



OXENTIA

Oxford's Global
Innovation Consultancy

COVID-19 RISK ASSESSMENT

OXENTIA LTD

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Assessment Date: 11 May 2020

Review Date: 30 November 2020

Covid-19 is a new illness that can affect the lungs and airways. It is caused by a newly discovered Coronavirus - SARS-CoV-2. Symptoms can be mild, moderate, severe **or fatal**. The controls required and actions taken to mitigate risk of spreading and/or catching Covid-19 are detailed in the table below.

Hazard	At Risk	Control Required	Controls in place	Additional controls/ guidance
Spread of the virus to other staff or customer visiting the office	All Staff, Visitors, Customers, Third parties	Hand washing	<ul style="list-style-type: none"> Hand washing facilities with antibacterial handwash and water. Advice on stringent hand washing as per guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Disposable paper towels for drying of hands. Antiseptic wipes provided in meeting rooms and kitchen for cleaning of surface areas Gel sanitisers supplied on nests of desks and meeting room tables. 	Signage to remind staff to wash their hands regularly and before touching utensils in the communal kitchen; to catch coughs and sneezes in tissues by following 'Catch it, Bin it, Kill it'; to avoid touching face, eyes, nose or mouth with unclean hands. Tissues available throughout the workplace. To help reduce the spread of coronavirus (COVID-19) regular reminders of the public health advice https://www.publichealth.hscni.net/news/covid-19-coronavirus
		Cleaning	<ul style="list-style-type: none"> Cleaning company disinfecting all surfaces in communal kitchen, meeting rooms and door handles. Individuals responsible for own desk area. 	Checks are carried out by the Health & Safety Officer to ensure the necessary procedures are being followed.
		Social Distancing	<ul style="list-style-type: none"> Seating plan in place for people working in the office, spaced 2.5m apart. Controlled number of people in meeting rooms. Controlled number of people in communal kitchen area. Optional to work from the office if business need. Conference facilities to be used instead of face to face meetings. 	Signage in workplace to remind staff daily of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.
		Masks	Personal masks or face coverings may be worn in the office should social distancing not be possible.	The strongest evidence supports the use of masks to prevent the spread of the virus from asymptomatic or pre-symptomatic individuals where social distancing is not possible. The official government advice on face mask and coverings (05/04/20) is that: "people should aim to wear face coverings on public transport and in some shops; and also in other "enclosed spaces where social distancing is not always possible, and they come into contact with others that they do not normally meet".