

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

1. DEPARTMENT DETAILS		
Building: John Radcliffe Hospital	Rooms or area: Academic Centre level 4 admin areas	Risk assessment Version/Date v3.0 11 June 2021
Head of Department	Professor Deborah Gill	
Department:	RDM Clinical Laboratory Sciences	
Academic/Line Manager	Dr Mark Evans	
People returning to working on site (status/names)	Staff	NAME(S) Mark Evans Michaela Smart Joanne Lavender Helen Oldham Felicity Green Michelle Gould Julie Sladen Amanda Anderson
	Post graduate students	N/A
<p>Activity Summary (Types of activities expected & authorised to take place – brief description of the experiments and equipment used)</p> <p>Admin staff will continue to work from home where possible as per university guidance. The Facilities Manager/DSO is onsite regularly for activities including processing deliveries, arranging access to NDCLS space, water outlet flushing, maintenance of cell banks and general checks of NDCLS space and equipment. Occasionally, delivery processing may be done by other members of the Admin staff. Where activities require contact with other people e.g. liaising with visiting engineers, guidance on social distancing and wearing of face masks/coverings will be adhered to.</p>		
<p>Shared use? Is the space shared with individuals from other groups within NDCLS and/or other University or OUH NHS FT departments? If yes, please list the departments concerned</p> <p>Offices are not shared with non-NDCLS individuals. Demin Li (Banham group) uses a desk in the admin office 4A121; this tends to be evenings/weekend use and the admin staff are currently working from home. Wipes are available for desk cleaning between users if required. Main corridor is shared with NDCLS staff from other groups and also medical students/professionals accessing the Clinical Skills lab and/or Lab Med teaching course.</p>		
Extent of on-site activity (Indicate all that apply)		Yes or No?
Continually with a single individual occupying the space		N
Continually with different individuals occupying the space one at a time		Y
Continually with different individuals occupying the space simultaneously with appropriate physical distancing measures		Y
Occasionally (e.g., a few short visits per day or week to check equipment)		Y

2. REDUCING THE SPREAD OF COVID-19	
Travelling To/From Work:	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Risk of virus transmission through public transport use	<p>Flexible working will allow use of public transport at quieter times.</p> <p>Staff will be reminded of the need to adhere to current guidelines if using public transport to travel to/from work.</p>
Safe Distancing in the Building	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Increased numbers of people in hospital buildings increases risk of virus transmission	<p>Adhere to Trust/University guidelines relating to social distancing/wearing of face masks/coverings.</p> <p>Use Academic centre entrance to avoid main hospital.</p> <p>Use hand sanitiser stations at entrances to Academic Centre.</p> <p>Use handwashing facilities on entering NDCLS space.</p> <p>Use of lifts should be avoided but, if lift use is required, occupancy limits imposed by Trust must be adhered to.</p> <p>Adhere to Trust's 'Keep Left' policy in corridors and stairwells. Priority to be given to people coming up the stairs.</p>
Safe Distancing in the Admin area	
Please also consider any space <i>within</i> or <i>adjacent</i> to your immediate lab space e.g. walk-in cold stores, equipment bays, dark rooms, tissue culture facilities	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Shared office space and equipment increasing risk of virus transmission	<p>Continue to work from home where possible.</p> <p>Adhere to maximum occupancy of shared spaces.</p> <p>Rearrange seating in office to enable social distancing to be maintained if required.</p> <p>Rearrange equipment in shared offices to enable social distancing to be maintained if required.</p> <p>Consider back-to-back working if rearranging of furniture/equipment cannot be done.</p> <p>Consider staggered use of shared office space e.g. morning/afternoon splits.</p>

