

## APPENDIX 13: Building Risk Assessment/Work Plan Template for Return to On-Site Working:

***Departments must complete this risk assessment/work plan and ensure that a copy is available to the Safety Office on request.***

This template risk assessment/work plan follows the [hierarchy of control](#) and steers the assessor(s) through the main issues. Key considerations are listed against each issue. As such, the assessor(s) should simply outline the Specific Measures Adopted to address the points highlighted.

The level of detail recorded should be commensurate to the practical implementation of the points to consider. For example, if 2m social distancing is achievable in all locations, this can be stated. However, where 2m social distancing is not feasible, the assessment should indicate where this is problematic and detail the additional measures that will be implemented e.g. limiting number of people, utilising booking systems or rotas, introducing screens, addressing ventilation issues, changing working practices or, if necessary, requiring the use of PPE. It may help to detail these specific measures in other documents, such as local group specific risk assessments or floor layouts. If so, the assessor(s) should reference these documents in the department wide risk assessment/work plan.

The risk assessment / work plan is likely to be a living document, with many elements still to be instigated over a period of time. As such, the assessor(s) must record any Outstanding Actions and determine whether it is Safe to Proceed. For example, it may be reasonable to open the building in general, but certain rooms remain restricted until local group specific risk assessments have been completed. This must be detailed and appropriately reviewed.

Finally, **the assessment will need regular review, at least weekly, to ensure the measures are being appropriately adopted and are effective.** The Head of Department should identify contingency plans from the outset to deal with a situation that might suddenly require a reduction in the number of people on-site or a modification of the measures, especially if the University's Business Continuity Plans change.

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

1. DEPARTMENTAL DETAILS	
<b>Head of Department:</b>	Professor Fran Platt
<b>Department:</b>	Pharmacology
<b>Date of Assessment:</b>	
<b>People Returning to On-site Working</b> <i>(status/numbers):</i>	
<p>All members of the Department who can work remotely will continue to do so – all members of the Department are encouraged to organise their work effectively to maximise remote working</p> <p>Postdoctoral researchers and DPhil students will return to on-site essential laboratory work only, up to a maximum capacity of 30% in the first instance, with desk-working only permissible while waiting for experiments to complete. The capacity has been calculated from the normal headcount of staff and students and has been estimated at 45 individuals (including support staff).</p> <p>A minimum number of support and facilities staff will be on hand during normal working hours 8am – 5pm Monday - Friday (2-3 people to manage emergency situations)</p> <p>Supervisors to work from home wherever possible and only work on-site where direct supervision of staff and students is essential.</p>	
<b>Location of work</b> <i>(Building and types of room / facilities expected to be in use):</i>	
<p>All on-site research work to be carried out in laboratories, animal procedure or equipment rooms, such as microscope or laser equipment rooms, or facilities such as tissue culture rooms. Desk work will only be permitted while waiting for experiments to complete or when supervising staff or students and this will be either in single occupancy office space or shared space with designated social distancing workspaces clearly marked.</p>	
<b>Activity Summary</b> <i>(Types of activities expected &amp; authorised to take place):</i>	
<p>Only research activity that cannot be carried out remotely will be authorised to take place. Each PI will be expected to assess the work that needs to be carried out within their own group. Supervisors will be expected to work with their staff and students to plan their work to minimise the amount of time they need to spend on-site. Some teaching activities for DPhil students may be approved where an appropriate risk assessment has been carried out and approved by the Pharmacology Bronze Team.</p>	

## 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 frequently and 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>b. ENSURING EVERY POSSIBLE STEP IS TAKEN TO FACILITATE WORKING FROM HOME</b>					
<b>URN</b>	<b>Issue</b>	<b>Key considerations</b>	<b>Specific Measures Adopted</b>	<b>Outstanding Actions</b>	<b>Safe to Proceed</b>
1.	On-site Activities	<ul style="list-style-type: none"> <li>- Individuals should work from home if at all possible.</li> <li>- Ensure the minimum number of people needed is on-site.</li> <li>- Identify and assess the need for all types of staff or students.</li> <li>- Ensuring decisions are in line with University Framework for Return to Onsite Working</li> <li>- Ensure processes are in place for Head of department approval.</li> </ul>	<ul style="list-style-type: none"> <li>- Only those undertaking laboratory work or needed to supervise lab work and essential support staff will have access enabled on the swipe card system</li> <li>- Two - three members of support staff will be available during core working hours (8am-5pm Mon-Fri)</li> <li>- Staff without 24hr permission will be permitted to work on site to 9pm Mon-Fri and 8am-4pm Sat-Sun with the permission of their PI.</li> <li>- All supervisors required to submit a plan for work in their area to the Departmental Bronze Team for approval.</li> </ul>	<p>PIs asked to complete their 'week one' plan in their group calendar</p>	
2.	Support Networks	<ul style="list-style-type: none"> <li>- Consider the support networks required, both in the department and outside.</li> <li>- Reduce the need for visitors.</li> <li>- Limit visitors to specific times.</li> <li>- Develop contractor control systems.</li> </ul>	<ul style="list-style-type: none"> <li>- Two - three key members of support staff on site during working hours</li> <li>- Other staff working remotely can monitor access and CCTV and are available via mobile for advice and guidance</li> <li>- Departmental Teams groups plus channels for each group, ie research staff/students</li> <li>- Departmental mailing list used for key announcements and updates</li> <li>- HoD approval will be needed for any external visitors</li> <li>- Building Manager will be on-site and available to manage and facilitate access for contractors.</li> <li>- Emergency contact lists regularly updated for all PIs, group members and support staff</li> </ul>	<p>Staff asked to check and update their details on HR Self-Service Register of student contact details to be kept remotely</p>	

