

**COVID-19-Secure Working
Building Risk Assessment/Work Plan**

1. DEPARTMENTAL DETAILS	
Head of Department:	Paul Klenerman
Department:	Peter Medawar Building
Date of Assessment:	
People Returning to On-site Working (<i>status/numbers</i>):	
Approx 250 people – a mixture of Admin, Management, Researchers, Post-Grad students.	
Location of work (<i>Building and types of room / facilities expected to be in use</i>):	
Peter Medawar Building: CL2, derogated CL3 and full CL3 labs, offices.	
Activity Summary (<i>Types of activities expected & authorised to take place</i>):	
Laboratory research, building operations and office work.	

2. REDUCING THE TRANSMISSION OF COVID-19 (Consider the key consideration and then detail specific measures adopted or actions to be completed)

a. BRINGING INDIVIDUALS BACK INTO THE WORKPLACE					
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	Head of Department Commitment	<ul style="list-style-type: none"> 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 https://estates.admin.ox.ac.uk/coronavirus to order or print). 	<p>1A. Completed building risk assessments will be posted on the intranet, iPassport and communicated to all staff via email.</p> <p>1B. DSAC will be consulted to sign-off all RTOSW risk assessments.</p> <p>1C. Updated signage will be placed at the Building entrances.</p>		
2.	Communication and Training	<ul style="list-style-type: none"> 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. Refer to the guidance on the HR Support website for staff returning to on-site working, including the step-by-step process and an induction for all returning staff. Direct staff to advice on travelling to work. 	<p>2A. Unit Administrator will provide building-wide guidance through regular communications to the Medawar mailing list, including information relating to travel.</p> <p>2B. PIs will be responsible for ensuring staff are informed about the ways of working associated with their groups. Staff will be encouraged to complete COVID-19 vaccinations and twice weekly LFD testing.</p> <p>2C. Building inductions will be carried out by the Unit Administrator or Admin Assistant for all staff returning to the PMB offices.</p>		

			2D. Staff will be required to read and sign off on the Return to on-site working SoP on iPassport.		
3.	Supporting people who may be at higher risk.	<ul style="list-style-type: none"> • Ensure processes are in place to help identify those in a high-risk category. See guidance for managers. See also Guidance for managers on holding conversations with staff who are concerned about returning to work on-site, and on the support offered by Occupational Health. • Review existing arrangements for disabled staff and adjust or make reasonable adjustments to avoid disabled workers being put at a disadvantage¹ 	<p>3A. PIs to notify Building management team regarding any staff who may be in a high-risk category.</p> <p>3B. Arrangements for disabled staff are taken into consideration as and when they arise and will not pose a significant issue to those returning to onsite working.</p>		
4.	Monitor implementation and effectiveness	<ul style="list-style-type: none"> • 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. 	<p>4A. The Unit Administrator or Admin Assistant will conduct regular checks in shared offices to ensure measures are being adhered to / issues can be raised.</p> <p>4B. Staff will be encouraged to identify any areas where conditions could be improved.</p> <p>4C. The Unit Administrator and Admin Assistant will inform Divisional staff regarding any COVID-19 cases and keep a log.</p>		

b. MANAGING MOVEMENT AROUND BUILDINGS AND MIXING IN COMMUNAL SPACES [i.e. where measures are likely to be set at a building level]					
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed

¹ Guidance is available at: <https://edu.admin.ox.ac.uk/reasonable-adjustments>

1.	Reception Areas	<ul style="list-style-type: none"> • Post hand sanitisers in doorways. • Signpost handwashing facilities. • Consider use of a screen in front of the receptionists. 	<ul style="list-style-type: none"> • Measure for communal spaces will predominantly remain in place. • Hand sanitiser stations will continue to be dispersed throughout the building near doorways and in communal areas. 		
2.	Lifts	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Lifts will continue to be single occupancy and users will be encouraged to utilise the stairs where possible. 		
3.	Toilets	<ul style="list-style-type: none"> • Encourage good hygiene, including handwashing. • Maintain provision for hand drying by paper towels or hand driers. 	<ul style="list-style-type: none"> • Handwashing signage will remain in place, as will the provision of paper towels. 		
4.	Cafes / Food Areas / Kitchenettes	<ul style="list-style-type: none"> • Promote outside areas for breaks where possible. • Stagger use of kitchenettes (or similar) to limit the number of people gathering. • Use bottled water/water coolers if possible, in preference to communal drinking fountains. • Encourage handwashing and provide cleaning materials. 	<ul style="list-style-type: none"> • Small kitchens will continue to be limited to single occupancy. The larger kitchens on level 30 and level 50 will be maximum 3 people at a time. Communal spaces will continue to have limited capacity per current guidelines and individuals will be required to bring their own cutlery / utensils. Staff will be encouraged to wear face masks in communal areas. 		

c. SPECIFIC WORKSPACES AND ACTIVITIES [i.e. areas that may be supported by local group specific risk assessments]					
URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	Offices and Workstations	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Desks will be placed back-to-back or side-to-side and not face-to-face and staff will be encouraged to wear a mask and maintain good air circulation. Cleaning materials will be available in these areas. 		

