

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: Level 5 – NeuroMetrology office Level 2 - teaching suite NeuroMetrology lab	Risk assessment Version/Date March 2021 Version 2.1
Head of Department	Prof. Kevin Talbot	
Department:	NDCN	
Academic/Line Manager	Professor Chrystalina Antoniades	
People returning to working on site (status/names)	Staff Postdoctoral scientists, technician Post graduate students	NAME(S) Brenda Cooley – administrator Marta Freitas Pereira – Research Assistant Zi Su – Dphil student Serena Dillon – part time student DPhil student Maksymilian Bzezicki – Clinical Research fellow Gloria Romagnoli <i>DGS is being involved for any student RTOSW</i>
Activity Summary (Types of activities expected & authorised to take place – brief description of the experiments and equipment used) Continuation of the OxQUIP study testing (non -invasively) patients with Parkinson’s and PSP		
Shared use? Is the space shared with individuals from other departments? If yes, please list the departments concerned NO this is dedicated space for my group Level 5 – NeuroMetrology office Level 2 - teaching suite NeuroMetrology lab		
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
<p>Personnel with symptoms</p> <p>Personnel who may be classed as vulnerable</p> <p>Exposure during travel to/from work</p>	<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: 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-fags-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>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 and toilet sinks are available for hand washing and posters will be displayed for guidance. Use paper towels to dry hands</p>
Safe Distancing in the Building	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<p>Frequent passing of individuals, use of communal space</p>	<p>O.U.H social distancing policy will be followed up at any time and staff should consult to O.U.H COVID FAQ pages before 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 O.U.H 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.

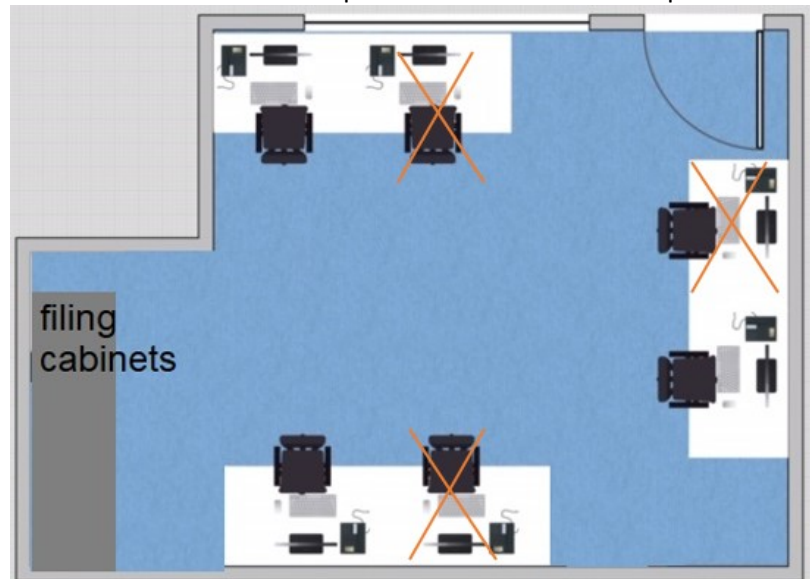
	<p>Maximum occupancy signs will be posted outside laboratories, Special Labs, and tissue cultures.</p> <p>Induction will be given to all staff returning to on site working covering arrangement in place prior to their start date.</p> <p>New starter will be associated with one lab member and work under 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> <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
<p>Social distancing in laboratory and tissue culture</p> <p>Shared equipment and space</p> <p>Human studies</p>	<p>Keep left when circulating in the building at all time.</p> <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> <p>Teaching lab level 2: Maximum occupancy has been identified to be: 2/3</p> <p>The nature of the experimental work is such that contact with the research participant is necessary (i.e. to place wearable devices on their fingers). Hence researchers and participants will wear level 1 PPE.</p> <p>No more than 2/3 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. This is essential particularly for our PSP participants that attend our research clinics with their partners.</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.

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.

Neurometrology room:
Maximum occupancy has been identified to be: 3

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, for writing up lab notes and for the group administrator to carry out essential duties if not possible to work from home. All other non-experimental work to be completed at home.



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.

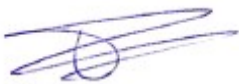
Booking


A booking system is in place. Teams using the space are time-tabled to leave 10 minutes between their session and the next session, to allow occupancy never to exceed occupancy.

	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.
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	<p>Wiping all benches and equipment with appropriate disinfectant before and after use. Users will ensure to follow the contact time recommended by the manufacturer (NDCN will provide Chemgene spray and wipes).</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>
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</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> <p>RTOSW induction covers how to don/doff a face mask safely.</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	none
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:	

4. INTERNAL DEPARTMENTAL REVIEW			
Role	Name	Signature	Date
Manager (proposing risk assessment/work plan)	Chrystalina Antoniades	Lina Antoniades	19/08/2020
Buildings Manager & DSO (reviewing buildings related elements)	Tiphaine Bouriez-Jones		19/08/2020

5. HEAD OF DEPARTMENT APPROVAL			
Head of Department: (approving risk assessment/work plan)	Name	Signature	Date
	Kevin Talbot		21/8/2020

Approval Comments

6. FURTHER REVIEW STAGE	
Review Date	September 2020
Modifications: Modifications: Revision of supervision arrangements and integration of new University Policy on face coverings	
Review Date	January 2021
Modifications: Human studies put on hold	
Review Date	March 2021
Review of RA, addition of new starter	
Review Date	