APPENDIX 16: Building Risk Assessment/Work Plan Template for Return to On-Site Working:

Departments <u>must</u> 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 <u>hierarchy of control</u> 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 must also define the local contingency plans for use in the event of COVID-19 cases, in line with the University's guidance and business continuity planning protocols. This must consider the impact of a case, or even multiple cases, 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:	Richard Cornall
Department:	NDM (Centre for Tropical Medicine and Global Health)
Date of Assessment:	16/11/2020
People Returning to On-site Working *(status/numbers):*	

PLEASE NOTE THAT THE NEW RICHARDS BUILDING WILL BE CLOSED FROM 17TH NOVEMBER 2020 AS ONCOLOGY TEACHING HAS FINISHED FOR 2020 AND THE MAJORITY OF TROPICAL MEDICINE STAFF AND STUDENTS CAN OPERATE FROM HOME. THIS WILL BE REVISITED IN THE NEW YEAR 2021.

Phase 1 will see the return of Oncology, who have a space across half of the ground floor of the New Richards Building (NRB). Oncology intend to move their MSc teaching into the NRB. There will be 10 people (2 staff and 8 MSc students) on site per day. Three groups of 8 MSc students will be on rotation, with online learning on off-site days.

Phase 2 will see the re-opening of the five small offices on the 1st floor for Tropical Medicine staff to use on a single occupancy, infrequent basis when struggling to work from home.

Location of work *(Building and types of room / facilities expected to be in use):*
New Richards Building (NRB), on the Old Road Campus

Oncology's space includes an open plan office area, plus four offices, toilets and kitchen all on the ground floor.
Tropical Medicine' space includes five small offices, kitchen, and toilets. Larger offices and the open plan office area will not be used.
This risk assessment also covers the entrance, corridor, stairs, and lift.

Activity Summary *(Types of activities expected & authorised to take place):*
Teaching of MSc in Oncology open plan office area on ground floor, with support from two members of staff.

Tropical Medicine office based staff conducting research or administrative 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. Individuals must <u>not</u> work on-site, if experiencing COVID-19 symptoms.
2. Individuals must <u>not</u> work on-site if they or anyone else in their household is self-isolating.
3. Individuals must <u>not</u> work on-site if a risk assessment, including the outcome of discussions following an individual vulnerability assessment, identifies that an individual is at an increased risk that cannot be appropriately mitigated by other means.
4. Social distancing guidelines must be followed, including, where possible, maintaining a 2 metre distance from others. Specifically:
    i. Ensure the number of people on-site at any one time enables an effective implementation of control measures.
    ii. Individuals must be regularly reminded to maintain good personal hygiene e.g. washing hands with soap and water or using hand sanitiser often, for at least 20 seconds.
    iii. Cleaning regimes must be enhanced to ensure contact points that are touched regularly are periodically cleaned and procedures are in place to reasonably clean down areas or surfaces if an individual who has been in work reports symptoms.
    iv. Work activities should be planned to reduce mixing of people to make sure that, as far as possible, an individual only meets a limited number of other people whilst in the workplace, to reduce the risk of cross-infection.
    v. The University's policy on face coverings must be adopted.
    vi. Where the 2 metre distance cannot be maintained, especially for periods longer than 15 minutes, the risk assessment must determine whether a closer distance is required, and vital. The reasons for reducing the distance below 2 metres (with a minimum of 1 metre) should be documented, along with appropriate mitigations[1]. Such mitigations may include:
        a. Modifying the activity to maintain as much distance as possible.
        b. Keeping the activity time involved as short as possible.
        c. Using screens or barriers to separate people from each other.
        d. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
        e. Reducing the number of people that each person has contact with by using "fixed teams or partnering" (so each person works with only a few others).
        f. Increasing the frequency of hand washing and surface cleaning in that localised area.
    vii. 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 (PPE) will be adopted.
    viii. Specific guidance, including on social distancing, for non-laboratory teaching space is available in Section 3 and Section 4. Specific guidance on laboratory teaching is available on the RTOSW SharePoint site.

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[1] https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-reopening-buildings-and-campuses

ix.		Local contingency plans for use in the event of COVID-19 cases must be in place, in line with the University's guidance and business continuity planning protocols.			
x.		Please note that under the NHS Test and Trace system, a 'contact' is *'a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes'*; such contacts are required to self-isolate for 14 days. In considering a specific potential need for students and/or staff to undertake activities at a distance of less than 2 metres from each other, departments should weigh up the risks to those individuals and recognise that more people will need to self-isolate in the event of a positive test result than if 2 metres distance is maintained.			

b.	ENSURING EVERY POSSIBLE STEP IS TAKEN TO FACILITATE WORKING FROM HOME				
URN	**Issue**	**Key considerations**	**Specific Measures Adopted**	**Outstanding Actions**	**Safe to Proceed**
1.	On-site Activities	– Ensure the number of people on-site enables an effective implementation of control measures – 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.	– Survey undertaken to establish how many people we can fit in each room/open plan area allowing for social distancing. Current plans require windows to be open when rooms are occupied with more than one person to allow circulation of fresh air. To be reviewed as we enter winter, windows are closed and air circulation reduced as will lead to lower occupancy levels. – University guidance reviewed and discussed at NDM level, unit level and with groups and team members. – Induction for all staff and students to complete before returning to on-site working to ensure policies and procedures are understood. – DSAC to meet fortnightly to review updated and new risk assessments and any areas of concern or change to building. – All steps have been followed using the University Framework for return to work process. – NRB has implemented 2m distancing rule in the ground floor entrance, corridor, in Oncology's open plan office, on stairs and on the 1st floor landing, open plan office and kitchen. Small offices on the 1st floor		

			will be for single occupancy only. Other areas will be closed, rooms locked where possible and stairs to the 2nd floor marked as 'no entry'.
			– Occupancy of the 1st floor offices will be done using a rota which will be checked against SALTO access records.
			– Oncology staff and students will be required to keep to the ground floor and Tropical Medicine staff will be required to enter the building and move to the 1st floor without using facilities on the ground floor.
			– On the stairs, staff will be asked to keep to the left and turn head to left when passing, and wait at landings if they see staff are already moving on the stairs.
			– Staff will be asked not to use the lift unless strictly necessary.
			– Face-coverings will be required as stated in the University's policy face covering policy. The requirement, exemptions and the proper use of face coverings will be covered in the induction by NRB Facilities Manager.
2.	Support Networks	– 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.	– NDM have set up regular meetings as a forum to discuss BCP, RTOSW, risk assessments etc. – The Administrator has regular meetings with group leaders and as part of this reminds the groups of the need to check in with staff to monitor wellbeing, how they are coping working from home, be aware of any vulnerable members of groups, support with home office set up etc.

			– An updated contractors' risk assessment is completed for all contractors' visits by building manager. Includes a check prior to visit if visitors have Covid-19 symptoms. – Only the Building Manager is permitted to book external visitors and contractors. Contractors and visitors are advised of all hazards, and asked to follow good hygiene practices, use hand sanitiser, and wear face coverings and any other PPE are required for the activity. – Clear regimes for cleaning.		
3.	Supporting Homeworking	– 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.	– Regularly check students/staff are happy with their studying/working at home setup and address any concerns. – Information will be cascaded to employees with links, such as setting up IT remotely and online resources. – Principle Investigators (PI's) have a duty to liaise with staff and students. Staff and PI's should report concerns to Tropical Medicine/Oncology Administrator or NDM/Oncology HR team. – Changes to studying/working arrangements and risk assessments to be communicated to students and support staff via Oncology/Tropical Medicine comms.		
4.	Reintroducing lockdown measures or responding to	– Identify how measures are going to be checked for suitability or effectiveness. – Ensure local contingency plans are in place, including the appointment of	– Clear communication channel for students and staff to relate concerns or queries, including feedback sessions – If changes are required, this will be agreed with NDM and information cascaded.		

	changes in the University BCP.	a Single Point of Contact, as per University business continuity guidance and protocols	– All groups prepared BCPs which has fed into a Unit BCP to manage move between BCP levels. – Building Manager to close building again if this is required from BCP Level rise.		

c.	ASSISTING THOSE EXPERIENCING SYMPTOMS, SELF ISOLATING, OR WITH SPECIFIC ASSESSED NEEDS TO AVOID ONSITE ACTIVITIES				
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	Supporting those who are self-isolating	– 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.	– Staff and students with a Suspected or Confirmed Case of COVID-19 Laura Groves/Dan Haggerty (Tropical Medicine's SPOCs) or Oncology's SPOCs. – If a member of staff develops COVID-19 symptoms while at work, they should go home immediately and remain there for at least 10 days from when their symptoms started, and seek a COVID test. – If a department is notified that a student/member of staff is experiencing new COVID-19 symptoms at home, they should advise the student/staff member to remain at home for at least 10 days from when their symptoms started and seek a test. – Information on the symptoms of COVID-19 and how to book a test – In all cases, individuals must inform their line manager / supervisor if they feel unwell, following usual absence procedures and either leave work immediately or remain at home. Sickness absence should be recorded in line with policy. Any additional cleaning should also be identified and undertaken (further information on		

		cleaning regimens can be found later in the document). – All staff and students who report COVID-19 symptoms must arrange to be tested via the University's EAS or NHS website. A positive result will be notified to the department specific point of contact Laura Groves (or Dan Haggarty) – When a staff member orders a test, they will be encouraged to ask their employer to alert colleagues with whom they have been in close contact. Those colleagues do not have to self-isolate but should take extra care and monitor themselves for symptoms. If the staff member tests positive, the NHS test and trace service will contact directly any colleagues who have been in close contact with the staff member, and will ask them to self-isolate for up to 14 days. NRB management team will contribute towards track and trace system covering movement within the building. – If the staff member tests negative, they no longer need to self-isolate. Further guidance for managers is available on the HR Guidance for Managers website. Guidance for staff is available on the HR Guidance for Staff website. – Further University advice on COVID-19 is regularly updated	
2.	Protecting people who may be at higher risk and	– Ensure processes are in place to help identify those in a high risk category following an individual vulnerability assessment.	– Any individuals who feel they or a member of their household is in the clinically vulnerable or extremely clinically vulnerable group who is considering returning to on-	- Information to be cascaded to group leaders and all staff confirming

	ensuring equality in the workplace	– 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 disadvantage[2] – Re-assess the risks for new or expectant mothers. – Make sure that the steps taken do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments[3].	site work or study should complete the self-assessment and discuss any concerns with their line manager and Occupational Health. Lifts should not be used unless absolutely necessary, taking equipment to higher floors etc. The stairs should be used as the preferred option. The lift will not be used in Phase 1. – Disabled employees can continue to use the lifts, adhering to one person at a time in the lift. Notices are on the lift door and stated in the risk assessment and Introduction. – Expectant mothers are encouraged to inform their PI's and HR team as early as possible and a risk assessment be completed and suitable working arrangements be put in place. Up to date University policy on pregnancy and new parents. Expectant mothers should also complete a self-assessment – HR / Staff Disability Adviser or Occupational Health can support and advice to supervisor or staff to prevent an unjustifiable negative impact on some groups compared to others	government advice for clinically vulnerable groups.	

d.	SUPPORTING TRAVELLING TO/FROM WORK				
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	Support processes for coming to or leaving work	– 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.	– A survey was sent to all NRB staff asking whether they needed to use public transport to get into work. – Gloves must be removed before you enter the building. A bin will be positioned by the		

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[2] Guidance is available at: https://edu.admin.ox.ac.uk/reasonable-adjustments
[3] Guidance is available at: https://edu.admin.ox.ac.uk/reasonable-adjustments

| | | – Use markings or one-way flow at entry and exit points.
– Provide hand sanitisers at entry/exits.
– Sign-post handwashing facilities. | entrance to dispose of disposable face coverings.
– Sufficient cycle racks available.
– There is only one entrance/exit into the building. Staff and students advised to keep 2m away from others and turn head away from others when passing in corridors or on the stairs.
– Hand sanitisers have been installed in the entrance, office area and toilets. Before entering the building all staff must use hand sanitiser and encouraged to wash hands before continuing to their office, this is stated in the NRB Induction pack. | | |

e. LIMITING MOVEMENT AROUND BUILDINGS AND MIXING IN COMMUNAL SPACES [i.e. where measures are likely to be set at a building level]					
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	General	– Reduce movement by discouraging non-essential trips within buildings and across sites. – Use fixed teams or booking processes to reduce the number of people mixing and to avoid overcrowding. – Introduce one-way flows through buildings, where possible, being aware of any potential impact on those with accessibility requirements. – Check long corridors for line of sight or ability to pass whilst maintaining social distancing.	– Windows to be open when rooms are in use, unless the room is used by one person. – Staff and students advised to keep 2m, keep left and turn head when passing on the stairs or in the corridor, and wait on landing if they see someone already on the stairs – Staff and students encouraged to use safe outside areas for breaks. There will be no communal space in the NRB. – Staff and students encouraged to bring own food in sealed containers. Kitchen in Oncology area and on the 1st floor will not be used for food or hot drinks, but will be used for water. Appliances will be removed where possible, or marked as not in use. – Open plan office areas: A survey has been done to plan desks allowing for a safe 2m		

			distance around each. Students to sit in the same seat all day when on site and to enter and exit the room in order of where they are sat. – Single use offices on 1st floor will be booked for a whole day. – Signage to show maximum number of people in the kitchen at any one time. – Meeting room in Oncology space to be used to store coats and bags, allowing for safe distancing. – All students given an individual pot with equipment, such as pens (see group risk assessment for all Oncology related teaching considerations). – NRB does not have a reception. – Only one entrance. Tropical Medicine staff will be asked to go straight to 1st floor on entering building. – No visitors expected as part of Phase 1, unless contractors in which case this will be managed by Building & Facilities team. – No sign in sheet to be used on entering building, will use card access reports to cross check rotas. – Hand sanitisers installed in entrance, and staff and students instructed to use in Induction. – Sanitise hands signs to go throughout. – Bin to dispose of disposable face coverings. – Floor marking with 2m distancing shown and signs asking staff and students to walk on left when entering and exiting the building and in corridors.	
2.	Reception Areas	– 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. – Introduce a screen in front of the receptionists. – Avoid, where possible, 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.		

			– Cleaning materials available for each member of staff and student to clean their desk. Cleaning contractors will also clean every morning. – Staff will be asked to only use the lift if strictly necessary.
3.	Lifts	– 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.	– Toilets are cleaned daily by NRB contractors (no more than 10 staff/students on site each day on ground floor and no more than 5 staff using toilets on 1st floor)).
4.	Toilets	– Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. – 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.	– Signs to remind staff and students to wash their hands for 20 seconds after use, as well as applying hand sanitiser supplied at the entrance of each toilet area before entering and applying hand sanitiser when exiting the individual cubicles. – There are no showers or changing rooms at NRB.
5.	Changing rooms and showers	– Determine if showers are necessary to support those cycling to work, remembering there may be a risk associated with how the space is used, especially from individual's 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.	– There is no café at NRB. – The kitchens on the ground floor and 1st floorwill only be used for cold water for drinking.		
6.	Cafes / Food Areas / Kitchenettes	– 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. – 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.	– Staff and students encouraged to bring their own food and water, and to consider food hygiene when storing and use a cool bag where needed. – There will be no communal areas to eat. Staff and students eat at allocated desks or outside.		

| 7. | Fire Exits and Assembly Points | – 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. | – Avoid delay; evacuation procedure remains the same.
– Keep 2m distance once in the gravel car park next to New Richards Building.
– Staff and students must stay within their 'working family' groups during the evacuation and at the assembly points.
– Evacuation procedure to be covered within the induction. | – | – |

f.	LIMITING MIXING IN SPECIFIC WORKSPACES AND ACTIVITIES [i.e. areas that may be supported by local group specific risk assessments]				
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	Personal Belongings	– 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.	– No lockers, shower or changing facilities at NRB. – Storage of personal belongings during teaching hours to be in the meeting room in Oncology's space, allowing for safe distancing and with coat racks set up at entrance to space. – Storage of personal belongings of staff on 1st floor to be within small, single occupancy offices.		
2.	Offices and Workstations	– Review layouts, as far as possible, accepting the limitation on some workspaces and being aware of the impact that changed layout may have on some disabled staff – Manage occupancy levels, to maintain social distancing in areas with restricted space.	– Windows to be open when offices are in use, unless the room is used by one person. – Oncology's space plan showing placement of desks allowing for 2m social distancing and space at the front of the room for a lecturer with a safe space around is attached in appendix 1.		

		– 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.	– Students to sit at desks in order of when they entered room and when exiting and re-entering room will walk in order of where they are sitting that day to avoid walking past other students or staff. – A list of which staff and students are on-site each day to be kept by Oncology and Administrator, and a member of Oncology staff will be on-site for support or any problems. – Tropical Medicine staff occupancy to be managed by Administrator using a rota. Only one person in each small office per day to allow for cleaning between use. – All desk spaces must be left clean and clear of items, allowing cleaners to wipe down. – No staff or students with disabilities in current Oncology group likely to be using NRB. Personal Emergency Evacuation Plan to be put in place if anyone with a disability is due to return on-site. – Cleaning materials provided for staff and students to clean desks, and cleaning contractors will clean daily. – University badged signage has been placed in different areas i.e. stairs, lifts, kitchenettes, toilets, entrance. – Signage has been displayed on entrance doors to areas stating maximum numbers of staff allowed.		
3.	Meetings	– Use remote working tools to reduce the need for in-person meetings. – Maintain 2m separation throughout.	– The Oncology meeting room will be used for the storage of personal belongings only,		

		– Try to hold meetings outdoors or in well-ventilated rooms. – Post signage on max. occupancy. – Rearrange seating to maintain 2m. – Repurpose small meeting rooms, if 2m is not feasible. – Encourage people to use their own pens, to avoid sharing items. – Provide hand sanitisers. – Provide cleaning materials.	with safe distancing, and not used as a meeting room. – The meeting room on the 1st floor will remain locked and there will be no access to the 2nd floor.		
4.	Shared Facilities	– 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. –	– All equipment or areas shared must be cleaned with 70% alcohol, Dettol or other approved disinfectant products where possible. – Small kitchen in Oncology space to be used by Oncology and kitchen on 1st floor to be used by Tropical Medicine, and only for cold water from the tap for drinking. Other appliances will not be in use for hot drinks or food, and will be removed where possible or have signs showing not in use. – Only one person in each kitchen at a time. – Cleaning products are supplied in all shared areas, such as toilets and kitchens.		
5.	Laboratories / Workshops	– 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.	– There are no labs or workshops in NRB.		

		– 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 surfaces are clear of items, so they can be regularly cleaned. – Minimise the shared use of equipment, by specifying items to individuals or small groups. – Ensure laboratory coats or workshop coveralls are kept separated from other individuals and laundered on a regular basis. – Enhance cleaning procedures for personal protective equipment – Enhance cleaning procedures for shared items of equipment. – Introduce cleanable covers on shared keyboards.			
6.	Handling goods, merchandise and other materials.	– Set cleaning procedures for material and equipment entering the site. – Encourage increased handwashing and introducing more handwashing	– There is no goods in at NRB. All deliveries are sent to NDMRB where facilities team manage following COVID secure practices		

		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.	detailed in their risk assessment and approved by their Director. – No personal deliveries will be accepted.		
7.	Work Vehicles or Mobile Based Teams	– Reduce the need to travel for more than one person to travel in or use a vehicle. – Set cleaning procedures for vehicles. – Provide hand sanitiser within vehicles, especially if handwashing facilities are not easily accessible.	– No shared vehicles within teams. Staff will be discouraged from sharing cars for commuting.		

g.	IMPLEMENTING AN ENHANCED CLEANING REGIME				
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	Before reopening	– 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.	– Completed Estates Building Checklist A&B, no outstanding actions – Water systems flushed and records send to SMS. – No ventilation system in NRB. Windows will be open to ensure circulation of fresh air.		

| 2. | Keeping the workplace clean | – Check with cleaning services to ensure an enhanced level of cleaning is provided.
– Identify regimes for cleaning of busy workspaces or objects and surfaces that are touched regularly, such as door handles, stair rails, keyboards, telephones, or access codes.
– Maintain good housekeeping to keep surfaces clear to assist with cleaning.
– Clear workspaces and remove waste and belongings from the work area at the end of a shift.
– Encourage individuals to clean their work areas and equipment at the start / end of an activity and throughout, depending on the length of the activity (e.g. every hour).
– Wherever possible, avoid sharing workspaces (no 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.
– | – Enhanced cleaning for busy areas. All objects and surfaces that are touched regularly are frequently cleaned. High-touch surfaces such as door handles, doorplates, toilets and kitchenettes are cleaned every morning by the cleaning contractor using cleaning detergent that has been validated for the Coronaviruses .
– Cleaning contractors will sign to confirm cleaning has been undertaken each day. Signing sheet to be near entrance so staff can see cleaning has taken place each day and dept have a record for track and trace.
– 70% alcohol-based Hand sanitiser, disinfecting wipes and Dettol are supplied when entering and exiting the building, entering and exiting a toilet, in the kitchen and for students and staff to use at their desks and the entrance.
– Cleaning plan for decontamination is in place. Thorough cleaning if a positive case reported at work occurred. Departmental H&S would be consulted for guidance.
– Staff and students should clean their own desks, keyboards, mouse with 70% isopropanol or other recommended disinfectant before and after use or at regular intervals throughout the day, especially for sensitive or frequently touched items.   Do not spray directly onto electrical devices. | | |
| 3. | Hygiene | – Use signs and posters to build awareness of good hygiene standards, including good handwashing technique and the | – University branded signs and posters are placed throughout the building. | | |

		– 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.	– New building induction to remind all staff of the need for extra hand washing and hand sanitiser use. – Hand sanitiser is available in all toilets and both kitchens, and at the entrance. – Bins provided to collect disposable face coverings and tissues/paper towels used by students and staff to clean desks. – Waste is collected daily.		

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

1.	Information	– 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.	– Hierarchy of control:
			  1. avoid contamination/contact (work from home),
			  2. must not work on-site, if experiencing COVID-19 symptoms themselves or someone from household
			  3. time delay when reusing items (minimum 3 days),
			  4. cleaning & good hygiene
			  5. rethink procedure
			  6. 4. PPE to mitigate contamination (First aid)
				–	

2.	Specific Need	– 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	– There should be no specific need for PPE in NRB. All activity is office based and low risk. However University policy states that face coverings be worn in all University buildings except where exemptions apply, therefore face coverings will be worn when inside NRB		

		disposed of, if a risk assessment has identified a need.			
3.	Use of face coverings	– Issue information to individuals explaining the University's policy on face coverings, specifically around their correct use, care and maintenance, as well as possible restrictions in certain areas (e.g. laboratories, workshops.)	– Oncology sourcing face coverings for students and staff. NDM sourcing face coverings for staff. – As a minimum, the face covering should be changed when the mask becomes soiled, contaminated or damp. Videos are available on how to fit, use, remove and dispose of surgical masks. e.g. World Health Organisation video on "how to wear a medical mask' – Do not reuse disposable masks. – Wash reusable face covering at recommended wash cycle. – Masks/face coverings will be disposed of by removing it carefully placed in a general waste bin before exiting the teaching area. Individuals must wash their hands before and after disposing of them.		

i. BRINGING INDIVIDUALS BACK INTO THE WORKPLACE BY CLEAR INFORMATION AND INSTRUCTION					
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	Head of Department Commitment	– 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. – Provide a head of department signed commitment to appropriate COVID-19	– To be consulted/reviewed by the MSD Safety Officer, NRB DSAC, NDM Director of Operations and Finance and then submitted for authorisation to NDM HoD. – Once risk assessments and all appendices have been approved by Richard Cornall, he will sign the commitment to appropriate COVID-19 arrangements at the entrance to a department.		

		arrangements at the entrance to a department (see https://estates.admin.ox.ac.uk/coronavirus to order or print).	– Copies of the building risk assessment, groups risks assessments, Tropical Medicine BCP and DSAC meeting reports to be added to Tropical Medicine's intranet so all staff and students can view. Copies of relevant documents also made available to Oncology.	–	
2.	Communication and Training	– Provide clear, consistent and regular communication to improve understanding and consistency of ways of working. Ensure that these are in format(s) that are accessible to all. – Develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work. – Communicate approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience. – Use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and who have other accessibility needs.	– Induction and general guidance developed to be published on intranet. Record of who has completed induction to be kept. – Majority of guidance will be covered in the NRB Induction pack, this will consist of power point presentation with diagrams and examples. Efforts will be made to keep document accessible to those whose first language is not English.	– Induction to be added to intranet.	
3.	Monitor implementation and effectiveness	– 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.	– The NRB DSAC to meet fortnightly to review documents and procedures. – PIs and staff will schedule virtual feedback to ensure updates and improvements are implemented when appropriate within their groups.		

	– 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.	– Administrator and Building Manager to monitor if in any areas the controls measured are difficult to implement or there is risk of exceeding max numbers – Individuals to feedback to group leaders and Administrator if change of practices/control measures are required, the RA is to be reviewed, amended and re-approved. – Bronze team set up in NDM with cascade plan to Business Managers/Administrator for units/buildings.	

3. MANAGING EXISTING RISKS	
Have fire risk assessments been reviewed, specifically in relation to availability of fire office, fire wardens and dedicated escorts?	Yes
Has the department's first aid needs assessment been reviewed, specifically in relation to availability of first aiders?	Yes
Have all other general and topic risk assessments been reviewed?	Yes
Have lone working risk assessments been updated, as necessary?	No lone working will take place in Phase 1 and buddy system will be used in Phase 2.
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?	N/A

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:	No

Outline any additional control measures below. Pay particular attention to the consequences of any reduced staffing levels. These might include:
- Checking there are sufficient and appropriate staff available to:
    - 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

4. ESTATES SERVICES BUILDING CHECK	
Estates Services Building Checklist Completed:	Yes
Date Checklist Completed (append copy):	16/09/2020

5. HEAD OF DEPARTMENT APPROVAL	
Head of Department Name: (Approving assessment/work plan)	Prof Richard Cornall

Head of Department Signature⁴: (Approving assessment/work plan)	*Richard Cornall*
Date of Approval:	18/11/2020

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

Version	Details of amendments	Date	Author
1.2	Signed by Richard Cornall 09/10/2020	09/10/2020	Laura Groves
1.3	Windows to be open to allow ventilation. Cleaning record to be kept near entrance for signature by cleaning staff each day.	16/10/2020	Laura Groves
1.4	Document made accessible	20/10/2020	Laura Groves
2.0	Added 1st floor small offices, kitchen, toilets, stairs and lift into risk assessment to accommodate Tropical Medicine staff. Added reference to BCPs in place for move between BCP levels.	27/10/2020	Laura Groves
2.1	New Richards Building closed from 18/11/2020	17/11/2020	Laura Groves

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