



Oxford's Global
Innovation Consultancy

COVID-19 RISK ASSESSMENT

Assessment Date: 27 September 2021

OXENTIA LTD

Willow Court, 7 West Way, Oxford, OX2 0JB

Next Review Date: 10 January 2022

Covid-19 is an illness that can affect the lungs and airways. It is caused by a Coronavirus - SARS-CoV-2 and 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 between staff and/or visitors in the office	All Staff and Visitors	Vaccination	<ul style="list-style-type: none"> Oxentia recommends all employees receive government recommended initial and booster vaccines, as appropriate, based on health condition and age Recommend employees to remain at home and conduct self-tests, if they have symptoms of COVID-19 	<p>Government guidelines here</p> <p>To help reduce the spread of coronavirus (COVID-19) regular reminders of the public health advice can be found at this link</p>
		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. Gel sanitisers supplied on nests of desks and meeting room tables. 	<p>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.</p> <p>Tissues available throughout the workplace.</p> <p>We have a small stock of COVID-19 lateral flow tests available in the office for staff to use to test themselves regularly. These are not for home use. Free NHS tests can be obtained via post through this link</p> <p>To help reduce the spread of coronavirus (COVID-19) regular reminders of the public health advice can be found at this link</p>
		Cleaning	<ul style="list-style-type: none"> Cleaning company disinfecting all surfaces in communal kitchen, meeting rooms and door handles. Antiseptic wipes provided in meeting rooms and kitchen for cleaning of surface areas Individuals responsible for own desk area. 	<p>Checks are carried out by the Health & Safety Officer to ensure the necessary procedures are being followed.</p> <p>Cleaning team are wiping desks if space is cleared.</p>
		Visitor checks (visitors, client, vendors)	<ul style="list-style-type: none"> Provide check in form a minimum of 24 hours prior to visit for all visitors, clients, and vendors Provide Oxentia visitor guidelines prior to visit If possible, utilise Mullis room for meetings with visitors or clients 	<p>Government guidelines here</p>

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			<ul style="list-style-type: none"> Lateral flow tests are available in the office Masks are available if desired 	
		Clinically vulnerable	<ul style="list-style-type: none"> Recommend employees that are clinically vulnerable follow GP guidelines to ensure they are working safely Recommend occupational health assessment as appropriate to ensure they are working safely Continue risk assessments for pregnant employees and follow guidelines as some pregnant workers will be at greater risk of severe illness from coronavirus 	
		Masks and Face Coverings	<ul style="list-style-type: none"> Personal masks or face coverings may be worn if desired For meetings with more than 2 people in a room, request a “check-in” point between employees to agree on suitable personal protection 	The updated official government advice on face mask and coverings (16/04/21) can be found at this link .
		Ventilation	<ul style="list-style-type: none"> Mechanical ventilation supplies fresh air from outside 	Health and safety recommendations on ventilation
		Wellbeing	<ul style="list-style-type: none"> Employee Assistance Programme is available for colleague and family members Encourage and support every manager to have a one-to-one return meetings, where a key focus is on health, safety and well-being. Enable colleagues who have concerns about returning to the office and would like other colleagues to be aware that they may want to maintain social distance and/or wear masks to display a yellow ribbon on their person. 	Employee Assistance link here MIND for those coping with mental health problems during coronavirus link here
		Travel	<ul style="list-style-type: none"> The Government rules for travel change on a regular basis. Therefore, responsibility to regularly check the Government guidelines and follow them accordingly. 	