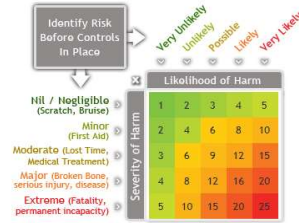




# Risk Assessment

(v1.1)



Location:	OxTS Offices
Date:	27/10/21 Reviewed
Next Review Date:	24/11/21 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 advised to maintain 2 meter distancing at all times Access doors have good visibility to see and avoid other personnel	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 regularly cleaned, in addition to a weekly cleaning schedule. 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	Personnel asked to respect space around occupied desks Personnel advised to maintain 2 meter distancing Meetings remote where possible.  Personnel encouraged to wear face coverings around business sites	4	3	12
4	Exposure at work station	All staff on site	4	5	20	Work stations at CIC set up to facilitate 2 meter distancing At PFB personnel asked to occupy diagonal desks where possible Personnel asked to respect space around occupied desks Hot desks and other equipment should be cleaned before and after use. Surface cleaning supplies available Transparent (PEVA) curtains installed between work stations and other relevant areas at HP to create physical barriers 25/09. Curtains being treated with 28 day anti-viralspray (Endurocide)	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  CIC communal areas under landlord jurisdiction	4	3	12
6	Exposure accessing kitchen	All staff on site	4	4	16	1 person in the kitchen at a time encouraged 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	4	3	12



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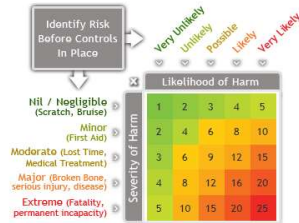
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7	Vulnerable personnel	All staff on site	5	4	20	No known vulnerable employees. Staff that self identify as vulnerable should contact their manager or HR. Government shielding guidance is being followed.	5	3	15
8	Infected employee comes to site	All staff on site	4	4	16	Reduced density of personnel on site. Personnel feeling ill required to stay at home. Follow government guidelines for testing and isolation. Staff provided with strip thermometers to check personal temperature. Work instruction in place for actions in case of an individual shows symptoms on site. Staff encouraged to order LFT kits and test twice weekly for asymptomatic cases.	4	3	12
9	Infected visitor comes to site	All staff on site	4	3	12	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. Contactless visitor sign-in now in place. Movement between sites kept to a minimum.	4	2	8
10	Interruption of existing emergency, first aid and supervisory procedures following implementation of COVID-19 controls.  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 alarm system is fully functional and frequently tested (PFB) CIC fire system tested weekly by Heyford Park  Reminder of fire safety procedures sent to staff (24/08/21) in the absence of an evacuation. Evacuation drill at PFB will be planned when more personnel are allowed into the barns. The current risk is low due to low occupancy levels. - to be scheduled in Nov '21	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 serviced prior to use, 18/08/21. Normal maintenance will be continued. (in line with current government guidelines/restrictions) PPE kits provided for first aiders	4	1	4
12	Lone working	All staff on site	4	3	12	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 with Q&A. New starter induction updated to include social distancing training. Refreshers included in company meetings	4	2	8



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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
15	Poor ventilation	All staff on site	4	3	12	Improve natural ventilation through opening windows and doors (not fire doors). Windows at Heyford Park can be opened to provide good ventilation. PFB has low occupancy at present. CO <sub>2</sub> monitors fitted in all multi occupancy rooms, with audible alarms for high threshold, and numerical readouts.	4	2	8