

Laboratory Risk Assessment for Return to On-Site Working

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.

COVID-19 Return to on Site Work – Phantom MRI Scanning Risk Assessment/Work Plan

1. DEPARTMENT/FACILITY DETAILS	
Department:	NDCN
Facility:	FMRIB 3T & 7T MRI Scanner
Author(s):	Stuart Clare
Reviewer(s):	Peter Jezzard
Authorised (date):	
Date (Version)	29/6/2020 (Version 1)
People permitted to carry out research/procedures detailed in this risk assessment	
<ul style="list-style-type: none">• Yan Tong	
Activity Summary (<i>Types of activities expected & authorised to take place</i>):	
1. MRI scanning of phantoms	

2. CONTROLLING THE NUMBERS AND TYPE OF PEOPLE ENTERING THE FACILITY		
Risk/Issue	Specific Measures Adopted	Outstanding Actions
Ensuring staff/students with Covid-19 symptoms, those that are self-isolating, or those that are extremely clinically vulnerable do not enter the facility	<ul style="list-style-type: none"> Entrance to and use of the building is covered by the WIN@FMRIB Building Risk Assessment and Work Plan. All procedures in this work plan will be followed. 	
Minimising the risk of overlap between different users of the facility	<ul style="list-style-type: none"> The Calpendo booking system will be used for all phantom work. Researchers will keep to their booking and vacate the scanner in good time (allow 15 minutes) before the end of their session. 	
Minimise the number of additional people visiting the facility	<ul style="list-style-type: none"> Only those who are essential to safe scanning of phantoms will enter the facility. Where possible, video calls or screen sharing will be used to allow those working from home to see results and give advice instead of attending site. Where possible, those already on site (e.g. member of core staff during office hours), will be used to ensure safety, rather than additional people attending site. Those performing any additional safety roles must be suitably trained or competent for the role they are performing. 	

3. REDUCING THE SPREAD OF COVID-19		
Risk/Issue	Specific Measures Adopted	Outstanding Actions
Spread by airborne particles (cough, sneeze)	<ul style="list-style-type: none"> 2m distancing between all individuals will be maintained whenever possible. 	

	<ul style="list-style-type: none"> • Whenever this is not possible, a face masks will be worn by everyone in the room. This includes: <ul style="list-style-type: none"> ○ 3T/7T control room ○ 3T/7T equipment room 	
Spread by airborne particles, recirculated by room ventilation (air conditioning)	<ul style="list-style-type: none"> • All air-conditioning units in FMRIB recirculate the air within that room. If more than one person is present in a room with air conditioning turned on then, even if 2m distancing can be achieved, a face masks will be worn. • The air conditioning in the equipment room and the magnet room is essential for the running of the scanner, so should not be turned off. However, the control room air conditioning can be turned off if desired. 	
Incorrect use of face masks or PPE	<ul style="list-style-type: none"> • All individuals who need to wear face masks will be trained in the correct use, donning and doffing of face masks, which will be recorded (Appendix 1). • Individuals using disposable surgical face masks will dispose of the masks in the clinical waste bins in the facility. 	
Spread by contact with contaminated surfaces	<ul style="list-style-type: none"> • On entering the building and the 3T or 7T facility, all researchers and participants will sanitize their hands using the wall mounted units. • Researchers will wash their hands or sanitize at regular intervals. Signs will remind them of this. 	

Spread by contact with contaminated objects	<ul style="list-style-type: none"> • Wherever possible pens will not be shared. If pens are shared, then they will be wiped with disposable wipes before and after use. 	
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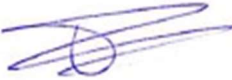
4. ENHANCED CLEANING

Risk/Issue	Specific Measures Adopted	Outstanding Actions
Cleaning of the magnet room	<ul style="list-style-type: none"> • All surfaces touched by the researcher will be cleaned using the wipes available in the control rooms. • The cleaning checklist (Appendix 2) will be followed and the initialled copy left in the control room for filing by the radiography team • The phantom will be cleaned and put back in the cupboard, with cupboard handles wiped after use 	
Cleaning of the control room	<ul style="list-style-type: none"> • All surfaces touched by the researcher will be cleaned using the wipes available in the control rooms. • The cleaning checklist (Appendix 2) will be followed and the initialled copy left in the control room for filing by the radiography team • After cleaning, the researcher will wash their hands 	

5. LONE WORKING

Risk/Issue	Specific Measures Adopted	Outstanding Actions
Inserting and removing phantoms from the scanner	<ul style="list-style-type: none"> • Since the building may have lower occupancy than normal, the researcher will 	

	<p>notify an occupant in the building (e.g. member of core staff) before they enter and after they have left the magnet room to place the phantom in the scanner.</p> <ul style="list-style-type: none">• The magnet room door will remain locked at other times.	
Lone working outside of office hours	<ul style="list-style-type: none">• Researchers who need to be present in the facility outside of office hours (Mon-Fri 9-5) will agree a check in procedure with their supervisor.• If the activities they are performing have an enhanced risk (e.g. entering the magnet room or equipment room) then an additional person will be present in the building and aware of that activity.• If the activity is low risk, then the check in could include regular video calls or text messaging.	

6. INTERNAL DEPARTMENTAL REVIEW			
Role	Name	Signature	Date
Manager (proposing risk assessment/work plan)	Stuart Clare		07/07/2020
Facilities Manager DSO (reviewing risk assessment)	Tiphaine Bouriez-Jones		07/07/2020

7. HEAD OF DEPARTMENT APPROVAL			
Head of Department: (approving risk assessment/work plan)	Name	Signature	Date
Approval Comments			

8. FURTHER REVIEW STAGE	
Review Date	
Modifications:	

Appendix 2 – Cleaning Checklist

MR Controlled Area Cleaning Checklist (Phantom Scanning)

Magnet Room

	Time & Initials	Time & Initials	Time & Initials	Time & Initials	Time & Initials	Time & Initials
Scanner control panel/s						
RF Coil						
Immobilisation sponges or phantom holder (if used)						
Phantom						
Cupboard door handles						
Door handle (both sides)						

Control Room

	Time & Initials	Time & Initials	Time & Initials	Time & Initials	Time & Initials	Time & Initials
Chair						
MR console keyboard and mouse						
pTx console keyboard and mouse (if used)						
iMac keyboard and mouse						
Stimulus PC keyboards and mice (if used)						
Control room access door handles (both sides)						