

Oxford Innovation Space: COVID-19 Risk Assessment

Edition 7.5 (effective 27 July 2022)

Health and Safety Representative: Rob Wyatt, Operations Director

This Risk Assessment is designed to identify the risks appropriate to Oxford Innovation Space (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 (The UK COVID alert level is at Level 4 (22 May 2022))

| | Severity | | |
|---------------------|--|--|---|
| | 1 | 2 | 3 |
| Likelihood | 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 OI'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 Safer Behaviours" cannot be adopted 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 2021 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. From February 2022 this means <i>Living with COVID</i> by adopting the following Safer Behaviours: <ul style="list-style-type: none"> ● Getting vaccinated ● Letting fresh air in if meeting indoors, or meet outside ● Wearing a face covering in crowded and enclosed spaces, especially where you come into contact with people you do not usually meet, when rates of transmission are high ● Trying to stay at home if you are unwell ● Taking a test if you have COVID-19 symptoms, and staying at home and avoiding contact with other people if you test positive; and ● Washing your hands and following advice to 'Catch it, Bin it, Kill it'. | OI Board | Ongoing | |



| Those likely to be at risk | Recommended government guideline | OI response to risk | Action - by whom? | Action by when? | Complete |
|--|---|--|------------------------------|------------------------|----------|
| 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 | Ongoing Ongoing | |
| 2.2 People who need to self-isolate | | | | | |
| STAFF | Objective: To stop people physically coming to work when government guidance advises them to stay at home | <ul style="list-style-type: none"> Refer to Safer Behaviours if feeling unwell We will ensure that all workers who must self-isolate are able to work from home if they are able to or well enough to do so, and provide the appropriate equipment to enable them to do so | All | Ongoing | |



| Those likely to be at risk | Recommended government guideline | OI response to risk | Action - by whom? | Action by when? | Complete |
|--------------------------------------|---|--|-------------------|-----------------|----------|
| 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 | ✓ |
| | | | Ops Manager | 29 May | ✓ |
| 2.4 Ventilation | | | | | |
| ALL | Objective: Heating Ventilation and Air Conditioning | Heating Ventilation and Air Conditioning | | | |



| 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"> ● Cleaning should be in accordance with the OI Cleaning Specification, available in the QMS. ● Communicate by telephone, email, Teams, Zoom and other IT platforms to minimise face to-face-to contact whenever possible, clean equipment between use. | CM and ACMs | 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. Provide a good supply of fresh air. | <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)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 <p><u>Customer Offices</u></p> <ul style="list-style-type: none"> ● 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” | All | Ongoing | |
| | | | All | Ongoing | |



| | | | | | |
|-------------------------|--|---|-----------|---------|--|
| | | <ul style="list-style-type: none"> ● Encourage a clear-desk policy | | | |
| 3.2 Meetings | | | | | |
| ALL | Objective: To reduce transmission through enhanced hygiene in the workplace. | <ul style="list-style-type: none"> ● OI Space staff should 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 ● Adhere to Safer Behaviours in all cases | All staff | Ongoing | |
| 3.3 Common Areas | | | | | |
| ALL | Objective: To ensure increased hygiene in the workplace. | <u>Cafes</u> <ul style="list-style-type: none"> ● Adhere to Safer Behaviours in all cases <u>Kitchens, Kitchenettes and Tea Points</u> <ul style="list-style-type: none"> ● Encourage “kitchen etiquette”: <ul style="list-style-type: none"> ○ don’t hog or linger ○ clean hands, utensils and equipment before and after use, as set out in the OI Cleaning Specification (5.1) ○ use signage to encourage the wiping down of touch points before & after use | | | |



| Those likely to be at risk | Recommended government guideline | OI response to risk | Action - by whom? | Action by when? | Complete |
|--|---|--|-------------------|-----------------|----------|
| <h3>3.4 Accidents, security and other incidents</h3> | | | | | |
| 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 <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 and ACMs | As necessary | |



| | | | | | |
|--|-------------------------------------|--|-------------------|--|--|
| | they need to do to maintain safety. | | Head of Marketing | | |
|--|-------------------------------------|--|-------------------|--|--|



| Those likely to be at risk | Recommended government guideline | OI response to risk | Action - by whom? | Action by when? | Complete |
|--|--|--|--------------------------------|-----------------|----------|
| 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"> ● Provide hand sanitiser around the workplace (see 5.2) ● 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. | 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. | All | Ongoing | |



| Those likely to be at risk | Recommended government guideline | OI response to risk | Action - by whom? | Action by when? | Complete |
|----------------------------|---|--|-------------------|-----------------|----------|
| 6. Face coverings | | | | | |
| ALL | Objective: To guide on the use of face coverings. | <p>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, in accordance with the Safer Behaviours 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 ● 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> | All | As appropriate | |



| Those likely to be at risk | Recommended government guideline | OI response to risk | Action - by whom? | Action by when? | Complete |
|---------------------------------------|---|--|-------------------|-----------------|----------|
| 7. Workforce management | | | | | |
| 7.1 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"> Adhere to Safer Behaviours and escalate to the Operations Team where service delivery is affected. | All | As necessary | |
| 7.2 Work-related travel | | | | | |
| STAFF | Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations. | <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 |
|---------------------------------------|---|---|---------------------------------|-----------------|----------|
| 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 Designate exclusive entry/exits points and provide handwashing facilities or hand sanitisers at an adjacent point | Ops Director & Safety Committee | | |
| 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. | <ul style="list-style-type: none"> Make regular announcements to remind staff and customers to wash their hands regularly Provide clear and regular communication to improve understanding and consistency in ways of working, by reinforcing the imperative to adhere to COVID-19 Safer Behaviours Remain aware and focussed on the importance of mental health | OI Board SMT | Ongoing | |



9.2 Ongoing communication 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 | |
|-----|--|--|-----|---------|--|



Where to obtain further guidance

<https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19>

<https://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace>

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, storerooms, 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 |

