

OXFORD INNOVATION: COVID-19 RISK ASSESSMENT (Edition 7.4)(effective 26 January 2022)

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 reasonably 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
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2. Who should go to work?


Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
ALL	Objective: To support a safe return to the workplace.	<p>OI's aim is to keep all centres operational and accessible, whilst maintaining a safe environment for all staff and customers.</p> <p>Its position remains: <i>to follow HMG guidance in achieving our aim and to work jointly with our clients in adapting it to comply with any local policy.</i></p> <p>All staff are encouraged to test regularly for COVID-19 in accordance with the OI guidance published on 18 January 2022, 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.</p>	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.	<ul style="list-style-type: none"> Those who are clinically vulnerable will 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	27 May Ongoing	✓
2.2 People who need to self-isolate					
STAFF	Objective: To stop people physically coming to work	<ul style="list-style-type: none"> 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 	All	Ongoing	

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
	when government guidance advises them to stay at home	<ul style="list-style-type: none"> 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 	Head of HR	July & 7 October	✓
2.3 Equality in the workforce					
STAFF	Objective: To make sure that nobody is discriminated against.	<ul style="list-style-type: none"> We will ensure that we understand and consider 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 We will ensure that our Risk Assessment is in line with our Equality, Diversity and Inclusion Policy & Procedure 	Head of HR	1 June	✓
2.4 Ventilation					
ALL	Objective:				

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
3. The workplace					
ALL	Objective: To ensure increased hygiene in the workplace.	<ul style="list-style-type: none"> • 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					
STAFF	Objective: To reduce the risk of spreading COVID-19 by reducing the number of people that workers come into contact with.	<p><u>Workstation (and shared equipment)</u></p> <ul style="list-style-type: none"> • 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) <p><u>Customer Offices</u></p> <ul style="list-style-type: none"> • 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 <i>“of yourself and other people at work”</i> 	All All staff	Ongoing Ongoing	

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
		<ul style="list-style-type: none"> Encourage a 'return clean' and daily cleaning of workspace and desk areas Encourage a clear-desk policy 	All	Ongoing	
3.2 Meetings					
ALL	Objective: To reduce transmission through enhanced hygiene in the workplace.	<ul style="list-style-type: none"> 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.	<p><u>Cafes</u></p> <ul style="list-style-type: none"> Staff and customers must wear a face covering in takeaways where there is no space for consumption of food or drink on the premises. In other indoor settings where a face covering is not legally required, people should wear face coverings in crowded and enclosed settings where they come into contact with people they do not normally meet. <p><u>Kitchens, Kitchenettes and Tea Points</u></p> <ul style="list-style-type: none"> Encourage "kitchen etiquette": <ul style="list-style-type: none"> don't hog or linger 			

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
		<ul style="list-style-type: none"> ○ clean hands, utensils and equipment before and after use, as set out in the OI Cleaning Specification (5.1) ○ wipe down touch points before & after 			
3.4 Accidents, security and other incidents					
ALL	Objective: To prioritise safety during incidents.	<ul style="list-style-type: none"> • 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 <p><u>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</u></p> <p>In cases where:</p> <ul style="list-style-type: none"> • 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 <p>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).</p>	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
				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.	<ul style="list-style-type: none"> 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 16 December 2021	
5. Cleaning the workplace and infection control					
5.1 Keeping the workplace clean					
ALL	Objective: To keep the workplace clean and prevent the spread of COVID-19 by touching contaminated surfaces.	<ul style="list-style-type: none"> 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 <p>Cleaning after a known or suspected case of COVID-19 should be in accordance with the OI Cleaning Specification, available in the OI QMS.</p>	All Operations Director	Ongoing	
5.2 Hygiene – handwashing & sanitation facilities					
ALL	Objective:				

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
		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.			
5.3 WCs, changing rooms & showers					
ALL	Objective: To minimise the risk of transmission in WCs, changing rooms and showers.	<ul style="list-style-type: none"> • Provide hand sanitisers outside WCs • Clean according to the OI Cleaning Specification (5.1) 	ACMs	Ongoing	
6. Face coverings					
ALL	Objective: To guide on the use of face coverings.	<p>Face coverings are not classed as PPE because:</p> <ul style="list-style-type: none"> • there is currently no need to conform to a manufacturing standard • they do not provide protection for work risks such as dust and spray. <p>However, staff, customers, visitors and contractors are encouraged 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:</p> <ul style="list-style-type: none"> • 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 	All	As appropriate	

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
		<ul style="list-style-type: none"> if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in normal waste <p>Some people are exempt and do not have to wear a face covering including for health, age or equality reasons.</p>			
7. Workforce management					
7.1 Internal working patterns					
STAFF	Objective: To minimise the number of close contacts each employee has.	<ul style="list-style-type: none"> 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 	All	Ongoing	
7.2 Outbreaks in the workplace					
STAFF	Objective: To provide guidance in an event of a COVID- 19 outbreak in the workplace.	<ul style="list-style-type: none"> 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. All staff must follow the OI Self-Isolation Policy, and the most recent editions of the COVID-19 scenario paper, <i>What happens if</i>, and COVID-19 Positive aide memoire (available in the OI QMS). 	All All	Ongoing 18 January 2022	✓
7.3 Work-related travel					
STAFF	Objective: To avoid unnecessary work travel and keep	<ul style="list-style-type: none"> Non-essential travel must be minimised: consider remote options first 	All staff	As appropriate	

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
	people safe when they do need to travel between locations.				
8. Laboratories					
STAFF	Objective: To provide a safe and clean working environment for all persons working in a shared laboratory.	<ul style="list-style-type: none"> • Normal procedure applies, i.e. everything in the laboratory is assumed to be contaminated • 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 	Ops Director & Safety Committee	TBC prior to re-occupation 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	<ul style="list-style-type: none"> • Make regular announcements to remind staff and customers to wash their hands regularly 	OI Board	Ongoing	

Those likely to be at risk	Recommended government guideline	OI response to risk	Action - by whom?	Action by when?	Complete
	safety procedures and furloughed staff make a gradual return to work over the summer.	<ul style="list-style-type: none"> • 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 	SMT		
9.2 Ongoing communications and signage					
ALL	Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.	OI staff, customers and clients will be informed via the dedicated Microsoft Teams channels for SMT, CMT and the Innovation Directors.	All	Ongoing	
10. Inbound and outbound goods					
ALL	Objective: To avoid transmission when goods enter and leave the site.	<ul style="list-style-type: none"> • 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 \(www.gov.uk\)](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

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-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-awayfrom-others