OXFORD INNOVATION: COVID-19 RISK ASSESSMENT (EDITION 7.2)(effective 1 September 2021)

Health and Safety Representative: Rob Wyatt, Operations Director

This Risk Assessment is designed to identify the risks appropriate to Oxford Innovation Limited (OI) and detail everything reasonably practicable to control those risks, recognising that we cannot completely eliminate the risk of COVID-19.

HAZARD: COVID-19 Coronavirus

RISK: Transmission & spread of COVID-19 Coronavirus

CONSEQUENCE: Infection, illness and death

RISK RATING: **HIGH**

Likelihood	Severity		
	1	**2**	**3**
	Minor injury; minor damage to property/equipment	Over 7-day injury (RIDDOR); damage to property/equipment	Death; major injury; major damage or major loss of property/equipment
1 Unlikely to occur	**LOW (1)**	**LOW (2)**	**MEDIUM (3)**
2 Likely to occur	**LOW (2)**	**MEDIUM (4)**	**HIGH (6)**
3 Extremely likely to occur	**MEDIUM (3)**	**HIGH (6)**	**HIGH (9)**

Risk prior to control measures: Extremely likely to occur (3) x severity is death (3) = **Risk score of 9 (HIGH RISK)**

Risk post-implementation of control measures: Unlikely to occur (1) x death (3) = **Risk score of 3 (MEDIUM RISK)**

This Risk Assessment applies to:

ALL Employees & Employers working within the Oxford Innovation's managed and leased Innovation Centres ("the workplace"). This includes but is not limited to: Clients, Customers, Visitors, Agency Workers, Contractors, Cleaners, Suppliers and Delivery Drivers.

Special consideration is given to Vulnerable Groups and especially persons with an underlying health condition, the elderly, persons with a disability and pregnant women.

Key definitions are set out at **Appendix A**.

1. Managing Risk
Objective:
To reduce risk to the lowest reasonably practicable level by taking preventative measures.
Oxford Innovation Limited (OI) has a duty to reduce workplace risk to the lowest reasonable practicable level by taking preventative measures. We will work with other employers or contractors sharing the workplace, so that everybody's health and safety is protected.
Where the "COVID-19 Secure" guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.
The control measures relevant to each Innovation Centre are detailed in centre-specific risk assessments, determined by this Risk Assessment and based on the government's "COVID-19 Secure" guidelines.
OI's Risk Assessment has been approved by the Managing Director. On 19 July HMG confirmed that businesses no longer need to display a COVID-secure notice.
The control measures set out in this Risk Assessment (RA) will be monitored remotely by the OI Operations Director and the Compliance, Quality and Health & Safety Manager, in conjunction with centre teams. Centre RA will be peer-reviewed through OI's Centre Management Team, where any feedback, including from customers and clients, will be considered. Any changes will be escalated to OI's Senior Management Team and where appropriate to the Management Board. The RA will be updated accordingly and clients and customers informed within a reasonable period of a change being agreed.

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
2. Who should go to work?					
ALL	**Objective:** To support a safe return to the workplace.	OI's aim is to keep all centres operational and accessible, whilst maintaining a safe environment for all staff and customers. Its position remains: *to follow* **HMG guidance** *in achieving our aim and to work jointly with our clients in adapting it to comply with any local policy.* All staff are encouraged to test regularly for COVID-19 in accordance with the OI guidance published on 8 April 2021, i.e. all staff wishing to be tested, either at home or at a test site, should be offered the flexibility to do so: regular asymptomatic testing to manage personal risk and protect others, particularly those who are not fully vaccinated; and regular rapid testing for those returning to or visiting different workplaces.	OI Board	Ongoing	
2.1 People who are higher risk					
STAFF	**Objective:** To support those who are at a higher risk of infection and/or an adverse outcome if infected.	• A signed health declaration is required from all staff prior to returning to the workplace. Those who are clinically vulnerable will also be required to complete a personal risk assessment prior to returning to work • Support and advice will be provided on mental health and wellbeing from line managers and HR for all persons in these categories. This may include telephone support	Head of HR Head of HR Head of HR	1 April 27 May Ongoing	✓ ✓
2.2 People who need to self-isolate					

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
STAFF	**Objective:** To stop people physically coming to work, when government guidance advises them to stay at home	• It remains a legal requirement for people to self-isolate if they test positive or are told to do so by NHS Test and Trace • We will ensure that all workers who must self-isolate are able to work from home if they feel well enough to do so, and provide the appropriate equipment to enable them to do so • A Travel Quarantine Restrictions Policy and a Self-Isolation Policy has been promulgated to all staff. Both are available in the OI QMS	All Head of HR	Ongoing July & 7 October	✓
2.3 Equality in the workforce					
STAFF	**Objective:** To make sure that nobody is discriminated against.	• We will ensure that we understand and take into account the particular circumstances of those with protected characteristics • We will involve and communicate appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any measures we are considering implementing inappropriate or challenging for them • We will consider whether we need to put in place any particular measures or adjustments to take account of our duties under the equalities legislation • We will make reasonable adjustments to avoid disabled workers being put at a disadvantage and will assess the health and safety risks for new or expectant mothers • We will ensure that the steps we take do not have an unjustifiable negative impact on some groups compared to others, e.g. those with caring responsibilities or religious commitments	Head of HR	1 June	✓

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
✓		• We will ensure that our Risk Assessment is in line with our Equality, Diversity and Inclusion Policy & Procedure	Ops Manager	29 May	✓
2.4 Ventilation					
ALL	**Objective:** To use ventilation to mitigate the risk of aerosol spread of COVID-19 in enclosed spaces. Ventilation into the building should be optimised to ensure the maximum fresh air supply is provided to all areas of the facility wherever possible. Ventilation systems should provide a good supply of fresh air.	<u>Heating Ventilation and Air Conditioning</u> • Most air conditioning systems will not need adjustment, however, advice can be sought from the heating ventilation and air conditioning (HVAC) engineers or advisers • Ensure all HVAC units are serviced and maintained as detailed in the Compliance Toolkit • Where centralised systems are in place, check the functionality (with contractor/engineer) to see if air is distributed between rooms or contained within each room. Re-circulation of air between spaces, rooms or zones occupied by different people should be avoided • Any HVAC system that normally runs with a re-circulation mode should be re-set to run on full outside air where this is possible • In the case of any systems serving a single space, partial re-circulation of air within that space, such as through a local fan coil unit, is less of a concern as the primary objective is to maximise the air exchange rate with outside air and to minimize the risk of any pockets of stagnant air • Open windows and doors frequently to encourage ventilation where possible and ensure ventilation grilles are kept clean • Monitor and manage filters in accordance with the manufacturer's instruction • Operate the ventilation system when there are people in the building	CMs and ACMs	Ongoing	

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
		• Increasing the existing ventilation rate by adjusting the fan speed • Each centre should refer to this HSE guidance to identify any poorly ventilated spaces: <u>ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</u> • If ventilation in poorly ventilated spaces cannot be improved, centre teams should consider whether it's safer to restrict the time spent in these spaces and the number of people that access these spaces, or stop using them altogether.	CMs and ACMs	Ongoing	

3. The workplace

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
ALL	**Objective:** To ensure increased hygiene in the workplace.	• Ensure that sanitiser wipes are provided at high-touch-point areas to disinfect equipment between use • Communicate by telephone, email, Teams, Zoom and other IT platforms to minimise face to-face-to contact whenever possible; clean equipment between use • Reduce movement by discouraging non-essential trips to, from and within buildings, restricting access to low-use or confined areas	CM and ACMs	On demand On demand	

3.1 Workstations

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
STAFF	**Objective:** To reduce the risk of spreading COVID-19 by reducing the number of people that workers come into contact with.	<u>Workstation (and shared equipment)</u> • Workstations should be assigned to an individual and not shared. If they need to be shared this must be by the smallest possible number of people and cleaned before and after use • Provide hand sanitiser or disinfectant wipes where equipment will be handled, as set out in the OI Cleaning Specification (see 5.1)	All	Ongoing	

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
		Customer Offices • Customers should be reminded to take all reasonable steps to monitor the health, conduct and safety of their own staff, customers, visitors and contractors • They must comply with the Health & Safety at Work Act 1974, which requires employees to take reasonable care for the health and safety "*of yourself and other people at work*" • Encourage a 'return clean' and daily cleaning of workspace and desk areas • Encourage a clear-desk policy	All staff All	Ongoing Ongoing	
3.2 Meetings					
ALL	**Objective:** To reduce transmission through enhanced hygiene in the workplace.	• Use remote working tools to avoid in-person meetings or limit the numbers involved in in-person meetings • Provide hand sanitiser in all meeting and conference rooms and clean before and after use • Hold meetings outdoors or in well-ventilated rooms whenever possible • Avoid sharing pens, documents and other objects	CMs & ACMs	Ongoing	
3.3 Common Areas					
ALL	**Objective:** To ensure increased hygiene in the workplace.	Cafes			

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete

		• HMG continues to encourage businesses to display QR codes for customers to check in using the NHS COVID-19 app, to support NHS Test and Trace
		
		Kitchens, Kitchenettes and Tea Points
		
		• Encourage "kitchen etiquette":
		  o don't hog or linger
		  o clean hands, utensils and equipment before and after use, as set out in the OI Cleaning Specification (5.1)
		  o wipe down touch points before & after			

