

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		
Building: JR Hospital, West Wing, Level 5	Rooms or area: 05-66-10 Workshop (next to liquid nitrogen store)	Risk assessment Version/Date 23/10/2020 Version 2.1
Head of Department	Prof. Kevin Talbot	
Department:	NDCN	
Academic/Line Manager	Andrew Farmery	
People returning to working on site (status/names)	Staff Postdoctoral scientists, technician Post graduate students	NAME(S) Andrew Farmery Phi Phan Federico Formenti Minh Tran – DGS notified Arun Joseph – DGS notified
<p>Activity Summary (Types of activities expected & authorised to take place – brief description of the experiments and equipment used)</p> <p>Farmery: May be working in own office (single occupancy) on occasions where necessary, but otherwise from home. May spend time in workshop on L5, but only singly.</p> <p>Phan, Formenti, Tran: May be working in the large office, shared with Pattinson group, but only when necessary. Members will organise times such that no more than 3 people are in the large office at any one time. Phan may spend time in L5 workshop on occasions (singly)</p>		
<p>Shared use? Is the space shared with individuals from other departments? If yes, please list the departments concerned 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

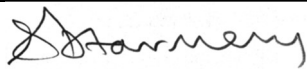

2. REDUCING THE SPREAD OF COVID-19	
Travelling To/From Work:	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Personnel with symptoms	No one is to travel to the site if they are experiencing symptoms consistent with COVID-19.

<p>Personnel who may be classed as vulnerable</p> <p>Exposure during travel to/from work</p>	<p>Anyone with symptoms must self-isolate and inform their PI immediately, and book a test using the University Early Alert Service: https://www.ox.ac.uk/coronavirus/health/covid-testing</p> <p>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</p> <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> <p>Members of the laboratory will travel to work avoiding public transport whenever possible – by bicycle, car or walk.</p> <p><i>Is this possible for all group members? YES</i></p> <p>If on occasion public transport has to be used and the travel arrangements to site challenge safe distancing advice members 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 hand washing basins and toilet sinks are available for hand washing and posters will be displayed for guidance. Use paper towels to dry hands</p>
<p>Safe Distancing in the Building</p>	
<p>Outline any foreseeable and significant risks</p>	<p>Outline risk reduction measures to be taken</p>
<p>Frequent passing of individuals, use of communal space</p>	<p>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> <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, Special Labs, and tissue cultures.</p>


Outline any foreseeable and significant risks	Outline risk reduction measures to be taken e.g. availability of hand washing facilities and hand sanitizers
Shared equipment	<p>Wiping all benches and equipment with appropriate disinfectant , Chemgene or 70% ethanol before and after use.</p> <p>Hand washing facilities are available on either side of the door in TC and in all laboratories, people will be reminded to wash their hand thoroughly before work, during work and after work.</p> <p>Labcoats will be exchanged weekly, labcoats will be hanged every 3 coat hooks on named pegs, where there isn't sufficient storage, contact</p> <p>Facilities so a suitable solution can be sought out. Prescription safety glasses mustn't be cleaned with alcohol based product to prevent damage.</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>
OUH embedded space requires PPE	<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: 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. RTOSW induction covers how to don/doff a face mask safely.</p> <p>Following University Policy, occupants will be wearing face masks whilst working on OUH site.</p> <p>Individuals will obtain a face mask from the department.</p>
Lone Working Additional Precautions	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
No additional risks anticipated with respect to COVID	
Communication with the team	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
No additional risks anticipated with respect to COVID	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.

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	Induction in place prior to lab members returning to work, highlighting location of all first aid boxes and hospital switchboard extension number

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

4. INTERNAL DEPARTMENTAL REVIEW			
Role	Name	Signature	Date
Manager (proposing risk assessment/work plan)	Andrew Farmery		23/07.2020
Buildings Manager/DSO (reviewing buildings related elements)	Tiphaine Bouriez-Jones		23/7/2020

5. HEAD OF DEPARTMENT APPROVAL

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

6. FURTHER REVIEW STAGE	
Review Date	September 2020
Modifications: Modifications: Modifications: Revision of supervision arrangements and integration of new University Policy on face coverings	
Review Date	
Modifications:	