

## APPENDIX 14: Laboratory 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> JR Hospital, West Wing, Level 5	<b>Rooms or area:</b> Room 05-66-08	<b>Risk assessment Version/Date</b> 20/04/2021 V 1.0
<b>Head of Department</b>	Prof. Kevin Talbot	
<b>Department:</b>	NDCN	
<b>Academic/Line Manager</b>	Dr John Dawes, Dr Kanmin Xue	
<b>People returning to working on site (status/names)</b>	Staff Postdoctoral scientists, technician	NAME(S) Adham Farah (JD group)
	Postgraduate students	Mandy Tseng (JD group) Joel Quinn (KX group) Monica Hu (KX group)
	Undergraduate students	Ivan Paul (JD group)
<p><b>Activity Summary</b> (Types of activities expected &amp; authorised to take place – brief description of the experiments and equipment used)</p> <ul style="list-style-type: none"> <li>• DNA/RNA based methods e.g. extraction, PCR</li> <li>• Microbiology: standard molecular biology techniques e.g. restriction digest, ligation,</li> <li>• Protein based methods: SDS-page, immunoblotting, immunoprecipitation, Immunohistology/cytology, in-situ hybridisation;</li> <li>• Tissue dissection: spinal cord and DRG for primary culture, eye dissociation.</li> <li>• Computer / desk work</li> </ul> <p>Equipment used will include a bench top centrifuge, a heat block, a dissection microscope and the room will also contain a shared fridge freezer as well as individual computers</p>		
<p><b>Shared use?</b> Is the space shared with individuals from other departments? If yes, please list the departments concerned <b>No</b></p> <p>&gt;&gt; Booking system Calpendo</p>		
<b>Extent of on-site activity</b> (Indicate all that apply)		<b>Yes or No?</b>
Continually with a single individual occupying the space		<b>No</b>
Continually with different individuals occupying the space one at a time		<b>Yes</b>
Continually with different individuals occupying the space simultaneously with appropriate physical distancing measures		<b>Yes</b>

Occasionally (e.g., a few short visits per day or week to check equipment)	Yes
--	-----

## 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>	No one is to travel to the site if they are experiencing symptoms consistent with COVID-19.  Anyone with symptoms must self-isolate and inform their PI immediately, who will then inform the NDCN safety committee.  Personnel must not attend the site if anyone in their household is experiencing any symptoms of COVID-19 or self-isolating.
<b>Personnel without symptoms</b>	Even if people do not have symptoms, those working on site will be advised to use the University lateral flow service to provide additional reassurance that there are no asymptomatic cases.
<b>Personnel who may be classed as vulnerable</b>	If classed as a vulnerable person, the person should not come to work but instead contact the line manager and HR for advice.
<b>Exposure during travel to/from work</b>	Members of the laboratory will travel to work avoiding public transport whenever possible – by bicycle, car or walk.  If public transport has to be used and the travel arrangements to site challenge safe distancing, members should not travel to work / enter the building but instead contact their PI for advice.  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

### Safe Distancing in the Building

Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<b>Frequent passing of individuals, use of communal space</b>	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-faqs-masks.aspx">https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-masks.aspx</a>  Once in University area, NDCN RTOSW must be followed up at all times.  Maximum occupancy signs will be posted on the lab door  Induction will be given to all staff returning to on site working covering arrangement in place prior to their start date.  No visitors are allowed on site, unless it is for the maintenance of an essential equipment or service.

<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 and shared areas to maintain social distancing and maximum occupancy at all time.</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>
<b>Shared equipment and space</b>	<p><b>Lab space:</b> Lab work should be planned in advance to predict the time required in the lab and this information will be disseminated to the group sharing the space. A booking system will be in place for any lab equipment known to be subject to heavy use and where one would be appropriate to establish safe working. There will be three workstations, separated by at least 2m. When working at these stations individuals will never directly face each other or share equipment such as pipettes. Keeping the occupancy to a maximum of 3 will allow for freedom of movement and access to the equipment whilst maintaining the 2m distance.</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
<b>Shared equipment</b>	<p>Wiping all benches and equipment with appropriate disinfectant before and after use.</p> <p>This include fridges, freezers door handles as well as equipment used for experimental procedures.</p> <p>Hand washing facilities are available and people will be reminded to wash their hand thoroughly before, during and after work.</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-faqs-masks.aspx">https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-masks.aspx</a> Note that all individuals accessing sites are required to wear a face mask.</p> <p>Individuals will obtain a face mask from the hospital reception until the Department is able to sustain provision of face masks.</p>

<b>Lone Working Additional Precautions</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<b>No additional risks anticipated with respect to COVID</b>	
<b>Communication with the team</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<b>No additional risks anticipated with respect to COVID</b>	All lab and group meetings have been scheduled to take place online until further notice since the beginning of the lockdown. WhatsApp and Teams groups are set up to coordinate the work and lab time.
<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 visits can be scheduled and the company will be 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 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	Clear email communication prior to lab members entering the lab, with regards location of all first aid boxes and hospital switchboard extension being zero

<b>3. MANAGING EXISTING RISKS</b>	
<b>Have existing risk assessment been reviewed:</b>	Yes
<b>Are additional control measures required?</b>	Yes
<b>Outline any additional control measures below:</b>	
<p>Where other mitigation steps cannot be applied (reduction of time where this activity takes space, work back to back or side by side, use of screens, limit distance as much as possible), face masks will be used if social distancing cannot be achieved is the only amendment to the current risk assessments.</p> <p>All procedures that will be undertaken on returning to the lab have risk assessments that have been reviewed in the last 12 months and are appropriate under the current conditions. Relevant COSHH assessments are also in place and before any staff return to working on site they should review the RA and COSHH forms for the</p>	

procedures they intend to perform. Any biological materials or chemicals with risks such as drowsiness should be avoided during lone working hours.

All risk assessments are appropriate for use under the current conditions without further amendments. New risks predominantly occur from proximity with other lab users. All staff applying to return to on site working will be competent in the tasks they intend to perform and will be familiar with the SOP and associated RA and COSHH details.

#### 4. INTERNAL DEPARTMENTAL REVIEW

Role	Name	Signature	Date
<b>Manager</b> (proposing risk assessment/work plan)	Kanmin Xue John Dawes	 	20 Apr 2021
<b>Buildings Manager &amp; DSO</b> (reviewing buildings related elements)	Tiphaine Bouriez-Jones		

#### 5. HEAD OF DEPARTMENT APPROVAL

Head of Department: (approving risk assessment/work plan)	Name	Signature	Date
<b>Approval Comments</b>			

**6. FURTHER REVIEW STAGE****Review Date**

Modifications: Addition of collaborative staff within NDCN department who require access to equipment on level 5.

**Review Date**

Modifications:

Update to TC5 occupancy and rules of moving around room at full capacity.