

7.	Work Vehicles or Mobile Based Teams	<ul style="list-style-type: none"> - Reduce the need to travel for more than one person to travel in or use a vehicle. - Set cleaning procedures for vehicles. - Provide hand sanitiser within vehicles, especially if handwashing facilities are not easily accessible. 	<p>regularly require access to the lab in OMPI G from other departments, additional measures will be put in place and noted in appendix 14, similar to appendix 14A for those working in the BSB.</p> <ul style="list-style-type: none"> - The Dunn School has changed the location and timing of support service provision (e.g. collection of orders, disposal of rubbish and dirty glassware, etc.) to limit congregation of workers in small areas. Collection drop off/collection points have been designated in spacious areas of the department and users will be notified when collection is possible. - Dunn School guidance for collecting deliveries and other items must be followed. Guidance will be made available to all OMPI G users at induction. - Where workers require access to multiple buildings, e.g. those working in the BSB, risk assessments will be put in place to cover the movement of people and other items between the two spaces. - Work vehicles/mobile based teams not applicable 		
----	-------------------------------------	---	--	--	--

g. IMPLEMENTING AN ENHANCED CLEANING REGIME					
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed

1.	Before reopening	<ul style="list-style-type: none"> - Complete Estates Building Checklist and ensure all relevant actions have been addressed, including water system checks and ventilation requirements. - Check on the level of cleaning that has taken place or arrange for cleaning services to resume prior to re-occupation. 	<ul style="list-style-type: none"> - The OMPI G space has been maintained by the Dunn School during lockdown including weekly flushing of the water system 	-	
2.	Keeping the workplace clean	<ul style="list-style-type: none"> - Check with cleaning services to ensure an enhanced level of cleaning is provided. - Identify regimes for cleaning of busy workspaces or objects and surfaces that are touched regularly, such as door handles, stair rails, keyboards, telephones, or access codes. - Maintain good housekeeping to keep surfaces clear to assist with cleaning. - Clear workspaces and remove waste and belongings from the work area at the end of a shift. - Encourage individuals to clean their work areas and equipment at the start / end of an activity and throughout, depending on the length of the activity (e.g. every hour). - Avoid sharing workspaces (<u>no</u> hot-desking) or sharing equipment. - Provide appropriate cleaning materials and instructions for workspaces or equipment that has to be shared. - Follow guidance for dealing with a known or suspected case of COVID-19 whilst at work. 	<ul style="list-style-type: none"> - The Dunn School has secured two cleaning staff to provide additional cleaning in the morning: one cleaner will be on duty between 10:00 and 13:00 to clean common touch points (a list of these will be provided to the cleaning staff in advance); second cleaner will be in for two hours to clean the toilets. The remaining of the cleaning team will be on site from 16:30 to 19:30 each day to perform standard cleaning (full staff levels from the 1st of June). Workers advised to give priority to cleaners during cleaning slots to ensure social distancing and allow efficient cleaning of the Dunn School. - Research groups provided with guidance for increased cleaning of lab areas throughout the day, including cleaning workspaces before and after use each day, cleaning high touch point objects before and after use, and ensuring that work spaces are clear at the end of each period of work/booking. - Appropriate cleaning materials will be provided in the different work areas of OMPI G. - 70% ethanol in spray bottles with a supply of paper towels are distributed 		

			<p>strategically throughout the Dunn School to clean high touch points. Strategic locations are: photocopiers, microwaves, fridges, tea and coffee areas. Signage has been provided to indicate how this equipment should be cleaned by users.</p> <ul style="list-style-type: none">- The Dunn School have reduced the need to touch door handles by wedging doors open whenever possible. Automatic door wedges (sound-operated by fire alarm) have been installed in the EPA building so that fire doors can be safely propped open. Fire risk assessment has been updated to reflect this change and their good working order will be checked during weekly fire alarm tests.- Storage of labcoats is encouraged within the local working space rather than utilising the communal hanging areas, to prevent cross contamination. Where possible dirty lab coats will be kept at a users workstation between uses, contained in a labelled bag/box. Users are encouraged to have labcoats cleaned on a weekly basis.- Workers will be provided with guidance on cleaning procedures following a suspected/confirmed case. In the first instance those with suspected symptoms should report immediately to their line manager and Philip Cobden, Samantha Knight, Wayne Swan, or Peter Stroud. The Dunn School has secured a fogger (Saniswiss automate aHP automatic airbourne sanitizer) that would allow any area contaminated by a suspected case to be efficiently		
--	--	--	---	--	--

