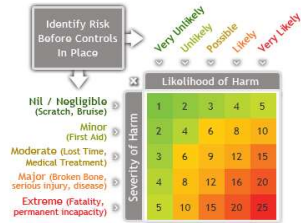




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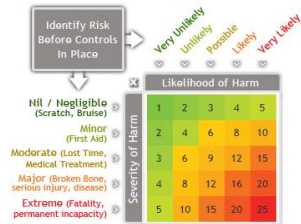
Location:	OxTS Offices
Date:	07/09/2020 Reviewed
Next Review Date:	07/10/20 or as required to respond to changes in the risk landscape
Description of Activity:	Response to Government guidance following the COVID-19 pandemic
Completed by:	Mary Anne Parker, Doug Pinnegar, & Nikki Thompson
Approved by:	Chris Hocking

No.	Risk / Hazard	Persons @ Risk	Risk Rating - Before controls			Risk Mitigation Controls / Actions / Prevention	Residual Risk - After controls		
			Severity	Probability	Calculated Risk Rating		Severity	Probability	Calculated Risk Rating
1	Exposure accessing and leaving the building person to person	All staff on site	4	4	16	Personnel to use the doors one at a time 2 meter distancing visual reminders Personnel instructed to maintain 2 meter distancing at all times Access doors have good visibility to see and avoid other personnel At CIC on site presence has been cut from 32 to 20, Finance and Quality working remotely At PFB, very limited presence on site allowed for tasks which cannot be completed remotely, access is controlled on a case by case basis.	4	3	12
2	Exposure accessing and leaving the building surface contact	All staff on site	4	4	16	Personnel asked to wash hands on arrival Notice on external doors about washing hands Hand sanitiser available inside doors and in each work area At PFB contact points are cleaned daily, with a weekly deep clean. At CIC landlord cleans communal areas, cleaning materials available throughout site.	4	3	12
3	Exposure moving around building	All staff on site	4	4	16	Internal doors propped open while building is occupied Personnel asked to respect space around occupied desks Personnel instructed to maintain 2 meter distancing Meetings by skype where possible. Meeting room capacity reduced and usable seats identified	4	3	12
4	Exposure at work station	All staff on site	4	5	20	Occupancy at PFB minimal with presence on site requiring management approval, to ensure compliance with 2m distancing between working locations. Work stations at CIC set up to facilitate 2 meter distancing Personnel asked to respect space around occupied desks Hot desking prohibited Surface cleaning supplies available	4	3	12
5	Exposure accessing toilets	All staff on site	4	4	16	Barn 1 has individual toilets Accessed maintaining 2 meter distancing Hand washing signage in the toilets Barn 2 toilets identified as single occupancy. Multi-occupancy toilets have locks on the outer door to ensure single occupancy. Individual toilets on first floor as per Barn 1 Handsanitiser available at toilets CIC communal areas under landlord jurisdiction	4	3	12



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6	Exposure accessing kitchen	All staff on site	4	4	16	1 person in the kitchen at a time Cleaning supplies to enable cleaning before and after use, especially handles and the kettle handle Company provided cutlery and crockery removed from use, staff advised to bring in personal use items on a daily basis Signage in place Booths in Barn 2 single occupancy Tables in Barn 2 spaced out and additional chairs removed	4	3	12
7	Vulnerable personnel	All staff on site	5	4	20	Staff identified by Government as vulnerable are to comply with Government advice. Staff that self identify as vulnerable should contact their manager or HR. Government shielding guidance is being followed. If COVID symptoms are identified on site, vulnerable employees to leave immediately. Working arrangements for vulnerable personnel to reduce the need to interact with other employees where possible.	5	3	15
8	Infected employee comes to site	All staff on site	4	4	16	Reduced density of personnel on site. Personnel feeling ill required to stay at home. Staff provided with strip thermometers to check personal temperature. Self-isolation as per government guidelines if in an infected household. Work instruction in place for actions in case of an individual shows symptoms on site	4	3	12
9	Infected visitor comes to site	All staff on site	4	3	12	Only essential health and safety and maintenance related visitors allowed to site, by arrangement with the Covid Response Team (NT, DP, MAP, AG) Prior to visit host will request confirmation that the visitor is not exhibiting symptoms and give briefing in relation to social distancing policy including hygiene expectations No movement between buildings without permission of AG at CIC or the Covid Response Team	4	2	8



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10	Interruption of existing emergency, first aid and supervisory procedures following implementation of COVID-19 controls. Fire risk of propping doors open (to minimise contact points) was reviewed by Event Fire Solutions (21/05/2020) and confirmed to be an appropriate measure. PFB evacuation was scheduled in March, but was unable to go ahead due to lockdown. This continues to be the case where required staff are following Government guidance to work remotely.	All staff on site	4	3	12	Sites are geographically close so FA's can respond to incidents at either site. Fire doors only left open when building is occupied, not at night or out of hours. Fire alarm system is fully functional and frequently tested (PFB) CIC fire system tested weekly by Heyford Park Reminder of fire safety procedures to be sent to staff in the absence of an evacuation. Evacuation drill planned for 1st September in anticipation of ability to complete this. (moved to 1st October due to low numbers on site at presence)	4	2	8
11	Property/Premises/Work Equipment – Risks to employees due to lack of maintenance, test and inspection.	All staff on site	4	3	12	Fire system checks will be carried out as normal. Water-coolers to be serviced prior to use. Normal maintenance will be continued. PPE kits provided for first aiders	4	1	4
12	Lone working	All staff on site	4	3	12	Crewing levels designed to ensure that lone working is avoided as far as possible. Lone working policy is in place where this is required.	4	3	12
13	Staff not aware of measures in place and their responsibilities	All staff on site	4	3	12	Risk assessment available to all staff on the website. Existence of RA communicated to all staff with summary of requirements. Briefing sessions with all staff (except furloughed) with Q&A. Individual discussions with furloughed staff before return to work to ensure understanding and to address any issues they may have.	4	2	8
14	Inappropriate action being taken in the event of a COVID-19 outbreak.	All staff on site	4	3	12	Procedure created and published to our quality management system detailing the flow of actions and who is responsible at each stage. Including SPOC for PHE.	4	2	8