

Appendix to Wolfson Building Onsite Working Building Risk Assessment; Clinic Rooms

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: CPSD, Wolfson Building	Rooms or area: Interview Room, Clinic rooms x 3, Neurosonology room and Vascular Physiology room	Risk assessment Version/Date V2 19/08/2020
Head of Department	Professor Kevin Talbot	
Department:	NDCN	
Academic/Line Manager	Professor Peter Rothwell	
People returning to working on site (status/names)	Staff	Weekly clinic rota for OxVasc research team (list available) OxHarp team
<p>Activity Summary (Types of activities expected & authorised to take place – brief description of the experiments and equipment used):</p> <p>All clinic room research activities fall under OUH Trust guidance (attached). Ongoing OxVasc stroke clinics for ascertainment and GP referrals for stroke/TIA OxVasc Participants. Restart follow-up clinics for OxVasc stroke participants and OxHarp.</p>		
<p>Shared use?</p> <p>CPSD activity only- not shared with any other persons, groups or departments</p>		
Extent of on-site activity (Indicate all that apply)		Yes or No?
Continually with a single individual occupying the space		No
Continually with different individuals occupying the space one at a time		Yes
Continually with different individuals occupying the space simultaneously with appropriate physical distancing measures		Yes
Occasionally (e.g., a few short visits per day or week to check equipment)		Yes, if no practical work being undertaken in a particular week

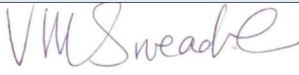
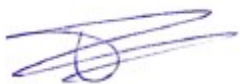
2. REDUCING THE SPREAD OF COVID-19	
Travelling To/From Work:	
Outline any foreseeable and significant risk	Outline risk reduction measures to be taken
Viral spread on Public Transport	Travel to work will mainly be by car, bicycle or staff parking permit will be used or parking guidelines for staff will be followed. Full details provided in Wolfson Building risk assessment.
Safe Distancing in the Building	


Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Same as Wolfson Building Risk Assessment	Wolfson is a stand-alone building with its own access so no travel through the JR hospital is required to enter. Clinic rooms are on the ground floor and accessed via swipe card. Building occupancy is low as per Wolfson Building risk assessment.
Safe Distancing in the Lab	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<p>Recirculating AirCon could spread the virus. Restricted work area if more than single occupancy.</p> <p>Spread of virus from the JR hospital to the Wolfson Building.</p>	<p>Limit occupancy to 2 persons in Interview Room, Clinic rooms whilst occupancy will be limited to 3 person in Neurosonology room and Vascular Physiology room - room capacity guidance will be on each clinic room door with 2 metre social distancing.</p> <p>Clinic times only with research participants- CPSD staff will wear level 1 PPE at all times as per OUH guidance when with an OxVasc/OxHarp participant allowing up to 3 persons.</p> <p>All participants will be asked if they have COVID symptoms on arrival (they will have already been advised not to attend if they are showing symptoms) and if clear will wait in the CPSD reception area until invited to an allocated clinic room by the staff member. If they are accompanied by someone (relative/carer) they will be asked to wait in reception unless required to help the participant with assessments. Surgical masks will be worn by the participant, relative/carer at all times and these will be provided if necessary.</p> <p>Plan ahead so each CPSD staff member is aware which equipment is required and will be cleaned ready for use each day to avoid cross contamination.</p> <p>Guidance on hand washing will be displayed at each clinic room sink.</p> <p>CPSD staff who are not part of the clinic rooms research activity will not enter these rooms at any time unless by prior arrangement and following the occupancy/PPE guidelines for each room.</p> <p>Procedures will be reviewed on a regular basis and any changes disseminated to all staff.</p> <p>The rooms have wall mounted a/c unit which causes recirculation of air within the room, given the use of the room, occupants will always wear Level 1 PPE, this higher hierarchy means that the ventilation does not need to be adjusted – though occupants have been advise to turn off a/c unit when occupying the room if possible.</p>
Cleaning Regimes	

Outline any foreseeable and significant risks	Outline risk reduction measures to be taken e.g. availability of hand washing facilities and hand sanitizers
Risk of spread of virus on surfaces	Use of hand sanitizer on entering Wolfson building, wash hands on entering and leaving the clinic room. Wipe down all surfaces using sanitiser (Clinell wipes) between each participant clinic visit and at the end of the day including handles, computer, and equipment used. Plan clinic times to enable extra cleaning to take place and forewarn participants about procedures in place prior to coming to the building.
Personal Protective Equipment	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken: <i>This is Covid-19 specific PPE beyond that needed for usual lab work</i>
Risk of airborne virus spread	Level 1 PPE will be worn by research staff in the clinic rooms when with a research participant and will follow all OUH COVID-19 guidelines (including separate disposal). Staff training will be undertaken and procedures reassessed on a regular basis.
Lone Working Additional Precautions	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Same as NDCN policy	There will be no use of the clinic rooms out of hours.
Communication with the team	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
	CPSD staff will arrange clinic appointment times 3 weeks in advance to allow for invitation of participants and staff availability. Relevant communications and safety messages will be disseminated via MS Teams/staff meetings and handovers as appropriate. See also Wolfson Building risk assessment for general communication.
Equipment checks	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
	Cleaning of all equipment will be done by CPSD staff wearing PPE between each participant and time will be allowed for all cleaning to take place as described in cleaning regime section.
First Aid Cover	
Are staff aware of how to summon first aid and from where?	Outline risk reduction measures to be taken

	As for CPSD general Wolfson Building policy
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3. MANAGING EXISTING RISKS	
Have existing risk assessment been reviewed:	Yes
Are additional control measures required?	No
Outline any additional control measures below:	

4. INTERNAL DEPARTMENTAL REVIEW			
Role	Name	Signature	Date
Manager (proposing risk assessment/work plan)	Mary Sneade		19/08/2020
Facilities Manager DSO (reviewing risk assessment)	Tiphaine Bouriez-Jones		8/9/2020

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

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