**COVID-19 Return to Onsite Working**

**Building Risk Assessment/Work Plan**

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| 1. **DEPARTMENTAL DETAILS**
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| **Head of Department:**  | Chris Price |
| **Department:**  | Medical Sciences Divisional Office |
| **Date of Assessment:** | October 2020 |
| **People Returning to On-site Working** *(status/numbers):* |
| Professional support staff of the MSDO and Head of Division. Up to a maximum of 16 staff at any one time. |
| **Location of work** *(Building and types of room / facilities expected to be in use):* |
| Medical Sciences Office, Main Office, JR Hospital, Level 3Medical Sciences Office, Fleming Suite, JR Hospital, Level 3Open Plan Office. Individual Offices. Kitchen. |
| **Activity Summary** *(Types of activities expected & authorised to take place):*  |
| The plan is to have the office available to staff on a daily basis between 7am and 7pm with a maximum of 13 occupants in the main office and 3 occupants in the Fleming Suite at any one time with a booking systems to ensure this limit is not breached.Staff will sit at a designated desk, making adjustments to their set up if necessary and sharing the kitchen and photo copier facilities when appropriate to do so.Social distancing is possible in terms of staff sitting at designated spaces which will be COVID-secure work-spaces where staff can remove their face-masks but staff will need to take care and wear face masks when moving around the office and moving outside the office to areas elsewhere in the hospital (e.g. the toilets)Visitors who require assistance will come to the door and follow a set of pre-defined instructions such as ringing a bell to gain assistance, wearing face coverings and ensuring an appropriate distance from others in the office at all times. |

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| 1. **REDUCING THE SPREAD OF COVID-19** *(Consider the key consideration and then detail specific measures adopted or actions to be completed)*
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| * 1. **HIERARCHY OF CONTROL**
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| 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 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.
5. The PHE guidelines on social distancing must be followed, including, where possible, maintaining a 2 metre distance from others. Specifically:
6. Ensuring the number of people on-site at any one time enables an effective implementation of control measures.
7. 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
8. 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.
9. 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.
10. The University’s policy on face coverings must be adopted.
11. 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.
1. 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.
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| * 1. **ENSURING EVERY POSSIBLE STEP IS TAKEN TO FACILITATE WORKING FROM HOME**
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| **URN** | **Issue** | **Key considerations** | **Specific Measures Adopted** | **Outstanding Actions** | **Safe to Proceed** |
|  | On-site Activities | * 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.
 | * The Office policy is that those staff who can work effectively from home should continue to do so and this message has been communicated.
* Staff who have challenges for effective working at home will be permited to work agreed hours in the office subject to sign off by their line manager and the Divisional Registrar.
* All staff working in the office will receive a RTOSW HR induction
* Visitors will be discouraged.
* Hospital contractors passing through the space will be expected to wear face masks, sanitise hands on entry and avoid touching surfaces.
* Ongoing support, email cascades, online staff meetings and communications from line managers will continue with current frequency for foreseeable future
* The Divisional Office COVID Bronze Group meets weekly and reviews current national and institutional advice to act upon.
* Shutting down the office is straightforward and we would use our text communication service to communicate any urgent need to close down the office,
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|  | 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.
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|  | 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.
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|  | Reintroducing lockdown measures or responding to changes in the University BCP. | * 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.
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| * 1. **ASSISTING THOSE EXPERIENCING SYMPTOMS, SELF ISOLATING, OR WITH SPECIFIC ASSESSED NEEDS TO AVOID ONSITE ACTIVITIES**
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| **URN** | **Issue** | **Key considerations** | **Specific Measures Adopted** | **Outstanding Actions** | **Safe to Proceed** |
|  | 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.
 | * The Divisional Office is prepared and shared staff guidance in terms of what to do in case of symptoms, having a test, isolating due to living with others; this includes clear guidance for role of line manager as well as staff.
* Ongoing monitoring and surveying of staff falling in to vulnerable groups or with protected characteristics
* Staff encouraged to use the [vulnerability tool](https://unioxfordnexus.sharepoint.com/sites/rtosw/_layouts/15/Doc.aspx?sourcedoc=%7B1D59E2C1-FB15-404D-804E-5F0F5040C360%7D&file=Copy%20of%20ALAMA%20Vulnerability%20Self%20Assessment%20-OXFORD%20deployed%20version%201.3%20(003).xlsx&action=default&mobileredirect=true&CT=1601661797329&OR=ItemsView) prior to their return to work and discuss any issues with their line manager and HR
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|  | Protecting people who may be at higher risk and ensuring equality in the workplace | * 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 disadvantage[[1]](#footnote-1)
* 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[[2]](#footnote-2).
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| * 1. **SUPPORTING TRAVELLING TO/FROM WORK**
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| **URN** | **Issue** | **Key considerations** | **Specific Measures Adopted** | **Outstanding Actions** | **Safe to Proceed** |
|  | 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.
* Use markings or one-way flow at entry and exit points.
* Provide hand sanitisers at entry/exits.
* Sign-post handwashing facilities.
 | * ­All returning staff to be made aware of Temporary Permit to Park (TPTP scheme). ­ Teaching sessions will be timetabled with staggered arrival and departure times where possible. ­
* Hand sanitiser station at entry/exit point to both offices
* Discuss arrangements for travel to and from work as part of RTOSW HR induction
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| * 1. **LIMITING MOVEMENT AROUND BUILDINGS AND MIXING IN COMMUNAL SPACES [i.e. where measures are likely to be set at a building level]**
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| **URN** | **Issue** | **Key considerations** | **Specific Measures Adopted** | **Outstanding Actions** | **Safe to Proceed** |
|  | 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.
 | * OUH have a general ‘keep left’ policy in corridors and stairwells.
* Entrance to office area via level 2 academic centre is encouraged. There is a hand sanitisation station there and face mask repository.
* Staff encouraged to use the stairs rather than the lift. Lifts have been deemed as a maximum two person occupancy unless mitigating circumstances exist.
* Staff encouraged to avoid unnecessary travel within the hospital building.
* The reception area is not open at present.
* Appropriate signage of expectations on face coverings, social distancing etc at front of offce to be visible from corridor.
* Visitors who wish to engage with the office staff will be encouraged to do so via the phone or email or Teams call. If they wish a one to one or which must be handled in person, they are encouraged to call in advance to arrange a meeting and will be issued instructions about attending the office.
* However, those who turn up on-spec will need to follow the posted instructions to ring the bell outside the office and wait in the corridor at an appropriate distance until a member of the office staff opens the office door. The staff member will need to undertake their own dynamic risk assessment about whether the issue can be handled without them entering the office. If the visitor does need to come in to the office, appropriate social distancing and good hand hygiene practices need to be followed.
* The office staff member will be responsible for ensuring the clean up of any areas that have been used by the visitor with the supplied cleaning materials
* Staff member should escort the visitor out of the door
* Staff encourage to avoid lifts and follow OUHFT guidance on maxmimum occupancy.
* Be mindful of retaining social distancing in the OUH controlled toilets and whilst using the handwash basins. Toilet seat lids should be closed prior to flushing.
* Staff to sanitise hands every time they exit and enter the offices
* Kitchen area can be used but only by one person at a time.
* Staff are encouraged to bring their own prepared food and drink items to limit the need for mixing or sharing facilities
* Staff whould wipe down equipment handles immediately after use and wash hands before and after eating
* Staff are encouraged to take breaks outside wherever possible.
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|  | 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.
* 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.
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|  | 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.
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|  | 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.
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|  | Changing rooms and showers | * 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.
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|  | 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.
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|  | 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.
 | * The fire alarm system has been tested and actions on fore alarm activation remain the same. You should not delay leaving the building due to maintaining social distancing, please evacuate as normal but go back to social distancing at the fire assembly point. The space required to achieve 2m distancing at the assembly point needs to be reviewed and may need to be modified if/when additional colleagues are back.
* Please do not wedge open the fire doors.
* Cover as part of induction
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| * 1. **LIMITING MIXING IN SPECIFIC WORKSPACES AND ACTIVITIES [i.e. areas that may be supported by local group specific risk assessments]**
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| **URN** | **Issue** | **Key considerations** | **Specific Measures Adopted** | **Outstanding Actions** | **Safe to Proceed** |
|  | 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.
 | * Only designated desks (to be numbered) to be used as they have been assessed as appropriately distanced
* Limit occupancy to 13 people concurrently in Main Office and 3 people concurrently in Fleming Suite, plus management of visitors
* Staff with agreement for regular working (for specific days or half days) will be told their regular designated desk that they must use when in the office
* Occasional requiring irregular access to the office will need to contact Kate Kendall to receive approval to work in office; Kate will tell individual agreed visitor desk that they will work at. Wherever possible sharing of visitor desks will be minimised
* Staff should clean high-touch vistor desk spaces before leaving with provided cleaning materials (wipes)
* Ensure a supply of Clinell
* Windows will need to be kept open to ensure good ventilation for all staff
* Ongoing use of email communications and online meetings – there will no facilities available for in person meetings within the offices
* We will put some shared items (e.g. stationary supplies and photocopiers) in meeting room to avoid time spent in corridors
* Consider photocopier and kitchen facilities. Increased cleaning of communally used items and high frequency touch points (door handles, taps, photocopier buttons etc). Users expected to do this cleaning.
* Cleaning material to be provided.
* Not applicable
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|  | Offices and Workstations | * 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.
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|  | Meetings | * 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.
* Provide cleaning materials.
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|  | 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.
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|  | 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.
* 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.
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|  | Handling goods, merchandise and other materials. | * 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.
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|  | 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.
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| * 1. **IMPLEMENTING AN ENHANCED CLEANING REGIME**
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| **URN** | **Issue** | **Key considerations** | **Specific Measures Adopted** | **Outstanding Actions** | **Safe to Proceed** |
|  | 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.
 | * OUH are still cleaning the areas as before.
* Need to ensure that cleaners know that the office is reopened and routine cleaning to resume.
* Staff need to be responsible for some local cleaning (their own work areas and social areas when they have used them (e.g. the kitchen)
* Signage to be provided across the office reminding staff
* Hand santiser to be available in every used space as well as entrance and exit
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|  | 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).
* 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.
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|  | Hygiene | * 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.

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| * 1. **ASSESSING THE NEED FOR PERSONAL PROTECTIVE EQUIPMENT**
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| **URN** | **Issue** | **Key considerations** | **Specific** [**Measures**](https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-masks.aspx) **Adopted** | **Outstanding Actions** | **Safe to Proceed** |
|  | 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.
 | * OUH have a mandatory policy that ‘facemask must be worn’ in all OUH spaces.
* Where social distancing can be maintained in the MSO office (e.g. when working at the designated work-stations), we will declare a Covid-19 secure area and remove face masks.
* Staff moving round and through the office will need to wear face masks while doing so
* If you leave the office to go to the toilet then face masks need to be worn
* Remember, the office is a representation of the leadership of the Division and University so staff need to follow the rules carefully.
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|  | 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 disposed of, if a risk assessment has identified a need.
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|  | Personal provision/use of face coverings | * 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.
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| * 1. **BRINGING INDIVIDUALS BACK INTO THE WORKPLACE BY CLEAR INFORMATION AND INSTRUCTION**
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| **URN** | **Issue** | **Key considerations** | **Specific Measures Adopted** | **Outstanding Actions** | **Safe to Proceed** |
|  | 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 arrangements at the entrance to a department (see [the Estates Services website](https://estates.admin.ox.ac.uk/coronavirus) to order or print).
 | * A signed copy of the RTOSW is posted on the intranet and made available to occupants.
* The signed poster <https://estates.admin.ox.ac.uk/files/covidsecure-a4pdf> re staying Covid-19 secure is displayed.
* Staff given induction prior to returning to work. Additional local training by supervisor on site for specific activities relating to work activities.
* GM with others
* CP/GM should have an open forum Teams meeting with occupants after 1 week to gather info on what was good/bad/ugly about the return to onsite working and we will then modify this RTOSW risk assessment accordingly.
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|  | 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.
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|  | 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.
* 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.
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| 1. **MANAGING EXISTING RISKS**
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| **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?**  | Yes /  |
| **Have other individual specific risk assessment been updated, as necessary e.g. new & expectant mothers, young persons, personal emergency evacuation plans?** | Yes /  |
| **Have supervisory requirements been reviewed?** | Yes  |
| **Have health and safety support requirements been reviewed?** | Yes /  |
| **Have all individual health surveillance or other Occupational Health support requirements been considered?** | Yes /  |
| **Have existing stocks of hazardous materials been checked for safe storage and integrity?** | Yes /  |
| **Have waste disposal streams been checked, specifically in relation to the impact of social distancing on collection and transit routes, as well as availability of internal and external support?** | Yes /  |
| **Are statutory examination requirements in place (e.g. local exhaust ventilation, pressure, lifting equipment, portable appliance testing, emergency equipment)?** | Yes /  |
| **Are additional control measures required:** | Yes  |
| **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
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| **Availability of a qualified first aider will be compromised during this limited RTOSW. This is a low risk environment so advise that the pairs of people agree to be appointed persons and take charge of any situation. First aid box to be supplemented with a facemask and face visor and disposable apron. Deliver first aid advice from social distance wherever possible. Assess need for use of A&E if anything significant. If cardiac arrest situations, call 2222 and if trained, use compression only CPR (but should really wear level 2 PPE).**  |

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| 1. **ESTATES SERVICES BUILDING CHECK**
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| **Estates Services Building Checklist Completed:** | Yes  |
| **Date Checklist Completed** *(append copy):* | 06 October 2020 |

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| 1. **HEAD OF DEPARTMENT APPROVAL**
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| **Head of Department Name:**(Approving assessment/work plan) | Chris Price |
| **Head of Department Signature[[3]](#footnote-3):**(Approving assessment/work plan) |  |
| **Date of Approval:** | 06 October 2020  |

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| 1. **FURTHER REVIEW STAGE**
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| **Date of Review** | **Overview of changes in risk or reduction measures** | **Head of Department Signature** |
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1. Guidance is available at: https://edu.admin.ox.ac.uk/reasonable-adjustments [↑](#footnote-ref-1)
2. Guidance is available at: https://edu.admin.ox.ac.uk/reasonable-adjustments [↑](#footnote-ref-2)
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](#_APPENDIX_1:_Key) section. [↑](#footnote-ref-3)