

## 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: OxSTAR JR Hospital, West Wing,	Rooms or area:	Risk assessment Version/Date 07/08/20
Head of Department	Prof Helen Higham	
Department:	NDCN	
Academic/Line Manager	Rosie Warren	
People returning to working on site (status/names)	Staff Postdoctoral scientists, technician  Post graduate students	NAME(S) Rosie Warren - manager Alan Inglis – senior tech and teaching co ordinator Charles McDermot- technician Russ Sinclair – assistant technician Above 3 have been on site working to provide training during pandemic Wendy Washbourn – administration and course planner Paul Hambidge- course data management
<p><b>Activity Summary</b> (Types of activities expected &amp; authorised to take place – brief description of the experiments and equipment used) Courses provided for a variety of healthcare professionals and medical students, with restrictions applied to adhere to social distancing</p>		
<p><b>Shared use?</b> Is the space shared with individuals from other departments? If yes, please list the departments concerned <b>YES</b></p> <p>OxSTaR have a dedicated space for teaching, we on occasion have to use shared teaching space with Anaesthetics CSU (OUH) which is unavoidable. The toilet and kitchen space and corridor is shared with clinical measurement and anaesthetic department.</p>		
<b>Extent of on-site activity</b> (Indicate all that apply)		<b>Yes or No?</b>
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)		no

## 2. REDUCING THE SPREAD OF COVID-19

Travelling To/From Work:








Outline any foreseeable and significant risks	Outline risk reduction measures to be taken e.g. availability of hand washing facilities and hand sanitizers
<b>Shared equipment</b>	<p>Wiping all benches and equipment with clinell wipes before and after use.</p> <p>This include door handles as well as equipment used for simulation, safeTx, COW,</p> <p>Hand washing facilities are available in all rooms, people will be reminded to wash their hand thoroughly before work, during work and after work.</p>
<b>Personal Protective Equipment</b>	
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 lab work</i>
<b>OUH embedded space requires PPE</b>	<p>Wearing gloves as required in the activity risk assessment, individuals must be reminded of good gloving practice, change their gloves frequently and avoid touching their face whilst wearing gloves.</p> <p>All staff and student accessing sites must have consulted OUH COVID related pages prior to accessing site: <a href="https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-fags-masks.aspx">https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-fags-masks.aspx</a> Note that all individuals accessing sites are required to wear a face mask.</p> <p>Individuals can obtain a face mask from the hospital reception OxSTAR has a supply of face masks.</p>
<b>Lone Working Additional Precautions</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<b>No additional risks anticipated with respect to COVID</b>	
<b>Communication with the team</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<b>No additional risks anticipated with respect to COVID</b>	Larger group meetings have been scheduled to take place online until further notice. WhatsApp and Teams groups are set up to coordinate the work and lab time.
<b>Equipment checks</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<b>External contractor accessing the laboratory</b>	<p>Only essential service visit can be scheduled and the company has been informed about the requirements for social distancing and compulsory protective measures.</p> <p>Facilities Team must be kept informed of such contractors visit on site.</p>

	PPE will be provided, and the area will not be in use by any staff members for the duration of service. Equipment will be thoroughly cleaned with clinell wipes before and after service.
<b>First Aid Cover</b>	
Are staff aware of how to summon first aid and from where?	Outline risk reduction measures to be taken
Yes	

<b>3. MANAGING EXISTING RISKS</b>	
Have existing risk assessment been reviewed:	<input checked="" type="radio"/> Yes / No
Are additional control measures required?	Yes / No
<b>Outline any additional control measures below:</b>	
No further risks than detailed above	

<b>4. INTERNAL DEPARTMENTAL REVIEW</b>			
Role	Name	Signature	Date
<b>Manager</b> (proposing risk assessment/work plan)	R Warren		19/08/20
<b>DSO</b> (reviewing risk assessment)	Tiphaine Bouriez-Jones		8/9/2020

<b>5. HEAD OF DEPARTMENT APPROVAL</b>			
<b>Head of Department:</b> (approving risk assessment/work plan)	Kevin Talbot		09/09/2020
<b>Approval Comments</b>			

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