

APPENDIX 14: Local activity Risk Assessment

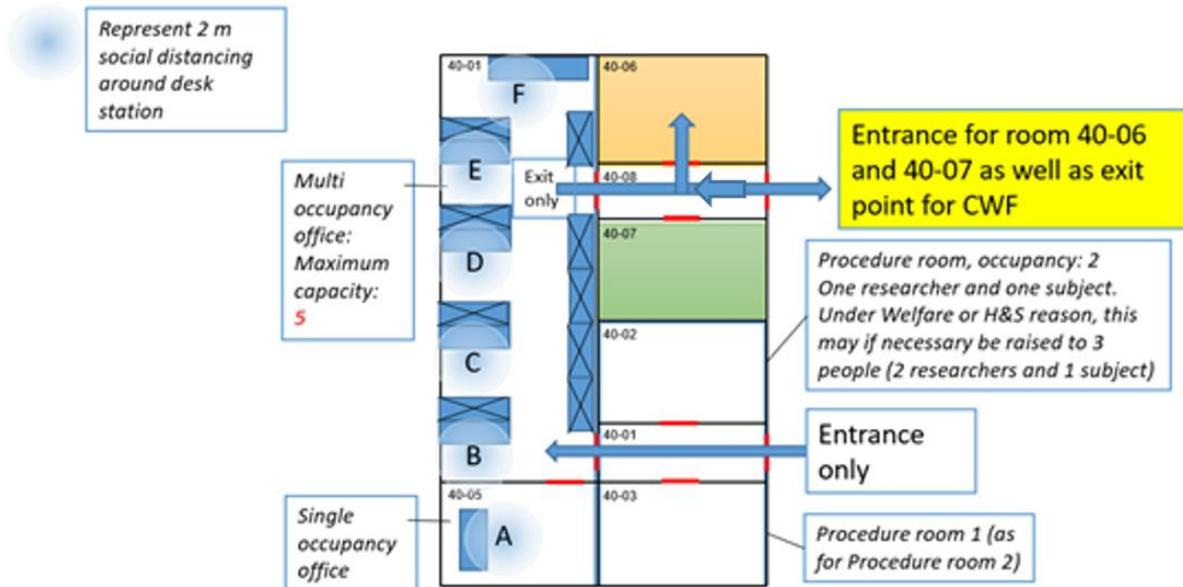
This document is provided as a template that departments might wish to adopt and/or adapt for risk assessment and work plans for individual research groups/areas.

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 28/09/2020
Head of Department	Kevin Talbot	
Department:	NDCN	
Academic/Line Manager	Heidi Johansen-Berg	
People returning to working on site (status/names)	Staff	Jacinta O'Shea
	Post graduate students	Bronwyn Gavine, Kenneth Shinozuka, Verena Sarrazin
<p>Activity Summary (Types of activities expected & authorised to take place – brief description of the experiments and equipment used)</p> <p>Two labs (40-07 and 40-08) are integrated in the Charles Wolfson Facility in West Wing Level 1 used for neurophysiological recordings from healthy subjects and patients.</p> <p>In room 40-07, non invasive brain stimulation and a prism adaptation task (involving eye tracking and finger pointing using a computer interface) in healthy participants 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 they enter the hospital building, and the appointment 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>Shared use?</p> <p>Whilst the Charles Wolfson Facility is used by Peter Brown's group, the suggested entry and exit circumvent the need to access the main area – this access has been integrated in the CWF risk assessment and staff have been consulted.</p> <p>Room 40-06 (Masud Husain's group): 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

West Wing Level 1 :

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
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<p>Personnel with symptoms</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-faqs-self-isolation.aspx</p>
<p>Personnel who may be classed as vulnerable</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>Exposure during travel to/from work</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, advise 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
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<p>Frequent passing of individuals, use of communal space</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: 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 OUPH space. Some exemption exist, those are:</p>
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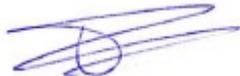
	<ul style="list-style-type: none"> • Individual who cannot wear it for legitimate reasons (health condition, lip reading) • When eating/drinking in dedicated areas • Staff working with protective screens (and risk assessed as such) • When alone in single occupancy offices • When seated at a desk if face to face interaction is consistently prevented (this also need to be highlighted in the risk assessment). <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
<p>Social distancing in laboratory and tissue culture</p> <p>Shared space</p>	<p>Stop and wait approach will be followed in corridors to maintain social distancing and maximum occupancy at all time. There is a separate entrance allowing direct access to rooms 40-07 and 40-08 in the CWCRF, 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> <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.</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. For the brief time that participants are undergoing NIBS, a 2nd experimenter will be required to be in the room according to safety procedures. The 2nd experimenter will wear appropriate PPE, remain as far away as possible and will only be present for the stimulation to reduce the amount of time that 3 people utilise the room.</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. This involves a face mask, gloves and apron for the researcher, and a face mask for participants.</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>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 by the group.</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 to clean the surfaces they use before and after using them.</p> <p>Shared space Researchers and participants will not utilise the shared desk space in level 1. They will only utilise the testing room for the minimum amount of time required.</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</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>Limited lone working by BG will be undertaken to test equipment -BG will inform her supervisors when she is working in the lab, notifying them when she has completed the work and exited the lab.</p> <p>Booking on the Departmental Calpendo site will also enable other occupants to know of the person working on site.</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>Johansen-Berg Group: Weekly videoconference (Thursdays at 15h00) and via Slack.</p> <p>O'Shea group: Weekly videoconference (Mondays at 13h00) and via Slack</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 or Chemgene (for live electrical equipment) 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.
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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)	Heidi Johansen-Berg		16/11/2020
Buildings Manager/DSO (reviewing buildings related elements)	Tiphaine Bouriez-Jones		18/11/2020

5. HEAD OF DEPARTMENT APPROVAL			
Head of Department: (approving risk assessment/work plan)	Kevin Talbot		24/11/2020
Approval Comments			

6. FURTHER REVIEW STAGE	
Review Date	

Modifications:

Review Date

Modifications: