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APPENDIX 3: Risk assessment for Psychometric testing – digital and paper based

Note: This is an activity specific risk assessment covering psychometric testing which will be used alongside the SOPs and guidelines provided by the CRF that cover COVID safe use of the facilities, staff procedures and visits of study participants (CRF Guidelines 1, CRFSOP10, CRFSOP12, CRFSOP29). These documents act as our building specific risk assessment as this is a non-university building. The CRF has been approved for re-opening and has approved our studies for resumption.

In addition, all procedures will follow University CUREC approved procedure for tDCS, EEG and the COVID-safe supplements.

This document is an activity specific appendix to the risk assessment for using the CRF for sleep studies (Departmental Risk Assessment for Sleep Studies). Depending on type of study this risk assessment might be combined with other approved activity specific risk assessments (e.g. actigraphy).

1. DEPARTMENT DETAILS		
<b>Building:</b> Warneford Clinical Research Facility	<b>Rooms or area:</b>	<b>Risk assessment Version/Date</b> Version 3 11/09/2020
<b>Head of Department</b>	<b>Professor Kevin Talbot</b>	
<b>Department:</b>	<b>NDCN</b>	
<b>Academic/Line Manager</b>	<b>Simon Kyle and Colin Espie</b>	
<b>People returning to working on site (status/names)</b>	Staff	NAME(S) Rachel Sharman Ximena Omlin
	Postgraduate students	Katrina Tse Lampros Bisdounis
	Overnight research assistants (variable hours contract)	Luis Adrian Soto Mota Rosemary Freer Danielle Cook Lauren Hawley Maria Cristina Velasquez Cobos Megan Williams Lien Davidson Noemi Bodo Nandor Nemes Finleigh Jervis Lyubka Stoyanova Marco Bodnar Sarah Flaherty Zlatomira Ilchovska
<b>Activity Summary</b> (Types of activities expected & authorised to take place – brief description of the experiments and equipment used)		
This risk assessment covers the general use of both paper and digital psychometric testing at the CRF		

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*Equipment:*

- Testing laptop
- P1Vital testing platform
  - Monitor
  - Keyboard with integrated mouse
  - Button response box
- Paper questionnaire packs

*Techniques:*

The equipment above is used in various combinations across sleep studies. Participants will be required to complete various digital psychometric tests and/or paper questionnaire packs at different time points whilst in the CRF.

- Digital psychometric tests will be completed using a dedicated testing laptop
- The Oxford Emotional Test battery will be delivered through the P1Vital system
- Paper questionnaire packs will be pre-printed and handed to the participant to complete

**Shared use?**

Is the space shared with individuals from other departments? If yes, please list the departments concerned  
**YES**

This space is part of the NIHR Clinical Research Facility at the Warneford Hospital and not part of the University of Oxford. We use the building out of hours, from 6pm to 9am. The CRF building re-opened in July (please see SOP 10,12,29 and guidelines 1 for CRF procedures). Our studies have been approved to re-start by the CRF panel pending University of Oxford and CUREC approval.

<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>Yes</b>
Continually with different individuals occupying the space simultaneously with appropriate physical distancing measures	<b>No</b>
Occasionally (e.g., a few short visits per day or week to check equipment)	<b>Yes</b>

**2. REDUCING THE SPREAD OF COVID-19**

**Preparing for Psychometric testing**

Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<b>Personnel with symptoms preparing equipment to be given to a participant</b>	<ul style="list-style-type: none"> <li>• If a lab member has symptoms they must self-isolate, more details are to be found at <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolate-advice">nhs.uk/conditions/coronavirus-covid-19/self-isolate-advice</a>.</li> <li>• Personnel must follow university/CRF policies regarding on site working if anyone in their household is experiencing any symptoms of COVID-19 or self-isolating.</li> <li>• Through these procedures, personnel with active symptoms will not be completing procedures, preparing equipment etc.</li> </ul>
<b>Avoiding asymptomatic spread when preparing testing computer equipment</b>	<ul style="list-style-type: none"> <li>• Staff will wash hands and use an alcohol gel on their hands before setting up the testing computers</li> <li>• Once set up, testing computers will be wiped with a clinell disinfectant wipe prior to participant use</li> </ul>








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Equipment checks	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<b>Equipment repair/maintenance</b>	<ul style="list-style-type: none"> <li>If a repair is needed, equipment will either be sent off site (P1Vital) or to MSD IT. Equipment will be cleaned thoroughly before sending in for repair</li> </ul>

3. MANAGING EXISTING RISKS	
<b>Have existing risk assessment been reviewed:</b>	N/A
<b>Are additional control measures required?</b>	N/A
<b>Outline any additional control measures below:</b>	
<p>This is a new risk assessment. Prior to COVID-19 we were informed by the department that, as our general procedures follow CRF and CUREC procedures, additional risk assessments are not required. In light of the current pandemic, this psychometric testing activity specific risk assessment appendix, alongside our specific use of the CRF for our EEG and PSG studies risk assessment, covers our study specific protocols in the CRF. As stated in the general risk assessment, this appendix acts as a supplement to the CRF building SOPs and the departmental/CUREC approved procedures.</p>	

4. INTERNAL DEPARTMENTAL REVIEW			
Role	Name	Signature	Date
<b>PI</b> (proposing risk assessment/work plan)	Simon Kyle		16.09.2020
<b>Buildings Manager &amp; DSO</b> (reviewing buildings related elements)	Tiphaine Bouriez-Jones		16.09.2020

5. HEAD OF DEPARTMENT APPROVAL			
<b>Head of Department:</b> (approving risk assessment/work plan)	Kevin Talbot		118 <sup>th</sup> September 2020

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**Approval Comments**

**6. FURTHER REVIEW STAGE**

**Review Date**

Modifications:

**Review Date**

Modifications: