

APPENDIX 14: Local activity Risk Assessment

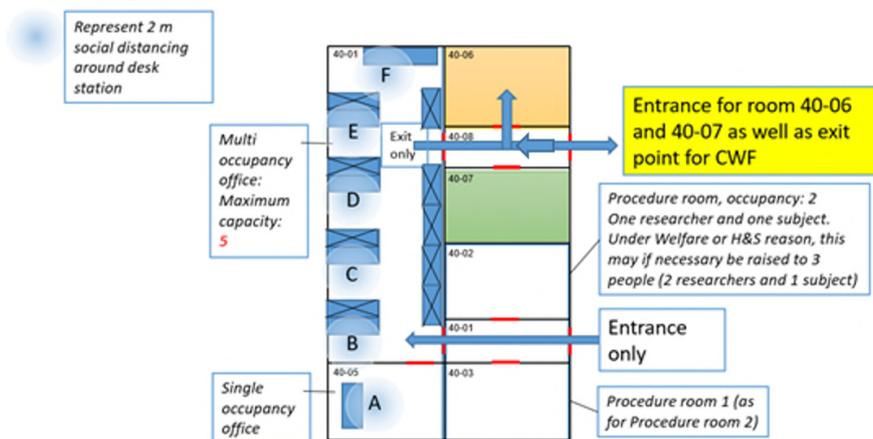
*This document is provided as a template that departments might wish to adopt and/or adapt for risk assessment and work plans for individual research groups/areas.*

1. DEPARTMENT DETAILS		
<b>Building:</b> West Wing hospital	<b>Rooms or area:</b> Charles Wolfson Clinical Research Facility (CWCRF) level 1 Room 681.30.40.01 through to 08	<b>Risk assessment Version/Date</b> Version 2 24/5/2021
<b>Head of Department</b>	Kevin Talbot	
<b>Department:</b>	NDCN	
<b>Academic/Line Manager</b>	Heidi Johansen-Berg & Jacinta O’Shea	
<b>People returning to working on site (status/names)</b>	Staff  Post graduate students  Undergraduate students	Jacinta O’Shea  Bronwyn Gavine, Kenneth Shinozuka, Verena Sarrazin,  Micaela Wiseman, Alex Harris
<p><b>Activity Summary</b> (Types of activities expected &amp; authorised to take place – brief description of the experiments and equipment used)</p> <p>Two labs (40-07 and 40-08) are integrated in the Charles Wolfson Facility in West Wing Level 1 used for neurophysiological recordings from healthy subjects and patients.</p> <p>In room 40-07, non invasive brain stimulation and a prism adaptation task (involving eye tracking and finger pointing using a computer interface) in healthy participants will be carried out. Healthy subjects are drawn from volunteer pools, including students. They will be specifically asked about COVID19 symptoms prior to booking the appointment, this will be confirmed also before they enter the hospital building, and the appointment will be cancelled if healthy subject is symptomatic.</p> <p>All procedures require physical contact at least for some of the time when setting up. Hence, as described later Level 1 PPE will be mandatory.</p>		
<p><b>Shared use?</b></p> <p>Whilst the Charles Wolfson Facility is used by Peter Brown’s group, the suggested entry and exit circumvent the need to access the main area – this access has been integrated in the CWF risk assessment and staff have been consulted.</p> <p><b>Room 40-06 (Masud Husain’s group):</b> No</p>		

Extent of on-site activity (Indicate all that apply)	Yes or No?
Continually with a single individual occupying the space	No
Continually with different individuals occupying the space one at a time	No
Continually with different individuals occupying the space simultaneously with appropriate physical distancing measures	No
Occasionally (e.g., a few short visits per day or week to check equipment)	Yes

West Wing Level 1 :

WW Level 1 Charles Wolfson Facility



When booking a desk for breaks between experimenting or writing up lab notes please specify which desk (A-F) on google calendar. Analysis and other work to be done at home.

2. REDUCING THE SPREAD OF COVID-19	
Travelling To/From Work:	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<b>Personnel with symptoms</b>	<p>No one is to travel to the site if they are experiencing symptoms consistent with COVID-19.</p> <p>Anyone with symptoms must self-isolate and inform their PI immediately, and book a test using the University Early Alert Service:  <a href="https://www.ox.ac.uk/coronavirus/health/covid-testing">https://www.ox.ac.uk/coronavirus/health/covid-testing</a></p> <p>Personnel must not attend the site if anyone in their household is experiencing any symptoms of COVID-19 or self-isolating.  <a href="https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-self-isolation.aspx">https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-self-isolation.aspx</a></p> <p>People working on site are strongly recommended to carry out twice weekly lateral flow testing  <a href="https://www.ox.ac.uk/coronavirus/health/covid-testing/regular-testing">https://www.ox.ac.uk/coronavirus/health/covid-testing/regular-testing</a></p> <p>If you are unable to use the University service, community testing is available  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/</a></p> <p>You can now report your community testing results to the university using the Early Alert Service  <a href="https://earlyalert.medsci.ox.ac.uk/earlyalert/booking/selfreportresult">https://earlyalert.medsci.ox.ac.uk/earlyalert/booking/selfreportresult</a></p>
<b>Personnel who may be classed as vulnerable</b>	<p>If classed as a vulnerable person, the person should not come to work but instead contact the line manager and HR for advice, a specific risk assessment will be carried out.</p>
<b>Exposure during travel to/from work</b>	<p>Members of the laboratory will travel to work avoiding public transport whenever possible – by bicycle, car or walk.</p> <p>Attendance at work will be pre-booked to limit occupancy.</p> <p>We will have a monitored booking system in place. This makes clear the maximum occupancy, and is checked.</p> <p>If on occasion public transport has to be used and the travel arrangements to site challenge safe distancing, advise members</p>

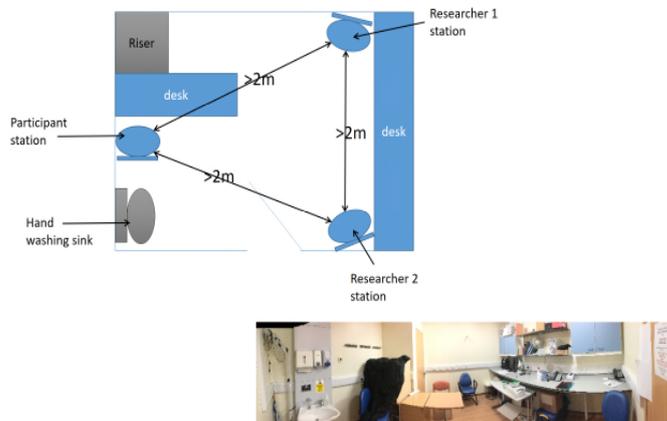
	<p>should not travel to work / enter the building but instead contact their PI for advice.</p> <p>Individuals must either use hand sanitiser or stringently wash their hands for 20 seconds upon arrival, and then regularly whilst on site. Laboratory and toilet sinks are available for hand washing and posters will be displayed for guidance. Use paper towels to dry hands</p>
<b>Safe Distancing in the Building</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<b>Frequent passing of individuals, use of communal space</b>	<p>OUH social distancing policy will be followed up at any time and staff should consult to OUH COVID FAQ pages before accessing site:  <a href="https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-fags-masks.aspx">https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-fags-masks.aspx</a></p> <p>As per University policy, all occupants will be wearing face masks whilst working in OUH space.</p> <p>Maximum occupancy signs will be posted outside laboratories.</p> <p>Induction will be given to all staff returning to on site working covering arrangement in place prior to their start date.</p> <p>Supervisor will discuss RTOSW with each staff, carry out the manager checklist and send the completed form to HR.</p> <p>No visitors are allowed on site, unless it is for the maintenance of an essential equipment or service.</p>
<b>Safe Distancing in the Lab</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<b>Social distancing in laboratory and tissue culture</b>	<p>Stop and wait approach will be followed in corridors to maintain social distancing and maximum occupancy at all time. There is a separate entrance allowing direct access to rooms 40-07 and 40-08 in the CWCRF, to avoid unnecessary traffic, people having booked the rooms will enter via the door the nearest to those room and exit via the same door.</p> <p>If a person is already in the corridor leading to the study room, staff will wait outside or in the study room until the corridor is clear.</p> <p>Consideration of others is key to successful implementation of these plans. Colleagues encouraged to alert each other if guidelines are not being adhered to, and ask that anyone reminded of social distancing guidelines or the need for good etiquette should take such reminders in good grace.</p> <p>At the moment, we are still following the risk assessment where we only have 2 people in the room, and a 3<sup>rd</sup> when NIBS is happening. However, I have been piloting and am finding it difficult to run the experiment by myself, so I was wondering if I am allowed to change the risk assessment to be:</p>
<b>Shared space</b>	

No more than **3 people** (including the research participant) will be in the room at a time, including when NIBS is occurring

The nature of the experimental work is such that contact with the research participant is necessary (i.e. to place and connect electrodes and devices).

Hence researchers and participants will wear level 1 PPE. This involves a face mask, gloves and apron for the researcher, and a face mask for participants.

The participant also faces away from the room (essentially facing towards a corner, for the whole experiment.)



There won't be any medications or drugs administered.

Researcher in attendance will have undertaken the BLS and seizure training according to WIN standard safety procedures for NIBS. Basic first aid is part of the NIBS training.

We don't expect any side effects as we are using tDCS, rather than TMS, which has a much safer profile than TMS. The most common effects of tDCS are skin sensations (itching, burning) and skin redness at the site of stimulation.

Air conditioning unit should not be on whilst people are in the room as far as possible.

It may be helpful to have the a/c on before people arrive so it is at a suitable temperature and then turn the unit off.

All those using PPE should carry out appropriate training: <https://www.oxstar.ox.ac.uk/covid-19/personal-protective-equipment-ppe/ppe> A record of this training will be kept by the group.

#### Participant Arrival and Preparation

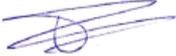
	<p>Participants are advised prior to their appointment they cannot attend if they are experiencing any symptoms or if a member of their household is in self-isolation. Participants are met in the West Wing Ground Floor reception area. While being escorted to the CWCRF they are asked whether they have any symptoms related to COVID 19 and whether any house-hold members currently have such symptoms. Should there be symptoms then the test will be aborted.</p> <p><b>Booking</b> A booking system is in place. Teams using the labs are time-tabled to leave 10 minutes between their session and the next session, to allow CWCRF occupancy never to exceed 6, and lab occupancy to remain within the mandated limit.</p> <p>Instructions are given when booking and reinforced at other times to those using labs to clean the surfaces they use before and after using them.</p> <p><b>Shared space</b> Researchers and participants will not utilise the shared desk space in level 1. They will only utilise the testing room for the minimum amount of time required.</p>
<b>Cleaning Regimes</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken e.g. availability of hand washing facilities and hand sanitizers
	<p><b>Please consider the cleaning regime required for shared rooms/equipment</b></p> <p>Work surfaces and equipment to be wiped clean before and after use with cleaning wipes. Lab door handles to be similarly cleaned at the end of each session.</p>
<b>Personal Protective Equipment</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken: <i>This is Covid-19 specific PPE beyond that needed for usual lab work</i>
<b>OUH embedded space requires PPE</b>	<p>Wearing gloves as required in the activity risk assessment, individuals must be reminded of good gloving practice, change their gloves frequently and avoid touching their face whilst wearing gloves.</p> <p>All staff and student accessing sites must have consulted OUH COVID related pages prior to accessing site: <a href="https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-fags-masks.aspx">https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-fags-masks.aspx</a></p> <p>RTOSW induction covers how to don/doff a face mask safely.</p> <p>Face masks will be provided by the Department</p>
<b>Lone Working Additional Precautions</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken

	<p><b>Is lone working foreseeable?</b></p> <p>Limited lone working by BG will be undertaken to test equipment -BG will inform her supervisors when she is working in the lab, notifying them when she has completed the work and exited the lab.</p> <p>Booking on the Departmental Calpendo site will also enable other occupants to know of the person working on site.</p>
<b>Communication with the team</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
	<p><b>How is the group communicating currently? Will this change?</b></p> <p>Johansen-Berg Group: Weekly videoconference (Thursdays at 15h00) and via Slack.</p> <p>O'Shea group: Weekly videoconference (Mondays at 13h00) and via Slack</p>
<b>Equipment checks</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<b>External contractor accessing the laboratory</b>	<p>Only essential service visit can be scheduled and the company has been informed about the requirements for social distancing and compulsory protective measures.</p> <p>Facilities Team must be kept informed of such contractors visit on site.</p> <p>PPE will be provided, and the area will not be in use by any staff members for the duration of service. Equipment will be thoroughly cleaned with disinfectant and 70% IDA or Chemgene (for live electrical equipment) before and after service.</p>
<b>First Aid Cover</b>	
Are staff aware of how to summon first aid and from where?	Outline risk reduction measures to be taken
Yes	<p>Clear email communication prior to lab members entering the lab, with regards location of all first aid boxes and hospital switchboard extension for emergencies. There are two first aiders (Flavie Torrecillos and Dr Christoph West).</p>

**Commented [TB1]:** Please can we review this? Given the nature of the human study, a dedicated First Aider /clinician should be present to answer any

<b>3. MANAGING EXISTING RISKS</b>	
<b>Have existing risk assessment been reviewed:</b>	Yes
<b>Are additional control measures required?</b>	No
<b>Outline any additional control measures below:</b>	

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4. INTERNAL DEPARTMENTAL REVIEW			
Role	Name	Signature	Date
Manager (proposing risk assessment/work plan)	Heidi Johansen-Berg		16/11/2020
	Jacinta O'Shea		24/05/2021
Buildings Manager/DSO (reviewing buildings related elements)	Tiphaine Bouriez-Jones		

5. HEAD OF DEPARTMENT APPROVAL			
Head of Department: (approving risk assessment/work plan)	Kevin Talbot		27 <sup>th</sup> May 2021
Approval Comments			

6. FURTHER REVIEW STAGE	
Review Date	
Modifications:	
Review Date	

Modifications: