

Risk Assessment for Return to On-Site Working :
Oncology Teaching Space at the NRB

1. DEPARTMENT DETAILS																			
New Richard Building (695) New Richards Building Old Road Campus Oxford OX3 7LG	Rooms or area: 695.00.13 ("Cloakroom") 695.00.14 ("Teaching Space" incorporating course co-ordinator area and kitchenette) 695.00.15 (small meeting room)	Risk assessment Version/Date V1 17/08/2020 V2 18/09/2020 V3 18/09/2020 V4 23/09/2020 V5 24/09/2020 V6 24/09/2020 V7 28/09/2020 V8 02/10/2020 V9 06/10/2020 V10 07/10/2020 V11 08/10/2020 V12 12/10/2020																	
Head of Department	Mark Middleton																		
Department:	Oncology																		
Academic/Line Manager	Jane Johnson																		
People returning to working on site (status/names)	Staff (on site each day) Staff in site for specific lectures / days Students	NAME(S) Tracy Bye Charonne Prosser Jane Johnson <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Mark Hill</td></tr> <tr><td style="padding: 2px;">Boris Vojnovic</td></tr> <tr><td style="padding: 2px;"> </td></tr> <tr><td style="padding: 2px;">Frank Van den Heuvel</td></tr> <tr><td style="padding: 2px;">Kristoffer Petersson</td></tr> <tr><td style="padding: 2px;"> </td></tr> <tr><td style="padding: 2px;">Peter O'Neill</td></tr> <tr><td style="padding: 2px;"> </td></tr> <tr><td style="padding: 2px;">Andy Blackford</td></tr> <tr><td style="padding: 2px;">Tim Humphrey</td></tr> <tr><td style="padding: 2px;">Ester Hammond</td></tr> <tr><td style="padding: 2px;"> </td></tr> <tr><td style="padding: 2px;">David Clynes</td></tr> <tr><td style="padding: 2px;"> </td></tr> <tr><td style="padding: 2px;">Kristijan Ramadan</td></tr> <tr><td style="padding: 2px;">Madalena Tarsounas</td></tr> <tr><td style="padding: 2px;"> </td></tr> </table>	Mark Hill	Boris Vojnovic		Frank Van den Heuvel	Kristoffer Petersson		Peter O'Neill		Andy Blackford	Tim Humphrey	Ester Hammond		David Clynes		Kristijan Ramadan	Madalena Tarsounas	
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<p>Activity Summary (Types of activities expected & authorised to take place – brief description of the experiments and equipment used)</p>																																																						
<p>Teaching of small groups (7-8) MSc students with one lecturer and one course co-ordinator / Teaching Fellow</p>																																																						
<p>Shared use?</p>																																																						

Is the space shared with individuals from other departments? If yes, please list the departments concerned Building shared with Centre for Tropical Medicine and Global Health (but the space 695.00.13/14/15 are not shared.)	
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)	No

2. REDUCING THE SPREAD OF COVID-19	
2.1 Travelling To/From Work:	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
2.1 Failure to social distance on way to sessions	<p>Very limited number of parking permits available for students with the greatest need: Contact Charonne Prosser for assistance.</p> <p>Internal lecturers will request permits through Oncology facilities</p> <p>Recommended that all staff and students use bicycles, walking, cars rather than public transport to get to the NRB. If this cannot be avoided the individual must follow governmental rules regarding face coverings and follow social distancing. Avoid travelling at peak hours if this is possible (lectures are scheduled between 9.30am – 2.30pm, or 11.30-4.30pm).</p> <p>Refer to Section 2.7.2 on Course Co-ordinator / PI communication to staff / students.</p>
2.2 Safe Distancing in the Building and Departmental Office Areas and Facilities (not lab)	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
2.2..1 Failure to social distance: General comments	<p>General Comments to reduce contacts:</p> <ul style="list-style-type: none"> • Only one bubble of 8 students (max) per one day. • Limit movement within the NRB building and between buildings on campus. The lecturers from Oncology will write a Risk Assessment for their movements between their home building and the NRB and will be reviewed the Oncology DSAC before passing to the HoD and ASO for approval. • Oncology staff are restricted to the entrance lobby, 695.00.13, 695.00.14 and 695.00.15 and ground floor toilets only.