		<ul style="list-style-type: none"> • Arrange people to work side by side or facing away from each other in preference to close face to face working. • Provide cleaning materials for shared office equipment. 			
2.	Meetings	<ul style="list-style-type: none"> • Try to hold meetings in well-ventilated rooms. • Provide hand sanitisers and cleaning materials. 	<ul style="list-style-type: none"> • Meeting rooms will be provided with sanitiser / cleaning materials and teams will be instructed to keep windows open during meetings. Staff will be encouraged to wear face masks. 		
3.	Laboratories / Workshops	<ul style="list-style-type: none"> • Arrange people to work side by side or facing away from each other in preference to close face to face working. • Provide cleaning materials for shared equipment. 	<ul style="list-style-type: none"> • Laboratory inductions for all staff returning to the PMB laboratories, will be carried out by the relevant PI or a nominated senior individual from that group. If working in close proximity with others, individuals will be encouraged to wear masks and minimise the amount of time taken for these activities. • Cleaning materials will be provided in shared lab areas and work will be organised so as to minimise face-to-face working wherever feasible. 		
4.	Handling goods, merchandise, and other materials.	<ul style="list-style-type: none"> • Encourage increased handwashing / provide hand sanitiser for workers handling deliveries. • Avoid signing for packages wherever possible, utilising electronic alternatives such as photographs to capture handover. 	<ul style="list-style-type: none"> • Goods-In area will continue to be provided with hand sanitiser. 		
5.	Mobile / Peripatetic Teams	<ul style="list-style-type: none"> • Reduce the need to travel together in shared vehicles and encourage use of face coverings when doing so. • Set cleaning procedures for vehicles. 	<ul style="list-style-type: none"> • N/A 		

		<ul style="list-style-type: none"> • Provide hand sanitiser within vehicles or to peripatetic individuals, especially if handwashing facilities are not easily accessible. 			
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d. REVIEWING VENTILATION

	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	Ensure ventilation is maximised in areas and rooms	<ul style="list-style-type: none"> • Maximise mechanical or natural ventilation to the extent possible for the area or room. Further guidance is in Section 1 and Appendix 2 • Ensure mechanical ventilation systems are well-maintained (see Appendix 2). 	<ul style="list-style-type: none"> • Laboratory areas utilise mechanical ventilation systems which are periodically maintained. • Office windows are to remain open when occupied, especially in high-occupancy offices. Where it is deemed unfeasible to keep windows open in office areas, additional measures will be required as detailed in the building SOP. 		
2.	Identify less well-ventilated areas	<ul style="list-style-type: none"> • Use guidance in Section 1 and Appendix 2 to identify areas and rooms that may be less well-ventilated. 	<ul style="list-style-type: none"> • Mechanical ventilation is deemed sufficient for the areas served. • Office areas have no mechanical ventilation. Offices where workstations are situated less than 1m apart are identified in the building SOP. 		
3.	Take appropriate mitigations in less well-ventilated areas	<ul style="list-style-type: none"> • Take all reasonable steps to improve ventilation. • Where not possible, then consider further mitigations or actions including: modifying activity, reducing occupancy, encouraging wearing of face coverings, keeping time of occupancy to a minimum, encouraging distancing. 	<ul style="list-style-type: none"> • In areas without mechanical air handling provision, windows should be opened when room is in use. • >1m social distancing is recommended. • Wearing a face mask is recommended unless medically exempt. • Isolation 'bubbles' in place. 		

e. IMPLEMENTING AN APPROPRIATE CLEANING REGIME

URN	Issue	Key considerations	Specific Measures Adopted	Outstanding Actions	Safe to Proceed
1.	Keeping the workplace clean	<ul style="list-style-type: none"> 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. Encourage individuals to clean their work areas and equipment at the start / end of an activity. 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. 	<ul style="list-style-type: none"> Building cleaners will continue to provide a heightened cleaning service to the building, ensuring that all high-touch areas are cleaned and sanitised daily. Cleaning products will be provided in all kitchen and communal areas as well as certain high-capacity office spaces. Staff will be periodically reminded to ensure they clean their workstations / any communal space they use. Additional cleaning / sanitising will take place at any workstation that was utilised by a member of staff who contracts COVID-19. Suspected cases of COVID-19 must self-isolate, get PCR test and report positive test results to their line manager and administrator. Contacts of confirmed COVID-19 cases must isolate and get PCR test. 		
2.	Hygiene	<ul style="list-style-type: none"> Use signs and posters to build awareness of good hygiene standards, including good handwashing technique and the need for increase handwashing frequency. Provide hand sanitiser in multiple locations in addition to washrooms. 	<ul style="list-style-type: none"> Hygiene posters are already located in the toilet areas and these will remain in place. Hand sanitiser will continue to be available at multiple locations across the building, especially in high through-fare areas such as stairwells and kitchens etc. 		

3. HEAD OF DEPARTMENT APPROVAL

Head of Department Name: (Approving assessment/work plan)	Prof Richard Cornall
Head of Department Signature²: (Approving assessment/work plan)	<i>Richard Cornall</i>
Date of Approval:	13 October 2021
Head of Biochemistry – Professor Francis Barr	<i>F. Barr</i>
Head of Paediatrics – Professor Georg Hollander	<i>Georg Hollander</i>
Head of Zoology – Professor E.J. Millner-Gulland	<i>E.J. Millner-Gulland</i>

4. FURTHER REVIEW STAGE		
Date of Review	Overview of changes in risk or reduction measures	Head of Department Signature

² 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](#) section.