

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	
Head of Department:	Professor Paul Klenerman
Department:	Peter Medawar Building for Pathogen Research
Date of Assessment:	16 th July 2020
People Returning to On-site Working (<i>status/numbers</i>):	
<p>Admin staff: 4, estimated 2 in the building at any one time</p> <p>Researchers: 20 PIs, 50 post-docs, RAs 16, estimated 30 in the building at any one time</p> <p>Post-graduate students: 43, estimated 10-15 in the building at any one time</p> <p>Total number of keyholders in the building is 325, estimated 20% (ie up to a maximum of 65) returning to work in the building at any one time. PIs will coordinate these numbers to maintain the numbers allowed into the building but periodically numbers of those entering the building will be checked via audit of building entries by the Building Administrator. If this number exceeds 65 then PIs will be notified and the need for entry to the building of each individual who has entered the building will be systematically reviewed.</p>	
Location of work (<i>Building and types of room / facilities expected to be in use</i>):	
Peter Medawar Building: CL2, derogated CL3 and full CL3 labs, offices	
Activity Summary (<i>Types of activities expected & authorised to take place</i>):	
Laboratory research, building operations and essential office work	

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 ~~or Clinically 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
	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. 	<p>1. Staff will be required to work from home unless work in the PMB is necessary, as deemed by the PI.</p> <p>Individual risk assessments will be made for all staff and students to limit risk to the minimum levels that are compatible with undertaking necessary work within the PMB. Procedures are in line with the University Framework for RTOSW and in place for HoD approval.</p>		
	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. 	<p>2. We will ensure that all contractors are aware of the COVID-19 control measures that have been put in place and we will request the measures that have been put in place by those contractors. There is a specific Peter Medawar Building SOP that is in place that is intended for external contractors.</p>		
	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. 	<p>3. Team members will be supported by regular contact with PI and other team members via Zoom, Teams, e-mail, telephone, <i>etc.</i></p> <p>We will ensure that any DSE issues are addressed by their line manager via external keyboards, laptop risers, <i>etc.</i> as needed.</p>		
	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. 	<p>4. Measures that have been introduced will be monitored by the Building and Laboratory Manager, the DSAC, the BSO and the DSO, in addition to the PIs, to ensure that these are adhered to.</p> <p>Should lockdown measures need to be reintroduced, key personnel will be identified based on experience and proximity to the</p>		

			building who will safely shut down ongoing work, store cell lines, etc. as needed.		
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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
	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. 	<p>1. All staff will be supported by fellow team members and PIs and enabled to follow the government and university guidelines on self-isolating. Information will be available to all staff via the building administrator and via the building website providing advice, up-to-date information and guidance about SARS-CoV-2.</p>		
	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 degree of risk, or might make any steps you are thinking about inappropriate or challenging – 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. 	<p>2. Individuals identifying themselves as clinically extremely vulnerable or those who are identified through risk assessment as clinically extremely vulnerable will be asked to work from home.</p> <p>Individuals either suffering COVID-19 symptoms themselves or who have shared household members who are self-isolating will stay at home. A link to NHS guidance regarding self-isolation is on the Peter Medawar Building website.</p> <p>Risk assessments will be made on all staff and students on a regular basis to ensure any change in risk is accommodated.</p>		

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

		<ul style="list-style-type: none"> – 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. 			
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d. SUPPORTING TRAVELLING TO/FROM WORK

URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
	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. 	1. Temporary parking permits in University occupied spaces have been allocated to those who would normally rely on public transport to get to / from work. Permits are controlled by the building administrator. Accessing additional secure space for cycles will be sought. Those dependent on public transport will be advised to avoid peak times for travel. Hand sanitisers will be made available at entry / exit points and signage posted to reinforce handwashing and other key safety measures.		