3.4 Accidents, security and other incidents

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
ALL	**Objective:** To prioritise safety during incidents.	• All COVID incidents should be recorded on Activ • People providing assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands • Emergency evacuation plans are to be held in the e-reception iPad and sent to contractors and visitors once registered • Display updated Emergency Evacuation Plans in all meeting rooms and at key locations throughout common areas, and by call emergency call points The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) In cases where:	CM or ACMs	As necessary	

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
		• an unintended incident at work has led to someone's possible or actual exposure to COVID-19 • a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work • a worker dies as a result of occupational exposure to COVID-19 the HSE must be informed of "a dangerous occurrence or a case of disease" to comply with RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). It remains a legal requirement for people to self-isolate if they test positive or are told to do so by NHS Test and Trace. Update the COVID-19 scenario paper, *What happens if*, and the COVID-19 Positive aide memoire, last published on 2 November 2020. (Both are available in the OI QMS)	Deputy MD	26 July 2021	✓
4. Managing your customer, visitors & contractors					
4.1 Manage contacts					
ALL	**Objective:** Minimise the number of unnecessary visits to the workplace and make sure people understand what they need to do to maintain safety.	• Revise visitor arrangements to ensure hygiene, e.g. where physical signing-in is the norm • The layout and configuration of reception areas must protect CEAs and staff on duty at all time • Leave plexiglass barriers in situ as a precautionary element of protection, ensuring they are cleaned and disinfected as often as is appropriate • Restrict access to the e-reception iPad - to CEAs or person on duty	All	Ongoing	

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
		• Hand sanitiser to be made available for all visitors or hand washing facilities as they enter the premises • All persons entering the centre are required to book in and out via the e-reception Companion App (HMG continues to encourage businesses to check in using the NHS COVID-19 app, to support NHS Test and Trace) OI and customer **contractors** must present RAMS prior to all works and their clean-down procedure at the end of each day or activity must be in line with HSE guidance	All Contractors	Ongoing Before operating in the workplace	
4.2 Providing and explaining available guidance					
ALL	**Objective:** To make sure people understand what they need to do to maintain safety.	• All staff, customers, visitors & contractors should be briefed on the hierarchy of control measures when booking into the IC • Signage is to be displayed for the IC control measures set out in this Risk Assessment; signage that is no longer relevant should be removed and stored • Web banners to be updated with a link to this Risk Assessment	CMs Head of Marketing	As necessary 2 August 2021	✓
5. Cleaning the workplace and infection control					
5.1 Keeping the workplace clean					
ALL	**Objective:**				

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
	To keep the workplace clean and prevent the spread of COVID-19 by touching contaminated surfaces.	• Urge everyone to follow the guidance on hand washing and hygiene (see 5.2), which will minimise the risk of infection from frequently touched surfaces • Provide hand sanitiser around the workplace (see 5.2) • Frequently clean and disinfect objects and surfaces that are touched regularly, in accordance with the OI Cleaning Specification • Review the OI Cleaning Specification Cleaning after a known or suspected case of COVID-19 should be in accordance with the OI Cleaning Specification, available in the OI QMS. Sanitisation Fogging deep cleans of potentially contaminated areas should be carried out - in addition to the normal cleaning regime. The COVID-19 Positive aide memoire provides further guidance on Sanitisation Fogging deep cleans and is available in the OI QMS.	All Operations Director	Ongoing	

5.2 Hygiene – handwashing & sanitation facilities

ALL	**Objective:** To help everyone keep good hygiene through the working day.	The best way to prevent the spread of infections and decrease the risk of getting sick is by washing your hands with plain soap and water. Washing hands often with soap and water for at least 20 seconds is essential, especially after going to the bathroom; before eating; and after coughing, sneezing, or blowing one's nose. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol must be used. Hand sanitiser Where hand sanitiser or pop-up handwashing stations have been installed / provided, they should be left in situ, e.g. in the following locations:	All CM or ACMs	Ongoing Ongoing	

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
		o Entrances and exits o Meeting rooms o Immediately adjacent to WCs o Common areas o Common area doors that cannot be left open o Delivery areas o Reception and waiting areas o Communal printers Use signs / posters at these locations to maintain awareness of: o how to wash hands well o washing hands frequently o avoiding touching face o coughing or sneezing into a tissue which is binned safely, or into crook of arm if a tissue is not available If possible, provide paper towels as an alternative to hand dryers in handwashing facilities. Monitor waste collections and provide more facilities / more frequent rubbish collection if required.	CM or ACMs		
5.3 WCs, changing rooms & showers					
ALL	**Objective:** To minimise the risk of transmission in WCs, changing rooms and showers.	• Provide hand sanitisers outside WCs • Clean according to the OI Cleaning Specification (5.1)	ACMs	Ongoing	
6. Face coverings					

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
ALL	**Objective:** To guide on the use of face coverings.	Face coverings are not classed as PPE because: • there is currently no need to conform to a manufacturing standard • they do not provide protection for work risks such as dust and spray. However, staff, customers, visitors and contractors are recommended to continue using face coverings where they come into contact with people they don't normally meet, in enclosed and crowded spaces, (e.g. in a lift or during sales viewings) and provided they: • wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it • avoid touching their face or face covering, as this could contaminate with germs from hands • change their face covering if it becomes damp or if it's been touched • change and wash the face covering daily • if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in normal waste Some people are exempt and do not have to wear a face covering including for health, age or equality reasons.	All	As appropriate	
7. Workforce management					
7.1 Internal working patterns					
STAFF	**Objective:** To minimise the number of close		All	Ongoing	

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
	contacts each employee has.	• As far as possible, adapt <u>internal working</u> patterns ('fixed teams or partnering' or 'cohorting') so that where close contact is unavoidable, this happens between the same people • The size of the workplace will determine the working pattern			

7.2 Outbreaks in the workplace

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
STAFF	**Objective:** To provide guidance in an event of a COVID- 19 outbreak in the workplace.	• It remains a legal requirement for people to self-isolate if they test positive or are told to do so by NHS Test and Trace • Update the COVID-19 scenario paper, *What happens if*, and COVID-19 Positive aide memoire, last published on 2 November 2020. (Both are available in the OI QMS)	All Deputy MD	Ongoing 26 July 2021	✓

7.3 Work-related travel

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
STAFF	**Objective:** To avoid unnecessary work travel and keep people safe when they do need to travel between locations.	• Non-essential travel must be minimised: consider remote options first	All staff	As appropriate	

8. Laboratories

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
STAFF	**Objective:** To provide a safe and clean working environment for all	• Normal procedure applies, i.e. everything in the laboratory is assumed to be contaminated	Ops Director &	TBC prior to re-occupation	

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
	persons working in a shared laboratory.	• All lab customers must submit a Risk Assessment (if 5 employees or more) or complete a Risk Assessment questionnaire (if 4 employees or fewer), as a pre-requisite of their business returning to or continuing to operate in an Innovation Centre • All Risk Assessments are to be approved by the appropriate Lab Technician • Restart and test specialist equipment, which may have been unused for a longer than usual period of time • Determine the required cleaning process for expensive equipment that cannot be washed down, designing protection around machines and equipment • Designate exclusive entry/exits points and provide handwashing facilities or hand sanitisers at an adjacent point	Safety Committee	and subject to Customer RA	

9. Communications and training

9.1 Returning to work

STAFF	**Objective:** To make sure all workers understand COVID-19 related safety procedures and furloughed staff make a gradual return to work over the summer.	• Make regular announcements to remind staff and customers to wash their hands regularly • Encourage the use of digital and remote transfers of material rather than paper format • Provide clear and regular communication to improve understanding and consistency in ways of working • Remain aware and focussed on the importance of mental health	OI Board SMT	Ongoing	

9.2 Ongoing communications and signage

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
ALL	**Objective:** To make sure all workers are kept up to date with how safety measures are being implemented or updated.	All staff, including those furloughed, are invited to the Managing Director's regular (usually monthly) call for an update on OI's response to the pandemic. Those without OI IT equipment have been provided with a license enabling them to access Microsoft Teams from their own devices, if furloughed. To keep OI staff, customers and clients informed and involved. In the case of IC staff, this sometimes will be daily but mostly every week via dedicated Microsoft Teams channel and through weekly meetings of the CMT.	All Deputy MD	Ongoing Ongoing	

10. Inbound and outbound goods

ALL	**Objective:** To avoid transmission when goods enter and leave the site.	• Arrange holding area for post & deliveries, to minimise interactions and keep at distance • Use non-contact deliveries wherever possible and where the product allows for use of electronic pre-booking • Reduce the frequency of deliveries wherever possible, for example by ordering larger quantities, less often	ACMs	Ongoing	

Where to obtain further guidance

HMG Recovery Strategy (COVID Road Map):

https://www.gov.uk/government/publications/covid-19-response-spring-2021

Guidance for employers, employees and businesses: working safely during COVID-19:

Offices, factories and labs - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)

APPENDIX A - DEFINITIONS

Common Areas	The term 'common area' refers to areas and amenities which are provided for the common use of more than one person including canteens, reception areas, meeting rooms, areas of worship, toilets, gardens, fire escapes, kitchens, fitness facilities, store rooms, laundry facilities.
Clinically extremely vulnerable	Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Guidance on who is in this group can be found here: https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19
Clinically vulnerable people	Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here: https://www.gov.uk/government/publications/full-guidance-on-staying-athome-and-away-from-others/full-guidance-on-staying-at-home-and-awayfrom-others