

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.

1. DEPARTMENT DETAILS		
Building: CPSD, Wolfson Building	Rooms or area: Freezer Room 620.00.20 Wet Lab 620.00.17	Risk assessment Version/Date V2 18/08/2020
Head of Department	Professor Kevin Talbot	
Department:	NDCN	
Academic/Line Manager	Professor Peter Rothwell	
People returning to working on site (status/names)	Staff	Dr Annette Burgess (lab manager) Dr Julia Duerden (post-doc Research Worker)
Activity Summary (Types of activities expected & authorised to take place – brief description of the experiments and equipment used): Processing OxVasc participant blood samples, extraction of DNA from participant blood samples, ELISAs to measure biomarkers such as BNP, measurement of biomarkers such as Copeptin using Kryptor analyser, use of Ella analyser to measure DDmer and cytokines, PCR to genotype apoE in patient samples		
Shared use? Not shared with any other persons, groups or departments		
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, with 2 persons max
Occasionally (e.g., a few short visits per day or week to check equipment)		Yes, if no practical work being undertaken in a particular week

2. REDUCING THE SPREAD OF COVID-19	
Travelling To/From Work:	
Outline any foreseeable and significant risk	Outline risk reduction measures to be taken
Viral spread on Public Transport	We shall not use public transport. Travel to work will be by car or bicycle. Staff parking permit will be used or parking guidelines for staff will be followed.
Safe Distancing in the Building	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Same as Wolfson Building Risk Assessment	Wolfson is a stand-alone building with its own access so no travel through the JR hospital is required to reach working place. Wet Lab and Freezer Room are on ground floor within

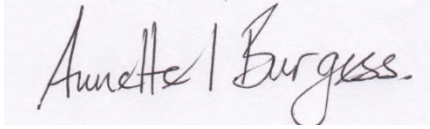

	50m of outer door and accessed via swipe card. There is no passage through any other working areas. Building occupancy is low, variable working hours so low chance of meeting in corridors. Lab staff will only enter other areas of the Wolfson Building if necessary e.g. to access toilet, kitchen or desk upstairs following distancing rules.
Safe Distancing in the Lab	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Recirculating AirCon could spread the virus. Restricted work area if more than single occupancy. Spread of virus from the JR hospital to the Wolfson Building.	<p>Aim to maintain single occupancy in both freezer room and wet lab.</p> <p>Limit occupancy to 2 persons max. Switch off a/c if multiple occupancy. If a/c cannot be turned off (in example in the freezer room), users will require to wear face masks for the duration of the activity.</p> <p>As per University policy, occupants will be required to wear face covering whilst on University premises, and face masks whilst on OUH premises (West Wing, JR main hospital) Plan ahead so each user is aware which equipment is required each day by each worker to avoid cross contamination.</p> <p>Other members of CPSD have been asked not to enter the wet lab and only to enter the freezer room for the purpose of dropping off blood samples. This is to reduce the number of staff entering the JR hospital and reduce lab staff exposure to possible infection.</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
Risk of spread of virus on surfaces	<p>Use of hand sanitizer on entering Wolfson building, wash hands on entering and leaving the wet lab and freezer room (both rooms have hand wash sinks).</p> <p>Wipe down all surfaces using sanitiser at end of day including handles, computer, benches, and equipment used including pipettes etc. and also between users if more than one person working on same day.</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>
Risk of airborne virus spread	<ul style="list-style-type: none"> - From 7th of September face covering should be worn in University space with following exceptions: <ul style="list-style-type: none"> o Individual who cannot wear it for legitimate reasons (illness, disability, necessity to lip read) o Where the risk assessment requires specifically the use of face masks


	<ul style="list-style-type: none"> ○ When eating/drinking in dedicated areas ○ When alone in single occupancy offices ○ When seated at a desk if face to face interaction is consistently prevented. <p>Note that in multiple occupancy area, such as shared write up area, occupants are to wear a face covering even in social distancing can be achieved – as in line with University Policy.</p>
Lone Working Additional Precautions	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Same as NDCN policy	Extremely clinically vulnerable or extremely vulnerable individuals will be risk assessed using the ALAM risk assessment and suitable risk approach will be taken from the results to ensure safety of staff and students.
Communication with the team	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
See Wolfson building CPSD assessment	<p>In addition, the 2 laboratory staff will communicate daily via WhatsApp, except when on annual leave. The lab staff shall communicate daily with the wider team to identify when blood samples are expected.</p> <p>This will reduce the amount of time spent in the Wolfson building when solely attending to process research bloods. The blood samples will be brought to the Wolfson Building by the clinician or research nurse who has seen the patient, so laboratory staff do not need to enter the main JR site.</p>
Equipment checks	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Spread of virus by others entering the lab or freezer room.	<p>Facilities staff to enter the lab and freezer room when otherwise unoccupied or in agreement with the lab staff member who is already on site. Adhere to 2 person max occupancy.</p> <p>Any servicing shall follow NDCN policy.</p>
First Aid Cover	
Are staff aware of how to summon first aid and from where?	Outline risk reduction measures to be taken
As for CPSD general Wolfson policy	

3. MANAGING EXISTING RISKS

Have existing risk assessment been reviewed:	Yes
Are additional control measures required?	No
Outline any additional control measures below:	

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4. INTERNAL DEPARTMENTAL REVIEW			
Role	Name	Signature	Date
Manager (proposing risk assessment/work plan)	Annette Burgess		18/08/2020
Facilities Manager DSO (reviewing risk assessment)	Tiphaine Bouriez-Jones		8/9/2020

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

6. FURTHER REVIEW STAGE	
Review Date	
Modifications:	
Review Date	
Modifications:	