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
	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. 	1. The PMB levels 30-50 has long corridors that are only 1.2m wide, therefore we have instituted a one-way system for clockwise travel around these corridors. For the wide corridors of levels 10-20 and for the stairs which are also wide, we have instituted a 'wait and pass' policy in combination with 'a keep to		

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

		<ul style="list-style-type: none"> - 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. 	<p>the left' approach to ensure maintenance of social distancing. Signage has been posted at key vantage points throughout the building to reinforce the need for maintenance of social distancing at all times. 'Interaction areas' previously used for mealtimes and interaction are limited to staggered use in order to avoid overcrowding. Glass panels on the doors to the 'interaction areas' provide viewing and enable prospective users to check room occupancy prior to use. If space is not available, prospective users will need come back in 20 minutes and look again. Common sense working practice in a laboratory environment precludes use of rigid timetables or rota systems.</p>		
	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. 	<p>2. Hand sanitisers are now provided at the entrance / exit door, together with University signage to highlight handwashing, social distancing and other key safety measures that need to be followed. There is no reception area or receptionist in the PMB. An induction will be carried out for all those returning to work in the PMB to ensure that they are fully conversant with and comply with the COVID-19 control measures that have been put in place.</p>		
	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. 	<p>3. The PMB passenger lift is currently not being used because of insurance issues. When it is operational its use will be limited to one person at a time. The Goods lift is in use and is limited to one person at a time. Signage to this effect is posted. Signage to encourage use of stairs is</p>		
	Toilets	<ul style="list-style-type: none"> - Set clear use and cleaning guidance for toilets to ensure they are kept 			

		<p>clean and social distancing is achieved as much as possible.</p> <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. 	<p>posted. Hand sanitisers are available outside lifts.</p> <p>4. Signage is posted outside the toilets to the effect that only one person per toilet room is allowed and that toilets should be flushed with the lid down to minimise aerosols. Soap and water are available for handwashing and hand towels are provided.</p>		
	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. 	<p>5. Individuals using shower facilities will use only their own personal towel. Showers may be needed for those cycling in some distance. Showers are cleaned each day by the contract cleaners. The cleaning materials in the shower room must be utilised by anyone using the shower to ensure the shower is cleaned after use. All personal items including towels have to be removed from the shower room and stored in closed receptacles beside that person's desk.</p>		
	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. - 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. 	<p>6. Mealtimes will be staggered to limit numbers using food areas. Glass panels on the doors to the 'interaction areas' provide viewing and enable prospective users to check room occupancy prior to use. If space is not available, prospective users will need come back in 20 minutes and look again. Common sense working practice in a laboratory environment precludes use of rigid timetables or rota systems. Users will wipe clean spaces after use. Outdoor spaces will be made available for mealtimes or breaks as far as possible. Food will be brought in within sealed containers and</p>		

		<ul style="list-style-type: none"> - 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. 	<p>staff will bring their own cutlery. All shared crockery/cutlery has been removed. Food in sealed containers may be stored in fridges. Water will be obtained from kitchen taps. Tea and coffee making will be permitted. Cleaning products are available to wipe fridge door handles, taps, kettle handles and food boxes.</p>		
	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. 	<p>7. Fire exits remain the same as before. All staff will maintain the recommended 2m safe distance at the assembly point.</p>		

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
	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. 	<p>1. Personal items are stored at the desk where each individual works. Lockers will not be available for use until further notice.</p>		

	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. - 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. 	<p>2. Offices and workstations for each group within the PMB have been reviewed by PIs and Admin team. The space with the current layout in most of the laboratories and offices allows for adequate social distancing of 2m to be maintained, with individuals working side-by-side. This incorporates repurposing of meeting rooms for office space. Office work will be kept to a minimum and all dry lab work such as data analysis will be carried out at home. Thus, full room occupancy is not expected at this time. Use of shared office space by individual groups will be limited by a rota system risk assessed by individual PIs and managed by the PIs and Building Administrator. Number limits for each room will be posted via signage on the door. Room occupancy numbers with designated working spaces measured at $\geq 2m$ apart are mapped out on a copy of the building plans (attached).</p>		
	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. 	<p>3. Meeting rooms have been repurposed to provide additional office space to ensure adequate social distancing when office work in the building is necessary. A booking system is in place for meeting rooms to enable this space to be utilised. This booking system is coordinated by the Building Administrator.</p>		

		<ul style="list-style-type: none"> - Provide cleaning materials. 			
	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. - Review layouts, as possible, accepting the limitation on some workspaces. - Provide cleaning materials. 	<p>4. Booking systems, signage, and the provision of cleaning materials and hand sanitisers will be put in place to ensure that usage of facilities that need to be shared can be accommodated with the minimum of risk. Booking systems will incorporate a 5-minute gap at the end and beginning of each time allocation to ensure that there is no overlap between one occupancy and the next and to allow time (ie 10 minutes) for the work area to be thoroughly cleaned by the previous user before leaving before the next booking.</p>		
	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. - Maintain good laboratory or workshop practice, by ensuring 	<p>5. Individual groups will implement the measures listed as appropriate for the space and work to be done, and as addressed in the individual group risk assessments. Individuals groups will risk assess shared equipment use [These are collated in Appx 15]. A pre-existing booking system (google calendar) is already in place for communal (Core) equipment. This has worked flawlessly for numerous years, so staff are fully conversant with the system. The booking system is only in place for individual group spaces. Those staff wanting access to the calendar can contact Cathy for access. Other less frequently used equipment i.e ultra centrifuge and image analysers have books beside them and people are welcome to book. Where for COVID work in CL3 (rooms 20.17 and 20.14) and CL2 (rooms 10.32 and 10.08), if it is essential and unavoidable that the hoods adjacent to each other be occupied at the same time, workers will use masks in addition to observing social distancing.</p>		

		<p>surfaces are clear of items, so they can be regularly cleaned.</p> <ul style="list-style-type: none"> - 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>These assessments are incorporated in the above-mentioned group-specific risk assessments. Lab coats are routinely washed daily in-house, CL3 lab coats are autoclaved before washing.</p>		
	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. 	<p>6. All stocks arriving into the building will be wiped down with 70% alcohol. A hand sanitiser and signage reinforcing safety measures are in place at building entry / exit.</p>		
	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. 	<p>7. Not applicable.</p>		

		<ul style="list-style-type: none"> – Provide hand sanitiser within vehicles, especially if handwashing facilities are not easily accessible. 			
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g. IMPLEMENTING AN ENHANCED CLEANING REGIME					
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
	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. 	<p>1. All relevant actions will be reviewed by Stephen Pearson from Estates according to the checklist including local ventilation in each room. Checklist review will be arranged with Steven Pearson from Estates. This has been requested and we are currently awaiting a reply to arrange a date.</p>		
	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. 	<p>2. The cleaning contractors are providing an enhanced level of cleaning, in particular surfaces touched regularly such as stair railings and door handles. Contractors are cleaning between 7am and 9am each day, all surfaces are wiped and cleaned. Hand sanitisers have been placed at entry points to each floor. All office workspaces and communal areas are provided with hand sanitisers and cleaning materials to ensure office workspace is cleaned before and after use. Shared use of workspaces will be minimised by booking systems and staggered times of use. Laboratory workspace surfaces will be cleaned and wiped with 70%</p>		

		<ul style="list-style-type: none"> - 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. 	<p>alcohol before and after use. Safe work practices are reinforced by signage posted at key vantage points in the building. Shared use of workspace is minimised by booking systems and staggered times of use. Where equipment must be shared, shared, in CL2 areas all staff will be wearing safety glasses, lab coats and gloves. Appropriate cleaning materials will be used before and after use of equipment and workspace.</p> <p>Guidance will be followed for dealing with a known or suspected case of COVID-19 at work.</p>		
	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. 	<p>3. Signage posted at strategic vantage points will be used to reinforce safe practice measures in place including handwashing and handwashing technique. Hand sanitisers and cleaning materials will be provided in all office workspaces.</p>		

h. ASSESSING THE NEED FOR PERSONAL PROTECTIVE EQUIPMENT					
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed

	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. 	<p>1. The hierarchy of control is considered in risk assessments, to either eliminate, reduce, isolate or manage risk from work that is being undertaken in the building.</p>	<ul style="list-style-type: none"> - To be discussed 	
	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. 	<p>2. The specific need and type of PPE required in CL2 and CL3 is safety glasses, gloves, lab coats, but additional PPE needed for COVID-19 protection would apply if social distancing in these laboratories is not possible and this recorded in the appropriate COVID-19 work risk assessments.; in these cases fluid-resistant surgical masks (FRSMs) from the University's store will be provided should masks be used in the laboratory space. Example: Room 10.17, FACS room: this houses the LSRII, a piece of equipment for which the operator needs to sit at the instrument for the duration of the experiment. This room also houses the ELISA reader/ELISPOT reader and the MACS Quant. People will need use these pieces of equipment for a few minutes at a time, for example to loading the plate, and then return later to remove the plate and get the results on a memory stick. During this process, therefore, 2 people would need to be in the room and both will have to have a face mask during the time that there are two people in the room. Other examples of a shared facility is the image analyser room where we have a microscope (long stay) and a imaging station (brief stay). For general circulation within the building</p>		

	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. 	<p>outside of the laboratory spaces, social distancing measures will be adopted.</p> <p>3. Staff may bring in their own facemasks or face coverings into the building, however these must not be worn in the laboratory. Fluid-resistant surgical masks (FRSMs) from the University's store will be provided should masks be used necessary as determined by a risk assessment in the laboratory space. Those wishing to wear face covering for their own personal wellbeing in office space are welcome to do so, but at this time there is no obligation to do so.</p>		
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i. BRINGING INDIVIDUALS BACK INTO THE WORKPLACE BY CLEAR INFORMATION AND INSTRUCTION					
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
	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 https://estates.admin.ox.ac.uk/coronavirus to order or print). 	1. These measures listed will be adopted.		
	Communication and Training	<ul style="list-style-type: none"> – Provide clear, consistent and regular communication to improve understanding and consistency of 	2. Regular email communication will be made with all PMB staff via email. Additionally, communication will be made with individual		

		<p>ways of working. Ensure that these are in format(s) that are accessible to all.</p> <ul style="list-style-type: none"> - 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. 	<p>group members via virtual meetings and emails. In this way all staff and students in the PMB will be fully familiarised with the RTOSW documents, the PMB work practice guidance documents and risk assessments. In addition, PIs will give inductions to staff in their mown groups before increasing activity in the building.</p>		
	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 staged returns or decreased numbers among support staff. 	<p>3. The implementation and effectiveness of these safety measures will be monitored by individual groups through lab managers and PIs, and at the building level through checks undertaken by the Building Admin and Laboratory Managers, by the DSAC, BSO and DSO.</p> <p>Any reported cases of COVID-19 will be monitored.</p> <p>Risk assessments will be regularly reviewed to accommodate changes in work needs and risks.</p>		
		-	-	-	

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?	Yes / 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?	Yes / No
Are statutory examination requirements in place (e.g. local exhaust ventilation, pressure, lifting equipment, portable appliance testing, emergency equipment)?	Yes / No
Are additional control measures required:	Yes / 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

A list of first aiders and first aid boxes is available and is clearly posted throughout the building. Eye wash bottles are also sign posted and available for everyone coming to the building.

With respect to movement between buildings and collaborations with other departments using the PMB: As the Medawar has restricted entry, outside people are not permitted to use the building in the absence of a person/staff inducted into the building. All external people are accompanied. Any person who has a key fob allowing entry into the building is inducted and is aware of the availability of first aid boxes and first aiders/fire wardens.

4. ESTATES SERVICES BUILDING CHECK

Estates Services Building Checklist Completed:	Yes / No
Date Checklist Completed (<i>append copy</i>):	24 th June 2020

5. HEAD OF DEPARTMENT APPROVAL

Head of Department Name: (Approving assessment/work plan)	Prof Paul Klenerman
Head of Department Signature³: (Approving assessment/work plan)	<i>Paul Klenerman</i>
Date of Approval:	16/7/20

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.