3.	Supporting Homeworking	<ul style="list-style-type: none"> <li>– Monitor the wellbeing of those at home and find ways to help them stay connected to the rest of the department.</li> <li>– Check that those working from home can do so safely and effectively.</li> </ul>	<ul style="list-style-type: none"> <li>– Supervisors will check in regularly with members of their group and each group has set up a social media group to keep in touch with each other allowing rapid communication.</li> <li>– All members of the Department are members of a Teams group and individual channels have been set up for each category, eg DPhil students</li> <li>– Reminders have been sent out regularly about conducting a DSE self-assessment when working from home. Issues to be raised with DSO or HR Manager for action</li> </ul>	–	
4.	Reintroducing lockdown measures or responding to changes in the University BCP.	<ul style="list-style-type: none"> <li>– Identify how measures are going to be checked for suitability or effectiveness.</li> <li>– 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.</li> </ul>	<ul style="list-style-type: none"> <li>– Bronze Group will review risk assessment, induction and other materials on a weekly basis.</li> <li>– Key Admin staff and HoD to review guidance as issued by the University/MSD and feed into the risk assessment updates.</li> <li>– Contingency plan will set out 'go/no go' criteria for continued activity in the building</li> </ul>	–	

<b>c. ASSISTING THOSE EXPERIENCING SYMPTOMS, SELF ISOLATING, OR WITH SPECIFIC ASSESSED NEEDS TO AVOID ONSITE ACTIVITIES</b>					
<b>URN</b>	<b>Issue</b>	<b>Key considerations</b>	<b>Specific Measures Adopted</b>	<b>Outstanding Actions</b>	<b>Safe to Proceed</b>
1.	Supporting those who are self-isolating	<ul style="list-style-type: none"> <li>– Enable individuals to work from home while self-isolating, as appropriate.</li> <li>– Ensure University guidance for people who have symptoms and those who live with others who have symptoms is followed.</li> </ul>	<ul style="list-style-type: none"> <li>– Each supervisor has been working with their group to make sure that they can work remotely when required. Any additional hardware or IT support requirements have been identified and rectified where necessary</li> <li>– Each individual returning to work will be provided with key guidance on what to do if they or members of</li> </ul>	Finalise induction materials	

			their household fall ill and will be required to confirm receipt.		
2.	Protecting people who may be at higher risk and ensuring equality in the workplace	<ul style="list-style-type: none"> <li>- Ensure the current advice on who is in the clinically vulnerable groups is followed.</li> <li>- Understand and take into account the particular circumstances and concerns of those with different protected characteristics.</li> <li>- Consult those workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging</li> <li>- Review existing arrangements for disabled staff and adjust or make reasonable adjustments to avoid disabled workers being put at a disadvantage<sup>1</sup></li> <li>- Re-assess the risks for new or expectant mothers.</li> <li>- 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 commitments<sup>2</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>- All supervisors have been asked to check with members of their group about their particular circumstances and any issues that might affect their ability to return to work on-site.</li> <li>- Staff and students can also talk to an HR officer or the DGS if more comfortable discussing their situation confidentially</li> <li>- Support being provided for staff working from home in relation to musculoskeletal issues with DSE set up.</li> <li>- New risk assessment to be carried out for any new or expectant mothers</li> <li>- Workers with caring responsibilities will be given priority to plan their work as convenient, within the limited capacity set for the building.</li> </ul>	-	

<b>d. SUPPORTING TRAVELLING TO/FROM WORK</b>					
<b>URN</b>	<b>Issue</b>	<b>Key considerations</b>	<b>Specific Measures Adopted</b>	<b>Outstanding Actions</b>	<b>Safe to Proceed</b>
1.	Support processes for coming to or leaving work	<ul style="list-style-type: none"> <li>- Identify and use additional parking schemes or bike-rack facilities.</li> <li>- Stagger arrival and departure times to reduce crowding and the need to use public transport at peak times.</li> <li>- Use markings or one-way flow at entry and exit points.</li> </ul>	<ul style="list-style-type: none"> <li>- At risk staff to be identified by supervisors and added to a register for booking available parking spaces (will be issued with a TPP)</li> <li>- Key staff will be given access to parking to avoid public transport</li> </ul>	<ul style="list-style-type: none"> <li>- Parking register to be created and circulated</li> <li>- Parking booking system enabled</li> </ul>	

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

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

		<ul style="list-style-type: none"> <li>– Provide hand sanitisers at entry/exits.</li> <li>– Sign-post handwashing facilities.</li> </ul>	<ul style="list-style-type: none"> <li>– Planning work within each group to maximise output within limited capacity is likely to lead to a natural staggering of arrival and department times – even at peak times, there is unlikely to be pressure at entry and exit points</li> <li>– Markings to be placed outside the entrance and in the Reception area to clearly set out 2m distancing</li> <li>– Access via swipe card only and workers will be reminded to allow spacing at entrance doors</li> <li>– Signage in reception will direct workers to handwashing facilities and hand sanitiser will also be available.</li> </ul>	<p>Markings around entrance and reception</p> <p>Source signs from central store</p>	
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<b>e. LIMITING MOVEMENT AROUND BUILDINGS AND MIXING IN COMMUNAL SPACES [i.e. where measures are likely to be set at a building level]</b>					
<b>URN</b>	<b>Issue</b>	<b>Key considerations</b>	<b>Specific Measures Adopted</b>	<b>Outstanding Actions</b>	<b>Safe to Proceed</b>
1.	General	<ul style="list-style-type: none"> <li>– Reduce movement by discouraging non-essential trips within buildings and across sites.</li> <li>– Use fixed teams or booking processes to reduce the number of people mixing and to avoid overcrowding.</li> <li>– Introduce one-way flows through buildings, where possible, being aware of any potential impact on those with accessibility requirements.</li> <li>– Check long corridors for line of sight or ability to pass whilst maintaining social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>– Induction materials for all workers will remind them to limit movement within the building and between buildings – workers will need to confirm receipt and their understanding of the conditions before access is granted</li> <li>– All groups will use a calendar system for booking access to space and facilities. All calendars will be shared with the Bronze Team to enable an overview of building capacity to be maintained.</li> <li>– ‘Check and wait’ system to be trialled when using corridors and staircases. Review on a weekly basis.</li> </ul>	<p>Finalise induction materials</p> <p>Groups to set up calendars in Outlook and share with Bronze Team</p> <p>Put up signs indicating ‘check and wait’ system in operation. Develop and circulate instructions to send out with induction materials</p>	
2.	Reception Areas	<ul style="list-style-type: none"> <li>– Post hand sanitisers in doorways.</li> <li>– Signpost handwashing facilities.</li> </ul>	<ul style="list-style-type: none"> <li>– Signage on front doors will confirm necessity of social distancing</li> <li>– Signage in reception will direct workers to handwashing facilities and</li> </ul>	<p>Source signs from central store</p> <p>Signs to be put up in key communal areas</p>	

		<ul style="list-style-type: none"> <li>– Post the University signs on social distancing and the head of department’s commitment.</li> <li>– Place floor markings to highlight 2m distance.</li> <li>– Consider the need for a receptionist, noting security issues.</li> <li>– Introduce a screen in front of the receptionists.</li> <li>– Avoid signing in processes in reception for large groups.</li> <li>– Consider separate entrances to free up space in reception, noting security issues and access needs.</li> <li>– Encourage people to use their own pens, to avoid sharing items.</li> <li>– Provide cleaning materials.</li> </ul>	<p>hand sanitiser, remind workers of the essential control measures, and set out the HoD declaration regarding a COVID-19 Secure Workplace</p> <ul style="list-style-type: none"> <li>– Rolling messages to be placed on the display screen in reception – can be updated remotely.</li> <li>– Access will be via swipe card only to enable monitoring of capacity and to limit contact with reception staff</li> <li>– Perspex screen to be installed in front of reception desk to protect staff with signage requesting workers to keep behind the screen</li> <li>– Cleaning materials available to all workers, ie spray disinfectant, wipes</li> </ul>	<p>Develop and post messages on screen</p> <p>Install perspex screen</p>	
3.	Lifts	<ul style="list-style-type: none"> <li>– Reduce occupancy levels.</li> <li>– Post signage on max. occupancy.</li> <li>– Provide hand sanitiser outside lifts.</li> <li>– Encourage use of stairs, if possible.</li> <li>– Make sure that people with disabilities are able to access lifts.</li> </ul>	<ul style="list-style-type: none"> <li>– All workers will be reminded in induction materials that the lift should only be used by those with mobility issues.</li> <li>– Signage will discourage use of the lift and specify a maximum occupancy of 1.</li> <li>– Lift buttons will be included on regular daily cleaning schedule as common touch points.</li> </ul>	<p>Finalise induction materials</p> <p>Source signs from central store</p>	
4.	Toilets	<ul style="list-style-type: none"> <li>– Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</li> <li>– Reduce occupancy numbers at any one time.</li> <li>– Encourage good hygiene, including closing seat lids when flushing.</li> <li>– Maintain provision for hand drying by paper towels or hand driers.</li> <li>– If possible, post waste bins outside doors, so individuals can use paper towels to reduce touching handles.</li> </ul>	<ul style="list-style-type: none"> <li>– Most WCs in the Department are single occupancy so social distancing will be easier to maintain.</li> <li>– For multiple occupancy WCs, signage will remind users to open the door, check for other users and wait outside if necessary. Add occupied/in signs on multiple occupancy WCs</li> <li>– All WCs have hand driers* May have to be turned off , awaiting advice or paper towels dispensers and the cleaners keep stock in the department and top up daily where necessary</li> </ul>	<p>Signs developed for all WCs</p>	

			<ul style="list-style-type: none"> <li>- All WCs to be provided daily with a stock of paper towels for workers to use on handles when exiting – supported with appropriate signage.</li> <li>- Bins to be provided outside ranks of WCs for the disposal of paper towels</li> </ul>	Source and locate bins as appropriate	
5.	Changing rooms and showers	<ul style="list-style-type: none"> <li>- Determine if showers are necessary, remembering risk from individual use of towels/drying.</li> <li>- Where shower and changing facilities are required, set clear use and cleaning guidance.</li> <li>- Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day.</li> </ul>	<ul style="list-style-type: none"> <li>- The Department has two shower cubicles, but these will be taken out of action and workers will be advised accordingly</li> </ul>	<p>Facility to be locked with 'not in use' signage</p> <p>Include in induction material</p>	
6.	Cafes / Food Areas / Kitchenettes	<ul style="list-style-type: none"> <li>- Stagger break times to reduce pressure on break out spaces or places to eat.</li> <li>- Use safe outside areas for breaks.</li> <li>- Create additional space by using other parts of the workplace or building that have been freed up by remote working.</li> <li>- Reconfigure seating and tables to maintain spacing and reduce face-to-face interactions.</li> <li>- Limit use of kitchenettes (or similar) to one person at a time.</li> <li>- Encourage individuals to bring their own food in sealable/cleanable containers.</li> <li>- Avoid sharing cutlery, as far as possible.</li> <li>- Use bottled water where possible, in preference to communal drinking fountains.</li> <li>- Provide packaged meals or similar to limit the need for opening canteens.</li> <li>- Encourage handwashing before and after eating or provide hand sanitisers.</li> <li>- Provide cleaning materials.</li> </ul>	<ul style="list-style-type: none"> <li>- No Common Room services will be available during the initial stages of reopening.</li> <li>- Some break out and rest spaces will be provided in the Seminar Room and Common Room according to social distancing measures and available spaces will be clearly marked. All workers will be reminded that these spaces are only to be used when waiting for an experiment to complete – if write-up work and data analysis can be carried out at home, then this must be done off-site.</li> <li>- All workers will be reminded to bring their own food/refreshments in sealed containers is suitable for storage at room temperature. If fridges are used for food storage – inform DSO so handles can be added to cleaning schedule.</li> <li>- Signage in kitchenette areas will limit capacity to one person at a time.</li> <li>- Cleaning products will be available in all kitchen facilities.</li> </ul>	<p>Move furniture and identify appropriate working spaces in Common Room and Seminar Room</p> <p>Source signs from central store</p>	

		<ul style="list-style-type: none"> <li>– Encourage staff to remain on-site and, when not possible, maintain social distancing while off-site.</li> </ul>	<ul style="list-style-type: none"> <li>– A reminder about handwashing will be put up on the entrance to the Common Room.</li> </ul>		
7.	Fire Exits and Assembly Points	<ul style="list-style-type: none"> <li>– Encourage people to evacuate as per normal procedures, utilising all available exits and avoiding delay in leaving the building.</li> <li>– Once at the assembly point, encourage individuals to maintain 2m distance.</li> <li>– Encourage individuals to stay within the groups they routinely work, rather than mixing with others that they have had infrequent contact.</li> </ul>	<ul style="list-style-type: none"> <li>– Emergency processes set out in induction materials.</li> <li>– Supervisors asked to remind staff and students returning to work about what to do in the event of an emergency</li> </ul>	Finalise induction materials	Include in supervisors' checklist

<b>f. LIMITING MIXING IN SPECIFIC WORKSPACES AND ACTIVITIES [i.e. areas that may be supported by local group specific risk assessments]</b>					
<b>URN</b>	<b>Issue</b>	<b>Key considerations</b>	<b>Specific Measures Adopted</b>	<b>Outstanding Actions</b>	<b>Safe to Proceed</b>
1.	Personal Belongings	<ul style="list-style-type: none"> <li>– Regulate use of locker rooms, changing areas and other facility areas to reduce concurrent usage.</li> <li>– Encourage storage of personal items and clothing in personal storage spaces, for example lockers, during working hours.</li> </ul>	<ul style="list-style-type: none"> <li>– Workers to be asked to minimise the personal belongings they bring into the building</li> <li>– Where workers have access to a locker, they will be asked to use them.</li> <li>– Where lockers are not available, workers will be asked to store their belongings under their own workspace, away from any communal spaces.</li> </ul>	Finalise induction materials	
2.	Offices and Workstations	<ul style="list-style-type: none"> <li>– 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.</li> <li>– Manage occupancy levels, to maintain social distancing in areas with restricted space.</li> <li>– Use floor tape or markings to help people keep to a 2m distance.</li> <li>– Use screens to separate people from each other if it is not possible to move workstations apart.</li> </ul>	<ul style="list-style-type: none"> <li>– All staff who can work from home will continue to work remotely.</li> <li>– Pls have their own independent offices that can be used only when they need to be on-site to supervise staff or students. All Pls to set up a communication plan with their group to enable social distancing, ie keep office doors open to avoid close contact and/or communicate via mobile messaging in the first instance.</li> <li>– Furniture in the Seminar Room and Common Room will be moved to set up a limited number of working</li> </ul>	<p>Include in supervisors' checklist</p> <p>Move furniture and designate appropriate working spaces</p>	

		<ul style="list-style-type: none"> <li>– Arrange people to work side by side or facing away from each other, if it is not possible to move workstations apart.</li> <li>– Use signage or booking systems to manage occupancy levels.</li> <li>– Limit use of high-touch items and shared office equipment.</li> <li>– Provide cleaning materials.</li> </ul>	<ul style="list-style-type: none"> <li>spaces, at an appropriate social distance, that can be used by workers while waiting for experiments to complete</li> <li>– No other communal office space will be used.</li> <li>– All workers returning to on-site working will be advised to conduct a DSE self-assessment of their workspace.</li> </ul>		
3.	Meetings	<ul style="list-style-type: none"> <li>– Use remote working tools to avoid the need for in-person meetings.</li> <li>– If absolutely necessary, maintain 2m separation throughout.</li> <li>– If absolutely necessary, try to hold meetings outdoors or in well-ventilated rooms.</li> <li>– Post signage on max. occupancy.</li> <li>– Rearrange seating to maintain 2m.</li> <li>– Repurpose small meeting rooms, if 2m is not feasible.</li> <li>– Encourage people to use their own pens, to avoid sharing items.</li> <li>– Provide hand sanitisers.</li> <li>– Provide cleaning materials.</li> </ul>	<ul style="list-style-type: none"> <li>– Meetings will be held online only</li> <li>– Large meeting rooms will be converted for use as break out/rest space for workers waiting for experiments to complete with designated workspaces set out at appropriate social distancing.</li> </ul>		
4.	Shared Facilities	<ul style="list-style-type: none"> <li>– Reduce the usage of shared facilities to a minimum.</li> <li>– Designate certain areas to specific groups to maintain social distancing.</li> <li>– Review layouts, as possible, accepting the limitation on some workspaces.</li> <li>– Provide cleaning materials.</li> </ul>	<ul style="list-style-type: none"> <li>– Shared equipment spaces will only be available to groups via prior booking</li> <li>– Clear signage on doors will indicate if rooms are in use and will remind users of the importance of handwashing</li> <li>– Cleaning materials to be provided so users can clean working spaces before and after use</li> <li>– Cleaning wipes have been sourced for use on delicate equipment</li> </ul>	<p>Booking system for shared equipment spaces Develop and put up 'in use' signs</p>	
5.	Laboratories / Workshops	<ul style="list-style-type: none"> <li>– Reduce the use of specific workspaces to enhance social distancing.</li> <li>– Utilise tape or markers to clearly set out modified workspaces.</li> </ul>	<ul style="list-style-type: none"> <li>– Each PI has been asked to consider the capacity of each lab space, taking into effect any recirculating air conditioning – most labs in Pharmacology can only accommodate</li> </ul>		

		<ul style="list-style-type: none"> <li>- Utilise booking systems or rota systems to reduce the number of people needing to use same space at any one time.</li> <li>- Avoid face-to-face contact by working back-to-back, side-by-side, or at angles across from each other.</li> <li>- Restrict occupying the same space to short periods, wherever possible.</li> <li>- Consider the use of screens where social distancing (e.g. 2m) cannot be avoided, both to the sides or facing individuals in front.</li> <li>- Reorganise workspaces, where possible, so equipment is closer to hand.</li> <li>- Plan work activities carefully so equipment and materials are close to hand before starting.</li> <li>- Maintain good laboratory or workshop practice, by ensuring surfaces are clear of items, so they can be regularly cleaned.</li> <li>- Minimise the shared use of equipment, by specifying items to individuals or small groups.</li> <li>- Ensure laboratory coats or workshop coveralls are kept separated from other individuals and laundered on a regular basis.</li> <li>- Enhance cleaning procedures for personal protective equipment</li> <li>- Enhance cleaning procedures for shared items of equipment.</li> <li>- Introduce cleanable covers on shared keyboards.</li> </ul>	<p>one person at a time with effective social distancing</p> <ul style="list-style-type: none"> <li>- All labs will have appropriate signage to indicate maximum capacity.</li> <li>- Each lab will set up a booking calendar and workers will be expected to book a space in which to work before planning their experiments.</li> <li>- Induction materials will remind workers to plan their work carefully, making sure that all necessary equipment and materials are available with their working space</li> <li>- Any activities where social distancing is not possible – likely to be procedures on animals or training – will require an additional risk assessment which will need approval by the Bronze Team.</li> <li>- Suitable cleaning wipes or spray disinfectant will be available for all shared equipment. All users will be asked to clean their working space before and after use.</li> <li>- Any radiation work will need prior approval and can only be carried out when the Senior Radiation Protection Supervisor (SRPS) is on-site and available to attend any incident. Bronze Team will co-ordinate this activity and provide sign-off before work is carried out.</li> </ul>	<p>Supervisors asked to adapt and put up signs Group calendars to be set up in Outlook and shared with Bronze Team</p> <p>Finalise induction materials</p>	
6.	Handling goods, merchandise and other materials	<ul style="list-style-type: none"> <li>- Set cleaning procedures for material and equipment entering the site.</li> <li>- Encourage increased handwashing and introducing more handwashing facilities for workers handling</li> </ul>	<ul style="list-style-type: none"> <li>- An additional table to be set up in reception for receipt of deliveries. Fridges and freezers available in the Goods Inwards Office for temperature sensitive items.</li> </ul>	<p>Add table in reception for deliveries</p> <p>Install screening</p>	

		<p>deliveries or providing hand sanitiser where this is not practical.</p> <ul style="list-style-type: none"> <li>- Avoid signing for packages, utilising electronic alternatives such as photographs to capture handover.</li> <li>- Introduce screens where 2m distances cannot be maintained between those delivering, receiving or collecting items.</li> <li>- Restrict non-business deliveries, for example, personal deliveries to workers.</li> </ul>	<ul style="list-style-type: none"> <li>- Reception area will be screened with messages to remind delivery drivers of the need for social distancing.</li> <li>- Reception staff to be reminded of the need for frequent handwashing and will be provided with hand sanitiser when they cannot access handwashing.</li> <li>- Induction materials for all workers will ask them not to have personal items delivered to the Department.</li> </ul>	<p>Guidance provided to reception staff</p> <p>Finalise induction materials</p>	
7.	Work Vehicles or Mobile Based Teams	<ul style="list-style-type: none"> <li>- Reduce the need to travel for more than one person to travel in or use a vehicle.</li> <li>- Set cleaning procedures for vehicles.</li> <li>- Provide hand sanitiser within vehicles, especially if handwashing facilities are not easily accessible.</li> </ul>	<ul style="list-style-type: none"> <li>- Not applicable</li> </ul>	-	

<b>g. IMPLEMENTING AN ENHANCED CLEANING REGIME</b>					
<b>URN</b>	<b>Issue</b>	<b>Key considerations</b>	<b>Specific Measures Adopted</b>	<b>Outstanding Actions</b>	<b>Safe to Proceed</b>
1.	Before reopening	<ul style="list-style-type: none"> <li>- Complete Estates Building Checklist and ensure all relevant actions have been addressed, including water system checks and ventilation requirements.</li> <li>- Check on the level of cleaning that has taken place or arrange for cleaning services to resume prior to re-occupation.</li> </ul>	<ul style="list-style-type: none"> <li>- Weekly flushing has been carried out and documented</li> <li>- Building Manager to complete Estates Checklists</li> <li>- A Departmental-wide clean will be initiated in advance of any RTW</li> </ul>	<p>Complete checklists once approval to open is received</p> <p>Organise cleaning services when reopening date is known</p>	
2.	Keeping the workplace clean	<ul style="list-style-type: none"> <li>- Check with cleaning services to ensure an enhanced level of cleaning is provided.</li> <li>- 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.</li> </ul>	<ul style="list-style-type: none"> <li>- The daily cleaning service will resume at the time of opening</li> <li>- A cleaner will be available on site during normal working hours to carry out cleaning of common touch points and WCs and waste disposal</li> <li>- Cleaning materials, including spray disinfectant, paper towel rolls and</li> </ul>		

		<ul style="list-style-type: none"> <li>- Maintain good housekeeping to keep surfaces clear to assist with cleaning.</li> <li>- Clear workspaces and remove waste and belongings from the work area at the end of a shift.</li> <li>- 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).</li> <li>- Avoid sharing workspaces (<u>no</u> hot-desking) or sharing equipment.</li> <li>- Provide appropriate cleaning materials and instructions for workspaces or equipment that has to be shared.</li> <li>- Follow guidance for dealing with a known or suspected case of COVID-19 whilst at work.</li> </ul>	<p>wipes, will be available from reception for all workers if they wish to clean their own working spaces (in addition to the daily cleaning regime)</p> <ul style="list-style-type: none"> <li>- Key facilities staff will be provided with clear guidance on the cleaning requirements if a suspected case of COVID-19 is reported in the building.</li> </ul>	Guidance provided for on-site staff	
3.	Hygiene	<ul style="list-style-type: none"> <li>- Use signs and posters to build awareness of good hygiene standards, including good handwashing technique and the need for increase handwashing frequency.</li> <li>- Regularly remind individuals of good hygiene standards.</li> <li>- Provide hand sanitiser in multiple locations in addition to washrooms.</li> <li>- Check availability of waste facilities and ensure regular collection.</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Signage in key areas – reception, Common Room, WCs and kitchen facilities – will highlight need for regular handwashing or use of hand sanitiser</li> <li>- Hand sanitiser will be available via dispenser in key communal areas and small containers can be refilled and available to use in labs and equipment rooms as required.</li> <li>- Daily cleaning service will ensure bins are emptied regularly.</li> </ul>	Source signs from central store	

<b>h. ASSESSING THE NEED FOR PERSONAL PROTECTIVE EQUIPMENT</b>					
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	Information	<ul style="list-style-type: none"> <li>- 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.</li> </ul>	<ul style="list-style-type: none"> <li>- Supervisors have been briefed regularly by the DSO on the guidelines around PPE</li> <li>- All PIs are clear that PPE should only be used as a control measure for COVID-19 in situations where social distancing is not possible and where it</li> </ul>		

			<p>has been identified as necessary via an appropriate risk assessment. This risk assessment will need Bronze Team approval.</p> <ul style="list-style-type: none"> <li>- Dedicated guidance on face coverings and PPE will be provided to all workers.</li> </ul>		
2.	Specific Need	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> </ul>	<ul style="list-style-type: none"> <li>- Each PI has been asked to identify circumstances in their own lab where social distancing might not be possible</li> <li>- A risk assessment will then be developed on a case-by-case basis that will identify any need for specific PPE.</li> <li>- Any PPE required following a risk assessment will be supplied by the Department who will ensure it is fit for purpose– taking advice from the DSO/DivSO as necessary.</li> </ul>	Risk assessment to be completed on a case-by-case basis as required.	
3.	Personal provision/use of face coverings	<ul style="list-style-type: none"> <li>- 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.</li> </ul>	<ul style="list-style-type: none"> <li>- A guidance leaflet will be provided to all workers returning to work to cover the guidance relating to face coverings.</li> <li>- This guidance will be cross-referenced in the main induction materials.</li> </ul>	Finalise induction materials	

<b>i. BRINGING INDIVIDUALS BACK INTO THE WORKPLACE BY CLEAR INFORMATION AND INSTRUCTION</b>					
<b>URN</b>	<b>Issue</b>	<b>Key considerations</b>	<b>Specific Measures Adopted</b>	<b>Outstanding Actions</b>	<b>Safe to Proceed</b>
1.	Head of Department Commitment	<ul style="list-style-type: none"> <li>- Issue signed copies of this risk assessment / work plan on the departmental website or intranet.</li> <li>- Consult and review the risk assessment / work plan via the departmental safety advisory committees.</li> <li>- Provide a head of department signed commitment to appropriate COVID-19 arrangements at the entrance to a department (see</li> </ul>	<ul style="list-style-type: none"> <li>- Risk assessment will be published on the Departmental intranet and all updates will be highlighted.</li> <li>- Risk assessment to be sent to all Departmental Safety Advisory Committee (DSAC) members for comment in advance of any return to work. Teams meeting to be called if DSAC wishes to hold a remote discussion of the content of the risk assessment</li> </ul>	<p>Publish draft risk assessment and induction materials once approval received to open.</p> <p>Send RA to DSAC and organise meeting if required</p>	

