

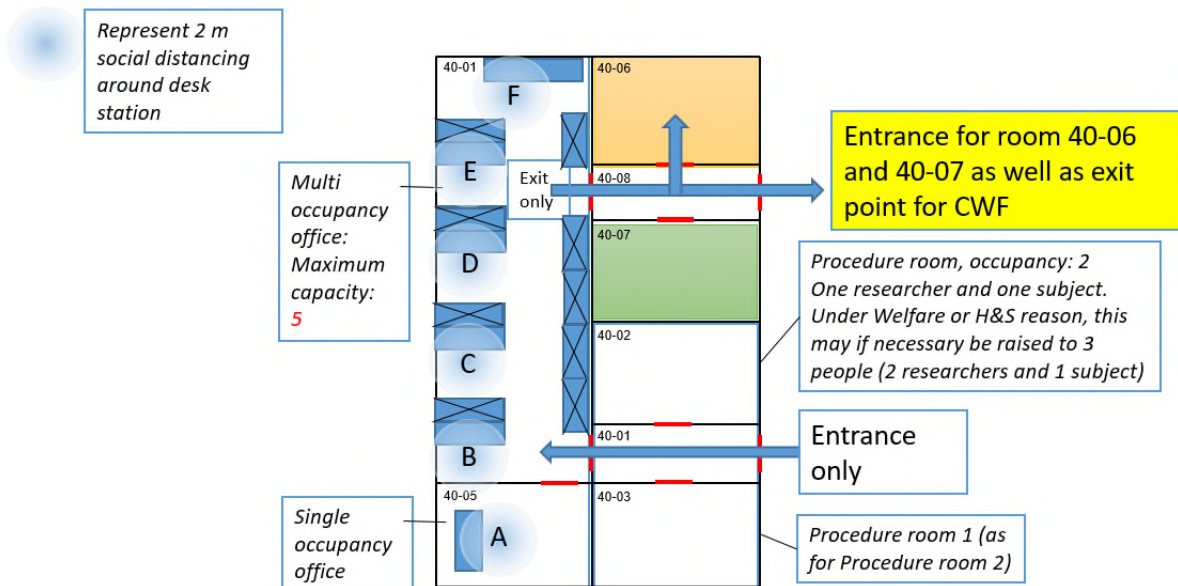
APPENDIX 14: Local activity Risk Assessment

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		
Building: West Wing hospital	Rooms or area: Charles Wolfson Clinical Research Facility (CWCRF) level 1 Room 681.30.40.01 through to 08	Risk assessment Version/Date Version 1 8/7/2020
Head of Department	Kevin Talbot	
Department:	NDCN	
Academic/Line Manager	Peter Brown	
People returning to working on site (status/names)	Staff	Peter Brown, Huiling Tan, Alek Pogosyan, Ashwini Oswal, Petra Fisher, Flavie Torrecillos, Andrew Clouter, Shenghong He, Fahd Baig, Hayriye Cagnan, Tim West
	Post graduate students	Saed Khawaldeh, Beatriz Silveira de Arruda, Christoph Wiest, Carolina Reis
<p>Activity Summary (Types of activities expected & authorised to take place – brief description of the experiments and equipment used)</p> <p>The two labs (rooms 40-02 and 40-03) are used for neurophysiological recordings from healthy subjects and patients.</p> <p>Room 40-06 (Masud Husain’s group and Heidi Johansen-Berg’s group): Cognitive testing and eye tracking of healthy participants and patients. None of the procedures require direct physical contact but Level 1 PPE will be used.</p> <p>Healthy subjects are drawn from volunteer pools, including students. They will be specifically asked about COVID19 symptoms before any recordings and these will be cancelled if healthy subject is symptomatic.</p> <p>Specific procedures include transcranial magnetic stimulation, alternating current stimulation, electromyographic and electroencephalographic recordings, motion analysis, and recordings from depth electrodes.</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>Equipment includes stimulator devices, control PCs, amplifiers, motion trackers</p> <p>Note that experiments require physical contact to apply electrodes and devices.</p>		
<p>Shared use? No</p> <p>Room 681.30.40.08 and 07 are used by other groups in the department, those rooms are currently not being used, this risk assessment will be reviewed when they require to be used.</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	Yes
Occasionally (e.g., a few short visits per day or week to check equipment)	No

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

Personnel with symptoms

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 West Wing safety committee.

Personnel must not attend the site if anyone in their household is experiencing any symptoms of COVID-19 or self-isolating.

<https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-self-isolation.aspx>

Personnel who may be classed as vulnerable

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.

Exposure during travel to/from work

Members of the laboratory will travel to work avoiding public transport whenever possible – by bicycle, car or walk.

Peter Brown has to travel by car but has parking on site.

Alek Pogosyan has to travel by car and then use Park and Ride facilities.

Attendance at work will be pre-booked to limit occupancy to maximum 6 at any one time.

We will have a monitored booking system in place. This makes clear the maximum occupancy, and is checked.

If on occasion public transport has to be used and the travel arrangements to site challenge safe distancing, advise 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

Frequent passing of individuals, use of communal space

OUH social distancing policy will be followed up at any time and staff should consult to OUH COVID FAQ pages before accessing site:

<https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-masks.aspx>

	<p>As per University policy, all occupants will be wearing face masks whilst working in OUH space. Some exemption exist, those are:</p> <ul style="list-style-type: none">• Individual who cannot wear it for legitimate reasons (health condition, lip reading)• When eating/drinking in dedicated areas• Staff working with protective screens• When alone in single occupancy offices• When seated at a desk if face to face interaction is consistently prevented. <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>
--	--

Safe Distancing in the Lab	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Social distancing in laboratory and tissue culture	<p>Stop and wait approach will be followed in corridors to maintain social distancing and maximum occupancy at all time. There will be a separate entrance and exit allowing a one-way flow of movement in the CWCRF.</p> <p>Note that access to room 40-06 and 40-08, 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>
Shared space	<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>Open writing up room 681.30.40.01 and 05 Designation of 6 workstations, so people are never directly facing each other, and 2 m rule is followed at all times. These rooms are only to be used for rest between experiments or for writing up lab notes. HC, CR, TW may access their desk space on Level 6 (open access seating area) to access / lock paperwork related to experiments. All other non-experimental work to be completed at home.</p> <p>Study rooms 681.20.40.02 and 03 No more than 2 people (including the research participant) should be in any one of the testing rooms at a time, whenever possible. However, sometimes for complicated recordings, teaching or patient assistance 3 people (including research participant) will be allowed.</p>

	<p>The nature of the experimental work is such that contact with the research participant is necessary (ie to place and connect electrodes and devices). Hence researchers and participants will wear level 1 PPE.</p> <p>Air conditioning unit should not be on whilst people are in the room as far as possible. 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. However, if ongoing a/c necessary, then researcher and participant will already be wearing level 1 PPE.</p> <p>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.</p> <p>Participant Arrival and Preparation 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>Booking 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/desks to clean the surfaces they use before and after using them.</p>
Cleaning Regimes	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken e.g. availability of hand washing facilities and hand sanitizers
	<p>Please consider the cleaning regime required for shared rooms/equipment</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>
Personal Protective Equipment	
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>
OUP embedded space requires PPE	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>All staff and student accessing sites must have consulted OUH COVID related pages prior to accessing site: https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-masks.aspx Note that all individuals accessing sites are required to wear a face mask, once in Covid-secure, individuals are not required to wear face masks any longer.</p> <p>RTOSW induction covers how to don/doff a face mask safely.</p> <p>Face masks will be provided by the Department</p>
Lone Working Additional Precautions	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
	<p>Is lone working foreseeable?</p> <p>No lone working</p>
Communication with the team	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
	<p>How is the group communicating currently? Will this change?</p> <p>We have weekly meetings (Thursdays at 3.30) using Teams. We also frequently exchange messages and communicate via email or Teams/Skype outside of the weekly meetings. This will all continue.</p>
Equipment checks	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
External contractor accessing the laboratory	<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 before and after service.</p>
First Aid Cover	
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 for emergencies. We have two first aiders (Dr Peter Brown and Dr Christoph Wiest, and one appointed person (first aider) Flavie Torrecillos.

--	--

3. MANAGING EXISTING RISKS


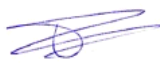
Have existing risk assessment been reviewed:	Yes
--	-----

Are additional control measures required?	No
---	----


Outline any additional control measures below:
--

--

1. INTERNAL DEPARTMENTAL REVIEW

Role	Name	Signature	Date
Manager (proposing risk assessment/work plan)	Peter Brown		23/7/2020
Buildings Manager/DSO (reviewing buildings related elements)	Tiphaine Bouriez-Jones		24/7/2020

2. HEAD OF DEPARTMENT APPROVAL

Head of Department: (approving risk assessment/work plan)	Name Kevin Talbot	Signature	Date
		 ure	27 TH JULY 2020
Approval Comments 			

3. FURTHER REVIEW STAGE

Review Date	September 2020
--------------------	-----------------------

Modifications:

Addition of new group and members of staff that had been omitted.

Update to reflect University policy on face covering/face mask/

Update on the use of rooms 40-06 and 40-08.

Review Date	
--------------------	--

Modifications: