

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: Lab (05.66.45), Tissue culture room (05.66.29, 05.66.34)	Risk assessment Version/Date 15/03/2021 Version 3.0
Head of Department	Prof. Kevin Talbot	
Department:	NDCN	
Academic/Line Manager	George Tofaris	
People returning to working on site (status/names)	Staff Postdoctoral scientists, technician Post graduate students	NAME(S) Jade Marsh, Dmitry Zenko, Cheng Jiang (part time in AM or PM shifts) Antigoni Katsikoudi, Benedict Tanudjojo, Rahel Lewin (part-time in AM or PM shifts) Emily Dodds DGS is involved in DPhil RTOSW
<p>Activity Summary (Types of activities expected & authorised to take place – brief description of the experiments and equipment used)</p> <p>(1) LL2 for analysis of experiments such as cell lysis and immunoblotting or molecular cloning or staining of coverslips (ALL with up to two people present around our dedicated bench space at any one time)</p> <p>(2) Stem cell TC for differentiation and culture of iPSC into neurons: Benedict Tanudjojo (PM) shared with Antigoni Katsikoudi (AM) using only the hood specified for our group</p> <p>(3) Main TC room for Culture of cell lines and primary rat neurons: Dmitry Zenko (PM), Rahel Lewin (AM) and Jade Marsh</p> <p>(4) Confocal microscope as per on-line booking system</p> <p>No external work.</p>		
<p>Shared use? Is the space shared with individuals from other departments? If yes, please list the departments concerned YES</p> <p>LL2 (05.66.45)– Irani – Waters – Talbot – Turner - Tofaris TC 8 – (05.66.29) – Talbot – Turner – Tofaris TC 4 – (05.66.34) – Talbot – Turner – Tofaris</p> <p>For the TC rooms, we will operate a shared online booking system with the Talbot/Turner groups to ensure that the room has no more than 2 researchers at any one time. For our group we will only use the TC hood initially allocated for our group.</p> <p>We will be using the confocal room as well based on pre-booked allocated time. Please note that this area is only suitable for single occupancy.</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	Yes
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)	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	<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, who will then inform the West Wing safety committee. https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-self-isolation.aspx</p> <p>Personnel must not attend the site if anyone in their household is experiencing any symptoms of COVID-19 or self-isolating.</p>
Personnel who may be classed as vulnerable	<p>Occupants are advised to use the University's in-house COVID-19 testing if they think they have coronavirus symptoms (minor or major). https://earlyalert.medsci.ox.ac.uk/earlyalert/booking/</p>
Exposure during travel to/from work	<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>All members of the Tofaris Group commute to the lab on foot or by bicycle. Our team is organised in pairs with the following agreed shift pattern between the lab members: 8am-2pm, 2pm-8pm and 8pm-10pm for preparation of next day's work when required.</p> <p>The group communicates effectively in real time using WhatsApp, which will be used to coordinate the efficient implementation of the agreed shift work.</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 handwashing basins and toilet sinks are available for hand washing and posters will be displayed for guidance. Use paper towels to dry hands</p> <p>New starter will be associated with one lab member and work under a “bubble” arrangement, the new starter and the trainer will endeavour to maintain 2m social distancing, however, supervision and training will be required which may take place in close range. As per University policy, users will be wearing face masks whilst working in the laboratory.</p>
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	<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>Once in University area, NDCN RTOSW must be followed up at all times as per West Wing work plan risk assessment.</p> <p>Maximum occupancy signs will be posted outside laboratories, Special Labs, and tissue cultures.</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 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>
Shared equipment and space	<p>Open space lab (LL2/LL3): Lab work should be planned in advance to predict the time required in the lab and share this information to the group sharing the space. Booking system will be in place for any lab related work to ensure maximum occupancy is not exceeded – only people that are booked in will be able to access site.</p>

Our fridges and freezers are already organised to ensure that each person's reagents are in a fridge and freezer near their bay.

Designation of workstations within the main lab, so people are never directly facing each other or sharing equipment such as pipettes. This would also limit the maximum number of people working in a single aisle to one to allow for freedom of movement and access to the equipment while allowing for the 2m distance to be kept at all times.

- 1 person per bay in first instance

We will have two research-active bench areas in the early and two in the late shift, one situated at the end of the main lab bay and one in the side-bay by the seahorse machine. Our Seahorse will not be shared with others in the first phase of return to lab work

Consider less experience staff/student – how will they be supervised/taught: Almost all members of our group have been working together in the Department for at least 2 years. Megan Grandi is the newest member that has been in the group for 1 year.

Specific rules for working in TC lab: ON-LINE BOOKING REQUIRED as detailed above. People need to spay not only inside but also the external surface of the hood before and after use.

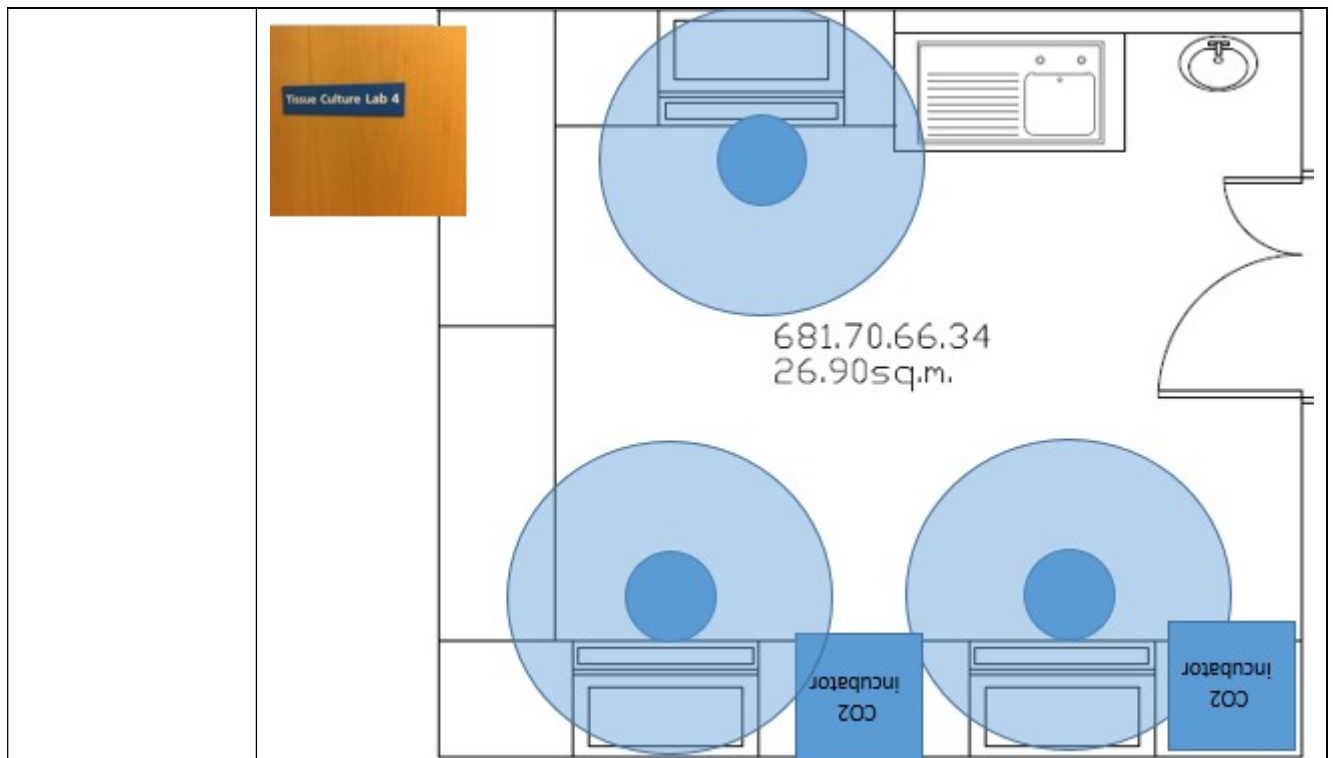
Maximum occupancy has been identified to be: 3 out of 3 hoods

Booking system is in place for the TC cabinets and only people that have a booking will be able to access site.

To allow 3 users to work in iPS TC 4, further rules will apply. The time spent next to the centrifuge, which is located <2m from one of the hoods, will be minimised when another user is using the hood next to it. The samples will be placed in the centrifuge, while the hood user distances themselves, and standing next to the centrifuge for the duration of the centrifugation will not be permitted.

The use of the fluorescent microscope will not be allowed at the same time as someone uses the Talbot hood (<2m). The hood will need to be booked by the microscope user to carry out any fluorescence imaging.

Movement in the room should be minimal when 3 users are in the room. Users should ensure they have collected all necessary reagents before starting work and should keep a 2 m distance at all times. Whenever that is not possible, the time spent at closer distance should be minimal and under 15 minutes.



Specific rules to accessing Cryobank:

When accessing the cryobank, up to two people require to work together for safety reason, in this instance, people may be less than 2m away from each other and will need to wear face masks provided by the Department.

Shared PPE such as face shield must be cleaned before and after use with the provided cleaning material. Clean nitrile gloves must be worn under the cryogloves.

Disposable PPE must be disposed of as general waste once the activity is terminated – See removal of PPE poster displayed by LN2 cryobank.

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

Shared equipment

Wiping all benches and equipment with appropriate disinfectant (70% ETOH) before and after use.

This include fridges, freezers door handles as well as equipment used for experimental procedures.

All safety cabinets front as well as inside should be wiped down with disinfectant then 70% alcohol before and after use.

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.

Labcoats will be exchanged weekly, labcoats will be hanged every 3 coat hooks on named pegs, where there isn't sufficient storage, contact

	Facilities so a suitable solution can be sought out. Prescription safety glasses mustn't be cleaned with alcohol based product to prevent damage.
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-fags-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>RTOSW induction covers how to don/doff a face mask safely.</p> <p>Department is providing face masks to all occupants</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	Clear email communication prior to lab members entering the lab, with regards location of all first aid boxes and hospital switchboard extension being zero

3. MANAGING EXISTING RISKS

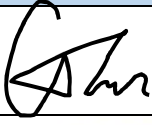
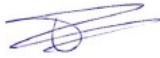
Have existing risk assessment been reviewed: Yes / No

Are additional control measures required? Yes / No


Outline any additional control measures below:

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4. INTERNAL DEPARTMENTAL REVIEW

Role	Name	Signature	Date
Manager (proposing risk assessment/work plan)	George Tofaris		December 2021
Buildings Manager/DSO (reviewing buildings related elements and risk assessment)	Tiphaine Bouriez-Jones		23/12/2021

5. HEAD OF DEPARTMENT APPROVAL

Head of Department: (approving risk assessment/work plan)	Name	Signature	Date
	Kevin Talbot		22/1/2021

Approval Comments

6. FURTHER REVIEW STAGE

Review Date | **September 2020**

Modifications: Addition of new students and revision of supervision arrangement, inclusion of University policy on face masks

Review Date | **November 2020 – ON HOLD due to lock down – POSTPONED to March 2021**

Modifications: Increase of TC occupancy