

## Oxehealth COVID-Secure Risk Assessment

9th June 2020

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### Scope

In line with recent Government guidance Oxehealth has conducted a risk assessment in consultation with the team. This covers managing the safety and wellbeing of the team on customer sites, when travelling, working from the office or working at home. Special consideration is given to those considered vulnerable or extremely vulnerable as defined by the NHS, and also those staff dependent on public transport.

This document presents the risk assessment and the mitigations being undertaken to ensure a COVID Secure working environment for all Oxehealth staff, visitors and the wider community.

### Site Visits

<b>Hazard</b>	<b>Who might be harmed?</b>	<b>Controls Required</b>	<b>Additional Controls</b>
Spread of Covid-19	Team Members of team households	Hand Washing	
		Hand Sanitizer	
		Social distancing	
		Pre-visit assessment of site specific COVID risk and mitigations (e.g. use of PPE by site staff)	Provision of face masks, and disposable gloves to site teams Provision of additional sets of protective clothing as requested by the team Regular monitoring

			of stock levels of masks, gloves and hand sanitizer
		Log all team visits to customer sites to enable efficient contact tracing if necessary	
Difficulty social distancing in confined working environments (e.g. patient bedrooms)	Team Members of team households	Team members to wear face masks	
Long distance travel in a single day causing tiredness while driving	Team	Identify Covid-Secure hotels or other appropriate locations where staff can stay overnight for such journeys	Check accommodation risk assessment and Covid-Secure practices to ensure appropriate measures are in place to protect Oxehealth team  Team members able to take additional precautions such as cleaning supplies if desired (Oxehealth to reimburse)

## Travel

Hazard	Who might be harmed?	Controls Required	Additional Controls
Spread of Covid-19	Oxehealth Team	Avoid use of public transport where possible	Guidance to team to discuss alternatives with Leadership team where necessary
		Cleaning of pool cars	Signage for reminders

## Office Working

Hazard	Who might be harmed?	Controls Required	Additional Controls
Spread of Covid-19	Team Members of team households Visitors to office Cleaners Others working at Oxford Science Park	Hand Washing	Signage
		Hand Sanitizer	Signage
		Disinfecting common spaces and surfaces (desks, telephones, door handles)	Signage
		Keep log of hot desks which have recently been used (dated post-it note) to allow best use of available space	
		Recommend team wash any kitchen utensiles before use (e.g. mugs)	
		Signage to remind team to clean kitchen surfaces & coffee machine before and after usage	
		Self and household isolation of symptomatic individuals	Electronic log
		Provision of masks and gloves for optional use by team members in office	
		Social distancing	Signage and visual reminders in office to encourage social distancing. Specifically near sofas / bean bag areas, entrance to main office desks
		Limited staff in office simultaneously	Have office visit booking system
Signage to indicate maximum capacity on certain areas (e.g. Meeting rooms,			

		kitchen etc)	
		Agreement with OSP on wider controls in Park and office buildings	
		Recommend change of clothing before and after visits to office	
		Minimise indoor face to face meetings	Guidance to team to consider outdoor or walking meetings. In office meetings recommended in foyer area to allow space for social distancing
		Restrict maximum number of people in the office simultaneously to 10	
		Restrict number of people in smaller or enclosed spaces in office	Signage near kitchen, server room, storage room and small meetings rooms
		Encourage visits to office outside of core hours where possible	
		Review Oxford Science Park risk assessment and mitigations.	Work with OSP as required to support and improve their mitigation strategies
Severe illness from Covid-19 due to underlying health conditions	Those defined as "Extremely Clinically Vulnerable"	Request these staff do not visit the office or science park	
	Those defined as "Clinically vulnerable"	Avoid visits to the office or other spaces unless able to work in isolation	Where working in isolation regular video check-ins with another member of team to mitigate against lone worker risks
Emergency evacuation limits ability for social distancing	Team Visitors to office Cleaners Others working at Oxford Science Park	Hand sanitizer near emergency exits	Reminder signage

Other medical emergency causes reduction in social distancing	Team Visitors to office Cleaners Others working at Oxford Science Park	Face masks and disposable gloves available in office	Signage near first aid kits with stock of masks and gloves
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## Working from Home

Hazard	Who might be harmed?	Controls Required	Additional Controls
Physical discomfort or injury	Team member	Guidance to team to take breaks and move around	Information on creating a Slack reminder
		Team to self assess for physical discomfort and additional needs for equipment to improve home working where possible and practicable	Periodic review
Poor mental health or well-being	Team member	Regular check-ins with line manager	
		Regular cross-team sessions to encourage communication and social interactions	
		Confidential telephone counselling service	
		Identify and instigate activities to encourage social contact within and across the team. E.g. multi-functional working groups, company "quiz night" etc	