**Notes:**

This risk assessment is based on the official UK Government guidance available at <https://www.gov.uk/coronavirus> and HSE guidance [www.hse.gov.uk/news/coronavirus.htm](http://www.hse.gov.uk/news/coronavirus.htm) and [www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm](http://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm) that was current at the time of writing. Official guidance will be regularly reviewed in case the control measures we have implemented need adapting.

The Wood Centre for Innovation has its own risk assessment for the building that the Science Oxford Centre procedures comply with. There is a separate risk assessment for school visits to the Science Oxford Centre.

At the time of writing this risk assessment there was an average of 5 cases per 100’000 people in Oxford. Therefore, considering the additional steps we are taking to keep out staff and visitors safe, our likelihood rating is 1 or ’unlikely’.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Science Oxford Risk Assessment** | | | **Severity** | **Likelihood** | **Risk Rating\*** |
| **Hazard** | **Risk** | **Control Measures** |
| Getting or spreading coronavirus | Getting or spreading coronavirus from other visitors and staff | **Handwashing:**   * Handwashing facilities are available in all toilets. There is also a hand washing station outside. * Visitors and staff are required to use the provided hand sanitizer upon entry and re-entry to the Science Oxford Centre. Hand sanitizing stations are placed at regular intervals around the building. * Signs are displayed to remind visitors to wash their hands and how to do so properly.   **Proper hygiene:**   * Staff and visitors are reminded of the importance of maintaining good personal hygiene and are instructed to follow proper Covid-19 etiquette including:   + Practicing ‘Catch it, bin it, kill’ – signs displayed.   + Do not touch your eyes, nose or mouth if your hands are not clean. * Staff and visitors are asked not to come to the Science Oxford Centre if they display any [Corona Virus symptoms.](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/)   **Social distancing:**  To assist staff and visitors in maintaining social distancing, the following controls have been implemented:   * Signage to remind people to maintain social distancing. * A one-way system around the use of facilities like toilets, coatracks and entrances and exits. * Our Exploration Zone has been re-arranged to allow visitors to maintain social distancing while interacting with the exhibits. * We have reduced the capacity of our sessions to 50%. * All tickets must be bought online in advance to avoid the need to accept payment and to reduce the need to queue. * Visitors will check in upon arrival with a staff member at a safe distance by giving their last name and will be directed straight through into the Science Oxford centre with no communal holding area to avoid gatherings in the lobby. * Floor markings are used to show a safe distance. * Car and bike parking are provided to enable staff and visitors to avoid public transport.   **Test and Trace:**   * All staff and visitors must provide full contact details to enable us to comply with [Test and Trace](https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace). If anyone who visits the Science Oxford Centre may be at risk Science Oxford will inform them. | 2 | 1 | **2** |
| Getting or spreading coronavirus from touching shared surfaces | * All staff and visitors are required to sanitize their hands at the stations provided upon each entry into the Science Oxford Centre and the Exploration Zone. * Increased cleaning will be taking place in the Exploration Zone during sessions. * Toilets, lunch tables and other shared use areas will be cleaned regularly during sessions. * We have reduced the number of sessions available to allow 2 hours for a thorough deep clean between session 1 and 2. * Some ‘high touch’ exhibits have been removed such as the ‘Sand sculpture’ and ‘Sound bite’ exhibit. * We will not be providing lockers at this time, instead coat racks will be provided and cleaned before and after use. * Any activity sheets or exhibit accessories will be single use or cleaned after each session. * The Wood Centre for Innovation daily cleaning has also been increased. | 2 | 1 | **2** |
| Vulnerable workers or high-risk interactions | * Our staff members have taken a questionnaire to assess the risk of them working with the public and only low risk staff will be working in the Science Oxford Centre. * PPE including masks, face shields, gloves and hand sanitizer is available to our staff and will be mandatory in situations where social distancing cannot be maintained such as responding to a First Aid incident. | 2 | 1 | **2** |
| Vulnerable visitors | * If you are shielding or in a high-risk group as per NHS guidelines, then we suggest that you do not come to the Science Oxford Centre. | 4 | 1 | **4** |