			<p>disinfected. An SOP for this scenario has been drafted by the Dunn School.</p> <ul style="list-style-type: none"> - In the first instance after a staff member reports feeling unwell with potential symptoms (before confirmation of a positive infection) the areas where they have worked will be cleaned down with 70% ethanol. 		
3.	Hygiene	<ul style="list-style-type: none"> - Use signs and posters to build awareness of good hygiene standards, including good handwashing technique and the need for increase handwashing frequency. - Regularly remind individuals of good hygiene standards. - Provide hand sanitiser in multiple locations in addition to washrooms. - Check availability of waste facilities and ensure regular collection. 	<ul style="list-style-type: none"> - Dunn School stores team provided with guidance on how to handle incoming goods to reduce the risk of transmission. - Signs/posters will be placed around OMPI G to remind users about handwashing and the importance of good hygiene standards. - Hand sanitiser will be placed by the shared printer and at other locations around OMPI G as deemed necessary. - All Cat 2 waste boxes, sharps / clinical waste and glassware should be deposited in the EPA foyer. Clean items and empty boxes can be collected from the same area. 		

h. ASSESSING THE NEED FOR PERSONAL PROTECTIVE EQUIPMENT					
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	Information	<ul style="list-style-type: none"> - Explain the hierarchy of control for identifying under which specific circumstances PPE might be required and highlighting the limitations for use of personal protective equipment as a general means of controlling COVID-19. 	<ul style="list-style-type: none"> - Hierarchy of control description will be made available to all returning staff/students. 	-	

2.	Specific Need	<ul style="list-style-type: none"> Prescribe those specific circumstances where personal protective equipment is required as a result of this or other risk assessments, including the specific types of PPE that will be provided. Explain how all forms of personal protective equipment should be worn, used, maintained and/or disposed of, if a risk assessment has identified a need. 	<ul style="list-style-type: none"> If an activity cannot be carried out within the 2m distance restrictions then a separate risk assessment will be needed that covers appropriate PPE and training in its use provided. First aiders (Dunn School) will receive new guidance in writing on specific use of PPE when giving first aid in a pandemic context. All will be provided with the current Dunn School guidelines for use of a facemask or face covering. Face coverings (homemade masks) should not be used in a laboratory setting. 		
3.	Personal provision/use of face coverings	<ul style="list-style-type: none"> Remind individuals who choose to provide or use their own personal face coverings of the limitations and possible restrictions in certain areas (e.g. laboratories, workshops), and the requirements for regular changing, washing and enhanced hygiene levels. 			

i. BRINGING INDIVIDUALS BACK INTO THE WORKPLACE BY CLEAR INFORMATION AND INSTRUCTION					
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	Head of Department Commitment	<ul style="list-style-type: none"> Issue signed copies of this risk assessment / work plan on the departmental website or intranet. Consult and review the risk assessment / work plan via the departmental safety advisory committees. <ul style="list-style-type: none"> Provide a head of department signed commitment to appropriate COVID-19 arrangements at the entrance to a department (see 	<ul style="list-style-type: none"> Signed copies of the work plan and risk assessments will be made available to all users of OMPI G and will be posted to the NDCN intranet. 	-	

		https://estates.admin.ox.ac.uk/coronavirus to order or print).			
2.	Communication and Training	<ul style="list-style-type: none"> - Provide clear, consistent and regular communication to improve understanding and consistency of ways of working. Ensure that these are in format(s) that are accessible to all. - Develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work. - Communicate approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience. - Use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and who have other accessibility needs. 	<ul style="list-style-type: none"> - Returning users will be required to attend a remote induction, given by PI/supervisor/line manager reminding them of all procedures (see induction checklist) - Staff who are not returning initially will be updated via the NDCN weekly newsletter and through information provided by their PI/supervisor/line manager. 		
3.	Monitor implementation and effectiveness	<ul style="list-style-type: none"> - Undertake regular checks on how individuals are working and identify areas where measures prove difficult to implement. - Ask individuals for their feedback on measures and their perceived effectiveness. - Monitor cases of COVID-19 reported in the workplace. - Review assessment, especially if changes in work activity or the number of people could alter the risk e.g. increased numbers from 	<ul style="list-style-type: none"> - Individuals returning to site will be asked to give regular feedback. They will be encouraged to alert supervisors of any difficulties they encounter, e.g. pinch points making social distancing difficult. This document and area-specific risk assessments will be regularly reviewed and updated in line with feedback, with 		

		staged returns or decreased numbers among support staff.	<p>updates communicated to relevant parties.</p> <ul style="list-style-type: none"> - The working group will monitor how procedures are working and report back to PIs or Departmental Safety Officer as appropriate. - Consideration of others is key to successful implementation of these plans. We will encourage colleagues to alert each other if guidelines are not being adhered to, and ask that anyone reminded of social distancing guidelines or the need for good etiquette should take such reminders in good grace. 		
--	--	--	--	--	--

3. MANAGING EXISTING RISKS	
Have fire risk assessments been reviewed, specifically in relation to availability of fire office, fire wardens and dedicated escorts?	Yes / No
Has the department's first aid needs assessment been reviewed, specifically in relation to availability of first aiders?	Yes / No
Have all other general and topic risk assessments been reviewed?	Yes / No
Have lone working risk assessments been updated, as necessary?	Yes / No
Have other individual specific risk assessment been updated, as necessary e.g. new & expectant mothers, young persons, personal emergency evacuation plans?	Yes / No
Have supervisory requirements been reviewed?	Yes / No
Have health and safety support requirements been reviewed?	Yes / No
Have all individual health surveillance or other Occupational Health support requirements been considered?	Yes / No

Have existing stocks of hazardous materials been checked for safe storage and integrity?	<u>Yes</u> / No
Have waste disposal streams been checked, specifically in relation to the impact of social distancing on collection and transit routes, as well as availability of internal and external support?	<u>Yes</u> / No
Are statutory examination requirements in place (e.g. local exhaust ventilation, pressure, lifting equipment, portable appliance testing, emergency equipment)?	<u>Yes</u> / No
Are additional control measures required:	<u>Yes</u> / No
<p>Outline any additional control measures below. Pay particular attention to the consequences of any reduced staffing levels. These might include:</p> <ul style="list-style-type: none"> • Checking there are sufficient and appropriate staff available to: <ul style="list-style-type: none"> ○ deal with any foreseeable emergencies (for example fire alarm activations, chemical spills, first aid emergencies) ○ operate or maintain any equipment in use ○ provide building/facilities management functions including contractor management • Assessing any resultant lone working conditions. • Checking on the availability of support services, such as Occupational Health, Security Services, Safety Office (hazardous waste) or Insurance 	
<p>Suitable measures are in place to ensure that there are sufficient staff in place to guarantee the safety of all ongoing work.</p> <p>Our overall expectation is that working patterns will not change appreciably but that there will be reduced occupancy of the building at all times. An important principle of our plan is to monitor occupancy and working patterns, allowing us to adjust processes as appropriate.</p> <p>The Dunn School Health and Safety Manager has considered the need to ensure sufficient first aid provision in the department at the current reduced staff levels and this will be monitored if new working patterns emerge. In that case, a first aid rota taking into account these new occupancy patterns will be developed. Grab packs are provided in the Dunn School first aid room that includes a face shield, hand sanitiser, a surgical mask and gloves.</p> <p>Fire risk assessments have been updated, and evacuation SOPs have been reviewed by the Dunn School Bronze Committee. Minor changes</p>	

have been implemented such as the utilisation of all routes and enlargement of the muster point to maintain social distancing.

Although the Dunn School will be working at a reduced staff capacity, all available workshop and support services staff are on site everyday, following the departmental limitations on room occupancy.

Lone/out of hours working

- The Dunn School opening hours (08:00 – 18:00) will remain the same. Line managers will be allowed to stagger workers in time to maximise experimental work, including out of hours, but encouraged to restrict those to normal working patterns whenever possible.
- Line managers will be asked to confirm that they have risk assessed the possibility of lone working.
- Fire risk in this context is minimised by the Dunn School's existing call out system in partnership with security services. In addition, one of their Facilities Managers lives on site and does a regular round of the building in the late evening. There is a deputy for this role who lives in Oxford and is part of the callout team (holiday cover).
- First aid risk assessments in the Dunn School have been reviewed. If significant new working patterns develop, first aid provision will be expanded as necessary.

4. ESTATES SERVICES BUILDING CHECK

Estates Services Building Checklist Completed:

Yes/ No

Date Checklist Completed (*append copy*):

By Wayne Swan, Dunn School, 19/05/20 (page 25 to 35 of attached 'Guidance for Facilities and Building Managers for re-opening University buildings')

5. HEAD OF DEPARTMENT APPROVAL	
Head of Department Name: (Approving assessment/work plan)	Kevin Talbot
Head of Department Signature³: (Approving assessment/work plan)	
Date of Approval:	17 th July 2020

Head of Department Signature⁴: Sir William Dunn School of Pathology (Approving assessment/work plan)	
Date of Approval:	20 July 2020

6. FURTHER REVIEW STAGE		
Date of Review	Overview of changes in risk or reduction measures	Head of Department Signature

³ By signing this document the Head of Department is confirming that 1. The building is safe to occupy; and 2. Activities within the building can be conducted safely. Any queries or concerns can be addressed to the Safety Office and/or Estates Services, using the contact details provided in the [Key Contacts](#) section.

⁴ By signing this document the Head of Department is confirming that 1. The building is safe to occupy; and 2. Activities within the building can be conducted safely. Any queries or concerns can be addressed to the Safety Office and/or Estates Services, using the contact details provided in the [Key Contacts](#) section.