

Appendix 15: Laboratory Risk Assessment for Return to On-Site Working


1. DEPARTMENT DETAILS		
Building: Pharmacology	Rooms or area: Magill Group, MRC BNDU	Risk assessment Version/Date Ver 1.0
Head of Department	Professor Fran Platt	
Department:	Pharmacology	
Academic/Line Manager	Professor Peter Magill	
People returning to working on site (status/names)	Staff	David Bergin, Lisa Conyers, Camille Loiseau, Peter Magill, Calum Mulveen, Jane Westcott, Guy Yona, Hua Zhang
	Post graduate students	Luke Bryden, Freya Marijatta, Giulio Spagnol
<p>Activity Summary (Types of activities expected & authorised to take place – brief description of the experiments and equipment used)</p> <p>Anatomical research (use of microtomes and microscopes in BNDU)</p> <p>Research using animals, including welfare, husbandry and recovery / non-recovery procedures (use of bespoke equipment in BNDU animal house)</p> <p>Molecular biology work (use of PCR machines and gel kits in BNDU)</p> <p>Manufacture of bespoke research tools (use of 3D printers and electronics kits in BNDU).</p>		
<p>Shared use? No</p> <p>Are your space or facilities shared with individuals from other departments? If yes, please list the departments concerned:</p>		
Extent of on-site activity (Indicate all that apply)		Yes or No?
Continually with a single individual occupying the space		Yes
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 (eg a few short visits per day or week to check equipment)		Yes
REDUCING THE SPREAD OF COVID-19		
Travelling To/From Work:		
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken	Are risk reduction measures sufficient / additional measures required for your group?
Increased risk from using public transport. Contact <2m and residual contamination of surfaces	All workers returning on-site can travel to the Department by foot or cycle.	Where possible, arrange for parking at BNDU/Pharmacology for those with long commutes on public transport.
Safe Distancing in the Building		

Outline any foreseeable and significant risks	Outline risk reduction measures to be taken	Are risk reduction measures sufficient / additional measures required for your group?
Potential for contact <2m in corridors, doorways and communal spaces.	With a maximum capacity within the building of 30%, all working in separate rooms, social distancing will not be an issue. Those returning to work will be advised to stagger their arrival at the Department to avoid contact in communal areas.	Risk reduction measures are sufficient.
Safe Distancing in the Lab		
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken	Are risk reduction measures sufficient / additional measures required for your group?
Potential for contact <2m with multiple users in single labs	Work will take place in separate designated rooms. Each room will be used by one individual so social distancing will be easily achievable. If PI needs to be on site to provide advice, they have access to an independent office and will leave the door open to allow workers on site to communicate from a safe distance.	Working in shifts/rotas. Multiple occupancy only permitted in large rooms that allow appropriate distancing.
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	Are risk reduction measures sufficient / additional measures required for your group?
Risk of residual contamination on door handles, benches and lab equipment.	Each worker will use their own lab space so that there will be minimal risk of cross-contamination. If a worker needs to enter a space previously occupied by another, there would not be two people in the room at the same time. Spray disinfectant and wipes will be provided for workers if they wish to clean down their working environment before and after work and hand sanitiser is available in small, portable dispensers. All of the space has been vacant throughout the shutdown so there should be little risk of contamination present. Gloves and hand towels will be provided for use on door handles, if preferred by the individual.	Risk reduction measures are sufficient.
Personal Protective Equipment		
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken NB This is Covid-19 specific PPE beyond that needed for usual lab work	Are risk reduction measures sufficient / additional measures required for your group?
Requirement for PPE if two people are working <2m apart.	No additional PPE necessary as social distancing is easily achievable.	Risk reduction measures are sufficient.

Lone Working Additional Precautions		
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken	Are risk reduction measures sufficient / additional measures required for your group?
Support for emergency situation not immediately available onsite.	<p>All workers are certified for lone working and have completed an appropriate lone working risk assessment, acknowledging they are conversant with emergency procedures, the location of first aid kit, eyewash bottles and chemical spill kit, and emergency contact phone numbers. The PI and DSO have reviewed and authorised the lone working RA. Before commencing work, they will be reminded of key procedures in the event of any issue.</p> <p>Each group will have a WhatsApp group or similar and all those on-site working alone will be asked to check in and out with other group members. Clear procedure in place within the group in the event of any issues or a loss of communication.</p> <p>Support is available from support staff working remotely with the Building Manager and Safety Office available to respond to any issues. Security Services are available to respond 24/7 to any emergency situation.</p> <p>Access will be monitored remotely.</p>	Risk reduction measures are sufficient.
Communication with the team		
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken	Are risk reduction measures sufficient / additional measures required for your group?
Lack of competent advice and general communication when onsite	All workers will carry a mobile phone at all times and Wi-Fi and phone coverage is available within the lab space. The group has an active WhatsApp group that can be used to send messages between workers	Risk reduction measures are sufficient.
Equipment		
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken	Are risk reduction measures sufficient / additional measures required for your group?
Problems with lab equipment due to an extended period of shutdown	All equipment is in good working order and has been appropriately serviced, where necessary, so no particular issues are expected.	Risk reduction measures are sufficient.
Workers at risk due to recirculating air conditioning, even when 2m distancing is possible	All rooms with recirculating air conditioning will be restricted to single occupancy.	Risk reduction measures are sufficient.
Equipment shared between groups is a source of additional COVID-19 contamination	Control measures outlined in Departmental Risk Assessment – cleaning materials provided for use before and after working on equipment and booking system to	Multiple occupancy only permitted in large rooms that allow appropriate distancing.

	ensure single occupancy access – are sufficient to minimise risk to all workers.	
First Aid Cover		
Are staff aware of how to summon first aid and from where?	Outline risk reduction measures to be taken	Are risk reduction measures sufficient / additional measures required for your group?
Yes	All workers have completed a lone working risk assessment which highlights the location of essential first aid supplies and set out the procedures to follow in the event of an incident out of normal working hours. Security Services will attend any out-of-hours incident where this cannot be managed by individuals and workers are advised to call the emergency services where necessary	Risk reduction measures are sufficient.
Additional risks not covered elsewhere		
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken	Are risk reduction measures sufficient / additional measures required for your group?
Radiological work cannot be carried out without the Radiation Protection Supervisor on site to deal with any incidents	Minimise radiological work to be carried out within the group	Occasional work with uranyl acetate to be carried out only when RPS on site.
Increase in on-site activity leads to the creation of hazardous waste and safe disposal is not possible	No hazardous waste produced within the group that requires specialist disposal outside the lab environment	Risk reduction measures are sufficient.
The risks of working with pathogens are increased due to a change in working conditions or an increase in lone working	No work with pathogens carried out within the group. Risks identified within existing risk assessments which have been reviewed.	Risk reduction measures are sufficient.

2. MANAGING EXISTING RISKS	
Have existing risk assessment been reviewed:	Yes
Are additional control measures required?	No
Outline any additional control measures below:	
Pharmacology Department admin to confirm in writing the name and contact details of the new Departmental RPS. Chris Lindsay chris.lindsay@trinity.ox.ac.uk	

3. REVIEW AND APPROVAL PROCESS			
Role	Name	Signature	Date
Manager (proposing risk assessment/work plan)	Peter Magill		02/07/2020
Buildings Manager/DSO (reviewing buildings related elements)	Paul Adams	<i>P. Adams</i>	3/7/20

HEAD OF DEPARTMENT (approving risk assessment/work plan)	Professor Fran Platt		3/7/20
---	----------------------	--	--------

Approval Comments

4. FURTHER REVIEW STAGE

Review Date	
--------------------	--

Modifications:

Review Date	
--------------------	--

Modifications: