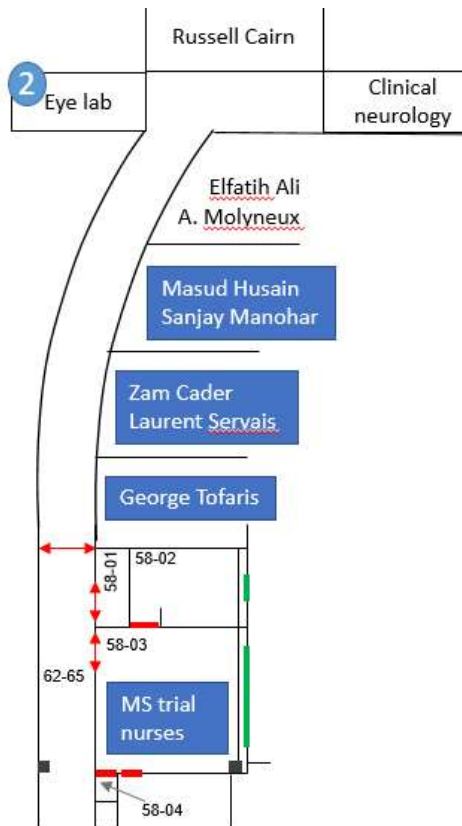


## Laboratory Risk Assessment

*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> Lab (O3-62-59),	<b>Risk assessment Version/Date</b> 07/09/20 v1.0 21/09/02 v2.0 04/03/21 v2.1
<b>Head of Department</b>	Prof. Kevin Talbot	
<b>Department:</b>	NDCN	
<b>Academic/Line Manager</b>	Sanjay Manohar	
<b>People returning to working on site (status/names)</b>	Staff Postdoctoral scientists, technician  Post graduate students	NAME(S)  John Grogan, Andrea Bocincova  Xin You Tai
<p><b>Activity Summary</b> (Types of activities expected &amp; authorised to take place – brief description of the experiments and equipment used)</p> <p>Cognitive testing, eye tracking and EEG of healthy participants and patients will be carried out. Healthy subjects are drawn from volunteer pools, including students. They will be specifically asked about COVID19 symptoms prior to booking the appointment, this will be confirmed also before any recordings and these will be cancelled if healthy subject is symptomatic.</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><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><b>Bookings made through Manohar lab google calendar.</b></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>No</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)		<b>No</b>



Note that offices will only be in use during experimental down time.

Occupancy of the office should be limited to 1 to support social distancing measures.

<b>2. REDUCING THE SPREAD OF COVID-19</b>	
<b>Travelling To/From Work:</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<p><b>Personnel with symptoms</b></p> <p><b>Personnel who may be classed as vulnerable</b></p> <p><b>Exposure during travel to/from work</b></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:  <a href="https://www.ox.ac.uk/coronavirus/health/covid-testing">https://www.ox.ac.uk/coronavirus/health/covid-testing</a></p> <p>Personnel must not attend the site if anyone in their household is experiencing any symptoms of COVID-19 or self-isolating.  <a href="https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-self-isolation.aspx">https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-self-isolation.aspx</a></p> <p>If classed as a vulnerable person, the person 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>Attendance at work will be pre-booked to limit occupancy.</p> <p>We will have a monitored booking system in place. This makes clear the maximum occupancy, and is checked.</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>
<b>Safe Distancing in the Building</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<p><b>Frequent passing of individuals, use of communal space</b></p>	<p>OUPH social distancing policy will be followed up at any time and staff should consult to OUPH 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></p> <p>As per University policy, all occupants will be wearing face masks whilst working in OUPH space. Some exemption exist, those are:</p>



	<ul style="list-style-type: none"> <li>• Individual who cannot wear it for legitimate reasons (health condition, lip reading)</li> <li>• When eating/drinking in dedicated areas</li> <li>• Staff working with protective screens (and assessed as per risk assessment – this does not apply to this activity)</li> <li>• When alone in single occupancy offices</li> <li>• When seated at a desk if face to face interaction is consistently prevented.</li> </ul> <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>
<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 BETWEEN PARTICIPANTS AND EXPERIMENTERS</b>	<p>Stop and wait approach will be followed in corridors to maintain social distancing and maximum occupancy at all time. There is a direct access to room O3-62-59 on level 3. As the room will be booked, there will be no risk of people entering whilst it is in use. There are no shared area except OUH main circulation corridor leading to the room.</p> <p>If a person is already in the corridor leading to the study room, staff will wait outside or in the study room until the corridor is clear or will wait in the car park if this is feasible.</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>No more than 2 people (including the research participant) should be in any one of the testing rooms at a time, whenever possible.</p> <p>The nature of the experimental work is such that contact with the research participant is necessary (i.e. to place and connect electrodes and devices).</p> <p>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.</p>


	<p>It 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.</p> <p>Note that the room on level 3 this room does not have general fresh air ventilation coming in, it is therefore advised to open the window to allow natural ventilation and also to open the door for a few minute after each participant to allow circulation of air</p> <p>All those using PPE should carry out appropriate training:  <a href="https://www.oxstar.ox.ac.uk/covid-19/personal-protective-equipment-ppe/ppe">https://www.oxstar.ox.ac.uk/covid-19/personal-protective-equipment-ppe/ppe</a> A record of this training will be kept by the group.</p> <p><b>Participant Arrival and Preparation</b>  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 room 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><b>Booking</b>  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>Enhanced cleaning of highly touched are will be carried out by researchers during this time between participants.</p> <p>Instructions are given when booking and reinforced at other times to those using labs to clean the surfaces they use before and after using them.</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>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> <p>Hand washing facilities are available in the corridor, and participants and staff will be reminded to wash their hand thoroughly before work, during work 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>

<p><b>OUH embedded space requires PPE</b></p>	<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></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>
<p><b>Lone Working Additional Precautions</b></p>	
<p>Outline any foreseeable and significant risks</p>	<p>Outline risk reduction measures to be taken</p>
<p><b>No additional risks anticipated with respect to COVID</b></p>	<p><b>No lone working</b></p>
<p><b>Communication with the team</b></p>	
<p>Outline any foreseeable and significant risks</p>	<p>Outline risk reduction measures to be taken</p>
<p><b>No additional risks anticipated with respect to COVID</b></p>	<p>All lab and group meetings have been scheduled to take place online until further notice since the beginning of the lockdown. Teams groups are set up to coordinate the work and lab time.</p>
<p><b>Equipment checks</b></p>	
<p>Outline any foreseeable and significant risks</p>	<p>Outline risk reduction measures to be taken</p>
	<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>
<p><b>First Aid Cover</b></p>	
<p>Are staff aware of how to summon first aid and from where?</p>	<p>Outline risk reduction measures to be taken</p>
<p>Yes</p>	<p>Clear email communication prior to lab members entering the lab, with regards location of all first aid boxes and hospital switchboard extension being zero. We have two first aiders (Dr Manohar and Dr Xin You Tai).</p>

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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
<b>Manager</b> (proposing risk assessment/work plan)	Sanjay Manohar		7/9/20
<b>Buildings Manager</b> (reviewing buildings related elements)	Tiphaine Bouriez-Jones		8/9/2020

5. HEAD OF DEPARTMENT APPROVAL			
<b>Head of Department:</b> (approving risk assessment/work plan)	Kevin Talbot		08/09/2020
<b>Approval Comments</b>			

6. FURTHER REVIEW STAGE	
<b>Review Date</b>	<b>September 2020</b>
Modifications: Revision of supervision arrangements and integration of new University Policy on face coverings	
<b>Review Date</b>	<b>March 2021</b>
Modifications: Review prior to restart of activities.	