<p>2.2.2 Failure to social distance: Entry into and Exit from the department,</p>	<ul style="list-style-type: none"> • Limited face to face meetings and should be risk assessed in advance (this is the risk assessment). <p>There are signs for the entrance door to remind everyone of social distancing in place).</p> <p>Floor markers for large corridors and open areas to indicate spacing (e.g. only one person per section)</p> <p>There is a need to reduce the number of people each person has contact with by using “fixed teams or partnering” (so each person works with only a few others). The 22 students will be separated into three teaching bubble groups of 7 or 8 students. Each student bubble will be on site at the same time having face to face seminars and tutorials, with one lecturer and one course co-ordinator. The other two bubbles will be receiving the same seminar / tutorial via web link.</p> <ul style="list-style-type: none"> • If required Facilities can obtain seminar attendance from course co-ordinator in order to cross-check details of who should be in. • The NDM building manager will check Salto and/or CCTV records daily to ensure only those who have access are entering the building. <p>The NRB only has one entry point from the outside which is access controlled by card (see below for induction procedures and card access).</p> <p>Alarmed doors One of the exit doors (fire exit) at the bottom of the stairs is alarmed, only exit through this door in an emergency.</p> <p>Green emergency override box Only to be used in an emergency. (Fire or unable to exit) Inform the FM team if you have used one of these so it can be reset</p> <p>Students to arrive and enter the room, occupying the furthest row first so that people are not passing each other when getting to their seats. When they leave, the back row leaves first. Although people are sitting in different places each day and there will be a different group the following day, desks/chairs are cleaned daily by contract cleaners and the students themselves to mitigate this.</p>
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2.2.3 Failure to social distance: Circulation around the floor / building

- In event of building evacuation avoid delay; evacuation procedure remains the same.
 - Keep 2 meters distance once at assembly point.
 - Staff / students must stay within their 'working family' groups during the evacuation and at the assembly points.
 - Evacuation procedure covered within the induction
- There will be signs put in the lobby to remind people of social distancing.
- On arrival and departure, individuals are to sanitise hands (hand sanitiser on Covid tables at entry points to Oncology).
- Once on site working is approved, this information will be given in advance to the students via Teams. Further physical induction will be mandatory on return (given by Oncology Facilities (see 2.7.1)).
- Some areas will be sectioned off and no entry permitted (e.g. small offices off the open plan office space and kitchenette microwave and fridge facilities). These office will not be locked because they are being used for storage of teaching materials, and one will be used a meeting for students and their supervisor).
- There should be no stopping and congregating / chatting in corridors.
- Cleaners will be onsite each morning to clean entrance lobby and Oncology areas. They will leave before Oncology staff / students arrive.
- Upon entry to the NRB, its is requested by NRB that face coverings used to travel to the NRB on public transport should be removed when entering and a clean face covering put on (sanitising hands before and after). Please put keep your used face coverings in a plastic bag to take home to wash. A supply of disposable face masks will be available for those who forget or run out of coverings / masks during the day. Each staff and student will be given two face coverings by the Department (see below for details)
- Oncology area of the NRB, students should go to the 695.00.13 to take off their outside coats etc, and collect their personal box, only one person at a time in the cloakroom, signs indicate this.

<p>2.2.4 Failure to social distance between individuals from different groups</p> <p>2.2.5 Failure to social distance in the lifts</p> <p>2.2.6 Failure to social distance in face to face meetings</p>	<ul style="list-style-type: none"> • Each student has their own labelled box with their pens, stationery, notebooks, cleaning products etc. to prevent sharing. • Once they have taken off coats, they should proceed to the desk that they will occupy that day. <ul style="list-style-type: none"> • The students will only have access to the Oncology areas of the NRB: <ul style="list-style-type: none"> ○ Ground floor seminar room which will be used at the cloak room (695.00.13) ○ Open plan office area (695.00.14) used for desks for students, and desk for co-ordinator. ○ Small meeting room (695.00.15) <p>Oncology student cards will not permit access to other departmental areas.</p> <p>The lecturer / students will need to have filtered access to seating (e.g. lecturer in place first, front row first, then second row, then third row).</p> <p>There is no requirement for Oncology students to use the stairs or lifts and so the students should not use the stairs/lifts in any circumstances.</p> <p>It is possible to have a socially distanced (2m) meeting between two people in the NRB in:</p> <p>Small meeting room: 695.10.15</p> <p>Open plan office (in the course co-ordinators area) 695.10.14.</p> <p>The two people should wear face coverings / masks and sit 2m apart. The meeting should be booked in advance via Calpendo.</p>
<p>2.3 Safe Distancing in the teaching areas</p>	
<p>Outline any foreseeable and significant risks</p>	<p>Outline risk reduction measures to be taken</p>
<p>2.3.1 Failure to social distance when entering the NRB</p>	<ul style="list-style-type: none"> • Student will enter lobby / cloakroom space in chronological order, taking account of limits in number of people allowed in lobby at one time (2 people) , signs are placed there to act as a reminder.

<p>2.3.1 Failure to social distance when entering the cloakroom</p> <p>2.3.2 Failure to social distance in teaching space</p> <p>2.3.4 Failure to social distance in communal space</p> <p>2.3.5 Failure to social distance during breaks</p>	<ul style="list-style-type: none"> • Might have to increase the hold open time of the Salto door to Oncology students to allow free flow. • Late arrivals will enter as others, and sit in desks at the back of the room to avoid disturbing others. • Mixing with Tropical Medicine people will not be an issue in the short term as government advice means Tropical Medicine unlikely to be on site? Once Tropical Medicine come on site discussion between Oncology and Tropical Medicine to discuss arrival times (students onsite 9.30-4.30pm) and lobby avoidance. • Only one person at a time should be in the cloakroom (a sign indicates this). <p>Desks are arranged to give 2m social distance between each student and lecturer at the front (including walking / movement space for the lecturer, and a line to designate where lecturer is allowed up to) (See room plan). Add as Appendix #</p> <p>The kitchenette facilities (microwave, hot water boiler and fridge) will be taken out of action, but access to taps for water will be allowed. Only one person to be in kitchenette at one time, and there are signs to indicate this.</p> <p>Toilets will be designated to Oncology for Oncology sole use while Trop Med are not in the building.</p> <p>There are no communal kettles, fridges etc. Students are encouraged to bring in own food and eat outside (weather permitting), or at their own desk. Lunchtime will be scheduled to give enough time to walk to Food Van (University catering company) , hospital canteen, or other food outlets in Headington (but this should be discouraged).</p>
<p>2.4 Cleaning Regimes and Infection Control</p>	
<p>Outline any foreseeable and significant risks</p>	<p>Outline risk reduction measures to be taken e.g. availability of hand washing facilities and hand sanitizers</p>

<p>General Cleaning regime and infection control</p> <p>2.4.1 Failure of General Infection Control</p>	<p>PLEASE NOTE THAT FROM 7th SEPTEMBER 2020 YOU ARE REQUIRED TO WEAR A FACE COVERING / FACE MASK WHILST ON SITE. PLEASE REFER TO the “Department of Oncology Face Coverings and Fluid Resistant Surgical Masks Policy (incorporating Training)”. This includes details of use, disposal (including quarantine prior to disposal) and exemptions.</p> <ul style="list-style-type: none"> • Students and staff are required to wear a face covering whilst in the NRB (except where exempt). Two will be provided by the University at the start of Michealmas term. • Face coverings should be washed after every use according to the manufacturer’s instructions. • For those wearing a face covering on their way to work, this must be removed, disposed of, stored or exchanged appropriately prior to entering the building (sanitise hands before and after changing covering / masks). Gloves must be removed before you enter the building. A designated yellow bin will be positioned by the entrance to dispose of disposable face coverings. • Face coverings should be changed if they become wet or dirty. • Dirty / used re-usable face coverings should be placed in a plastic bag to be taken home by the individual for them to wash. • Used disposable face masks should be placed into the yellow designated bin in the lobby. The contents will be collected by Oncology Facilities and kept securely for 72 hours prior to disposal in general waste. A sign in on the bin to remind the contracted cleaners that they should not take this waste. <p>Office waste: will be collected by contract cleaners each morning before 9am.</p> <p>NRB space will be cleaned each evening after 5.30pm.</p> <p>There are signs around the Oncology space with hand washing / sanitising reminders</p> <p>Signs reminding people not to attend site if they have a fever or cough and to avoid touching their eyes, nose and mouth with unwashed hands</p> <p>https://www.ox.ac.uk/coronavirus/students/health are in the NRB.</p>
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<p>2.4.2 Failure in infection control during breaks:</p>	<p>As soon as individuals arrive on site and before they leave, they must sanitise their hands. Hand sanitisers are by the entrance to Oncology (provided by Oncology Facilities) and a sink in the kitchenette area and toilets are available for hand washing.</p> <p>Oncology Facilities have provided materials to each student (a bottle of Dettol (or equivalent), a hand sanitizer and tissues to keep in their individual box). They can use this to clean their desks / laptops before during and after each session.</p> <ul style="list-style-type: none">• Do not spray equipment with alcohol solutions (spray onto a tissue).• Waste tissues used for cleaning equipment/benches etc can go into black bag waste as there should be no residual risk of infection. A waste bin will be provided under each desk.• Hand sanitisers have been placed by communal equipment (e.g. printer). <p>There is no active ventilation in the NRB. This means that as many windows as possible should be opened each morning and closed at the end of each session by the course co-ordinator.</p> <p>Fans will be use by each window to aid distribution of fresh air (taking care not to blow air across individuals). Windows on both sides of the room will be opened to allow movement of air.</p> <p>In the winter the heating (e.g. extra oil filled radiators) may have to be increased to mitigate the windows being open. We aim to keep the windows open even if it is a fraction. We will monitor the temperature if possible and record this.</p> <ul style="list-style-type: none">• Students are to bring in own food / drink and keep bags (in cloakroom) / desks• Students should not share food / tea / coffee, and should use own cups / cutlery.• Signs will be provided regarding handwashing facilities and handwashing before and after eating (there is a sink in the room)• There will be no access to communal kettles and fridges.• There will be access to drinking water from taps in the kitchenette and users must clean handle of the taps before and after each use (cleaning material provided).
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	No additional PPE required.
2.6 Lone Working Additional Precautions	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
	No inexperienced student should be on site alone. Standard access is 8am-7pm, Monday to Friday, and there will be no out of hours working.
2.7 Communication with the team	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
2.7.1: Failure to follow return to work procedure and not attending Mandatory Inductions.	Students will under go a Covid induction prior to coming to site (by Teams). Students will have an NRB building induction on their first day (to be shown fire exits etc) There will be continual review of teaching procedures by course co-ordinator and any issues brought to attention of NRB and Oncology building Managers
2.7.2: Travel: failure to social distance and increased risk of infection	The course co-ordinator should discuss with each individual their travel to work arrangements. The advice is <ul style="list-style-type: none"> • Avoid non-essential use of public transport, where possible. • Observe the government’s rules on face coverings on public transport. • Use ‘park & ride’ or ‘park & pedal’, where possible, to limit the use of public transport.
2.7.3: Failure to report illness	<ul style="list-style-type: none"> • No one is to travel to site if they are experiencing symptoms consistent with COVID-19. Use NHS 111 Coronavirus Service to check if you have symptoms. https://www.ox.ac.uk/coronavirus/students/health

<p>2.7.4: Failure to keep Contact Record</p>	<ul style="list-style-type: none">• Anybody with symptoms must self-isolate, more details are to be found at nhs.uk/conditions/coronavirus-covid-19/self-isolate-advice.• Personnel must not attend site if anyone in their household is experiencing any symptoms of COVID-19 or is self-isolating.• Self-isolate for 10 days after onset of symptoms if you have a fever or persistent cough, or for longer if fever persists. Self-isolate for 14 days if members of your household exhibit symptoms. Follow university and government advice, get tested (https://www.gov.uk/apply-coronavirus-test).• An individual should report their absence to their course co-ordinator.• Should an individual develop symptoms of Covid-19 whilst at work, they must inform the course co-ordinator (this is covered in our Induction and included in handout left in their individual boxes and posters on the walls of the NRB teaching space.• The University has an “Early Alert Service” testing facility (including a pod by the NRB and Boundary Brook House). You can book a test at (you will need your SSO) https://www.ox.ac.uk/coronavirus/health/covid-testing• Students should be aware of “visitors” to the testing facility and keep socially distanced from them and wear a face covering as they approach the NRB.• Contract cleaning staff will clean that persons immediate working area and any shared spaces the individual has visited will be cleaned and disinfected as soon as possible (and waste treated as prescribed by Safety Office). The area will be closed for access until this has happened, and nobody allowed entry,• Please refer to the full details of how to respond to a suspected or confirmed case of Covid-19 and the EAS process for EAS Oncology SPOC. <p>Contact recording is required to enable tracing if required. All staff / students are required to keep a record of their more than brief interactions (defined as closure than 2m or longer than 15 minutes) with members of the department as they go through the day (where and who). A similar record</p>
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<p>2.9.2 Accident reporting</p>	<p>around, so other ways to get help are outlined below and in the induction.</p> <p>Tracy Bye, the course co-ordinator is first aid trained.</p> <p>OUSS are also all first aid trained and can be contacted by telephone if the need arises – 01865 272944.</p> <p>In addition, we have the on call phone - 07894 584549</p> <p><u>Automatic External Defibrillator (AED)</u></p> <ul style="list-style-type: none"> • Please contact reception on 0165 61200 if this is needed; Trained staff will be contacted and sent to the location. <p>Accident reporting has changed to an online system which went live on 1st June 2020. For more information or to report an accident/incident, please visit the University Safety Office website and click on Incident Reporting. Please contact Katie Morrison / Caroline Fitchett / Andrew Mortimer for assistance if required.</p> <ul style="list-style-type: none"> • For emergencies, please follow the advice on the emergency notices by the hand wash sinks. • Remember to email or phone Katie Morrison to inform them as soon as possible after the emergency situation is resolved. • Use the First Aid boxes in your area (ensure you are familiar with their location).
<p>2.9.3 Fire Emergency</p>	<ul style="list-style-type: none"> • <u>EMERGENCY services</u> • In an emergency (fire, police or ambulance required) please call 9-999 from an internal phone (999 from a mobile) • If you discover a fire: • Immediately sound the alarm by operating the nearest RED fire alarm call point and leave the building via your nearest fire exit • Call the fire brigade (9-999) <p style="text-align: center;">■</p> <p><u>ACTIONS ON HEARING THE FIRE ALARM</u></p> <ul style="list-style-type: none"> • Leave the building immediately • Do not stop to collect personal belongings • Close all doors as you leave • Use the nearest available exit • Do not use lifts •

	<ul style="list-style-type: none"> • If possible let reception know which emergency service you have contacted • Our complete address is: <ul style="list-style-type: none"> ○ New Richards Building ○ Old Road Campus ○ Oxford ○ OX3 7LG • Reception telephone number: 01865 612900 <p>At assembly point (Gravel car park // end of path towards BBH) staff and students must try to remain 2m apart and try to stay within normal working groups they routinely work with, rather than mixing with others that they have had infrequent contact.</p> <p>Individuals with a PEEP should contact Caroline Fitchett or Katie Morrison for review or amendment</p> <p style="background-color: yellow;">A practice Fire Evacuation will be performed when new occupancy levels stabilise to new level.</p> <p>Fire bell sounder test every Thursday 11:15</p> <p>Tracy Bye, Course Co-ordinator will be trained as a Fire Marshall.</p>
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3. MANAGING EXISTING RISKS

Have existing risk assessment been reviewed:	Have teaching staff got a RA from before Covid?
Are additional control measures required?	
Outline any additional control measures below:	
<p>Course material is delivered electronically and students will bring their own laptops.</p> <p>Any paper print outs: staff will sanitise hands before printing and distributing.</p>	

4. INTERNAL DEPARTMENTAL REVIEW

Role	Name	Signature	Date
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Manager (proposing risk assessment/work plan)	C Fitchett	<i>Caroline Fitchett</i>	12/10/2020
Buildings Manager (reviewing buildings related elements)			
DSO (reviewing risk assessment)			

5. HEAD OF DEPARTMENT APPROVAL			
Head of Department: (approving risk assessment/work plan)	Name	Signature	Date
Approval Comments			

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