		<a href="https://estates.admin.ox.ac.uk/coronavirus">https://estates.admin.ox.ac.uk/coronavirus</a> to order or print).	<ul style="list-style-type: none"> <li>- HoD commitment to COVID-19 Secure Workplace to be displayed in reception.</li> </ul>	Signage in reception	
2.	Communication and Training	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.</li> <li>- Communicate approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.</li> <li>- 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.</li> </ul>	<ul style="list-style-type: none"> <li>- A clear induction leaflet will be sent to all workers who intend to return to work. This will be accompanied by a 'Code of Conduct' that returning workers will be expected to sign up to and associated guidance such as 'face coverings' and 'lone working – reminder of key procedures'</li> <li>- In addition to sending materials to individuals by e-mail, all information will be available on the Departmental intranet.</li> <li>- Supervisors will be provided with a 'return to work' checklist to identify issues then need to discuss with workers.</li> </ul>	<p>Finalise induction materials</p> <p>Publish all induction information on intranet</p> <p>Produce supervisors' checklist</p>	
3.	Monitor implementation and effectiveness	<ul style="list-style-type: none"> <li>- Undertake regular checks on how individuals are working and identify areas where measures prove difficult to implement.</li> <li>- Ask individuals for their feedback on measures and their perceived effectiveness.</li> <li>- Monitor cases of COVID-19 reported in the workplace.</li> <li>- Review assessment, especially if changes in work activity or the number of people could alter the risk e.g. increased numbers from staged returns or decreased numbers among support staff.</li> </ul>	<ul style="list-style-type: none"> <li>- Key facilities staff will be on site during core working hours and can report on any issues</li> <li>- Supervisors to hold virtual weekly meetings with their group to gather feedback</li> <li>- Log of suspected COVID-19 cases will be held at reception and shared with Bronze Team for review</li> <li>- Weekly Bronze Team meetings and weekly meetings with PIs and staff and student representatives will review progress against the risk assessment and consider any changes to University or Government guidance and any good practice from other departments.</li> </ul>	Continue to organise weekly meetings	

<b>3. MANAGING EXISTING RISKS</b>	
Have fire risk assessments been reviewed, specifically in relation to availability of fire officer, fire wardens and dedicated escorts?	Yes / No In progress
Has the department's first aid needs assessment been reviewed, specifically in relation to availability of first aiders?	Yes / No In progress
Have all other general and topic risk assessments been reviewed?	Yes
Have lone working risk assessments been updated, as necessary?	Yes
Have other individual specific risk assessment been updated, as necessary e.g. new & expectant mothers, young persons, personal emergency evacuation plans?	Yes
Have supervisory requirements been reviewed?	Yes
Have health and safety support requirements been reviewed?	Yes
Have all individual health surveillance or other Occupational Health support requirements been considered?	Yes
Have existing stocks of hazardous materials been checked for safe storage and integrity?	Yes
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?	Yes
Are statutory examination requirements in place (e.g. local exhaust ventilation, pressure, lifting equipment, portable appliance testing, emergency equipment)?	Yes
Are additional control measures required?	Yes / No
<p><b>Outline any additional control measures below. Pay particular attention to the consequences of any reduced staffing levels. These might include:</b></p> <ul style="list-style-type: none"> <li>• Checking there are sufficient and appropriate staff available to: <ul style="list-style-type: none"> <li>○ deal with any foreseeable emergencies (for example fire alarm activations, chemical spills, first aid emergencies)</li> <li>○ operate or maintain any equipment in use</li> <li>○ provide building/facilities management functions including contractor management</li> </ul> </li> <li>• Assessing any resultant lone working conditions.</li> <li>• Checking on the availability of support services, such as Occupational Health, Security Services, Safety Office (hazardous waste) or Insurance</li> </ul>	

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4. ESTATES SERVICES BUILDING CHECK	
Estates Services Building Checklist Completed:	Yes / No 95% complete, awaiting confirmation on some points
Date Checklist Completed ( <i>append copy</i> ):	

5. HEAD OF DEPARTMENT APPROVAL	
Head of Department Name: (Approving assessment/work plan)	Professor Fran Platt
Head of Department Signature <sup>3</sup> : (Approving assessment/work plan)	
Date of Approval:	25 June 2020

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

<sup>3</sup> 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.