<p>Medical students accessing space in NDCLS</p>	<p>Regular handwashing throughout the day.</p> <p>Staff to use own pens at all times.</p> <p>Comply with current guidance on requirement for facemasks in shared spaces.</p> <p>Open windows wherever possible and especially when multiple people are in the same spaces.</p> <p>Communication to be shared detailing when additional medical students will be on site.</p> <p>Keep left in corridors.</p> <p>Only one person to be in the toilet at a time in the level 4 academic area. Signs are in place to advise users.</p>
<p>Cleaning Regimes</p>	
<p>Outline any foreseeable and significant risks</p>	<p>Outline risk reduction measures to be taken e.g. availability of hand washing facilities and hand sanitizers</p>
<p>Multiple users of equipment e.g. printers increasing risk of virus transmission</p>	<p>Materials are available for regular cleaning of shared equipment.</p> <p>Wipe down own work area at start and end of each day.</p> <p>Washing hands before/after eating and toilet breaks.</p> <p>Daily cleaning of communal frequent touch points e.g. door handles/pushes etc. of admin-specific spaces (e.g. offices) to be done when staff are on site.</p> <p>Daily cleaning of other points shared by other NDCLS staff/students e.g. door handles of toilets, kitchen etc., is shared by all groups in academic centre space to ensure enhanced cleaning regime is maintained. This includes items in/touch points in shared kitchen facility.</p>
<p>Personal Protective Equipment</p>	
<p>Please consider both</p> <ul style="list-style-type: none"> • Covid-19 specific PPE beyond that needed for usual lab work • PPE for usual lab work that may be shared by multiple users e.g. face-shields, aprons etc. 	
<p>Outline any foreseeable and significant risks</p>	<p>Outline risk reduction measures to be taken:</p>
<p>Any requirements for people working closely for prolonged periods of time e.g. moving of large/heavy equipment in a team</p>	<p>Any activities requiring more than one person will be assessed for COVID-19 risks in addition to any others (e.g. manual handling) and any necessary precautions will be taken.</p>

Lone Working Additional Precautions	
Please remember to consider any requirements for direct supervision of staff/students and those activities that should <i>not</i> be undertaken alone e.g. working with liquid nitrogen	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
None	<p>Work to be done presents no additional lone working risks.</p> <p>A group of people in NDCLS, from across all groups, are happy to act as points of contact if people are in need of assistance and their supervisor/PI is not on site or immediately contactable. Names and numbers of these people have been circulated to all lab staff and students.</p>
Communication with the team	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Face-to-face meetings/group meetings increasing risk of virus transmission	<p>Use phone/email rather than face-to-face for short messages.</p> <p>Group meetings to be held via Teams/Zoom etc.</p> <p>Avoid use of seminar/meeting rooms unless necessary for teaching purposes. Wipes are provided for cleaning of hard surfaces and frequently-touched points at the end of room use. Hand sanitiser is also available in these rooms.</p> <p>If face-to-face meeting is required, social distancing guidelines to be adhered to.</p>
Equipment checks	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Increased numbers of people in space if equipment is being serviced/checked	<p>Advance notice of any engineer visits to allow work to be planned around additional people being in the space. This should not present any issue as admin staff are primarily working remotely.</p> <p>Where equipment has not been used recently, visual checks to be carried out prior to use and any issues reported to the Facilities Manager.</p>
First Aid Cover	
Are staff aware of how to summon first aid and from where?	Outline risk reduction measures to be taken
Yes	Any new first aid instructions are shared with all staff as part of RTOSW induction/training.

	<p>First aid kit is available in the finance office and has been stocked with updated first aid guidance and COVID-19-related PPE (face visors, masks, face visors etc.)</p> <p>Clinical staff in the Level 4 academic area can also be accessed to assist with first aid (Clinical Skills Lab Tutor, Laboratory Medicine course tutor).</p> <p>For major accidents, the A&E downstairs can be consulted for immediate help.</p> <p>From August 2021, NDCLS will also have named first aiders who can be called on.</p>
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3. MANAGING EXISTING RISKS	
Have existing risk assessment been reviewed:	Yes
Are additional control measures required?	Yes
Outline any additional control measures below:	
Processing of deliveries is relocated to keep main corridor clear for social distancing when Clinical Skills lab is heavily used.	

4. INTERNAL DEPARTMENTAL REVIEW			
Role	Name	Signature	Date
Manager (proposing risk assessment/work plan)	Dr Amanda Anderson		10/07/2020
Buildings Manager (reviewing buildings related elements)	Dr Amanda Anderson		10/07/2020
DSO (reviewing risk assessment)	Dr Amanda Anderson		10/07/2020

5. HEAD OF DEPARTMENT APPROVAL			
Head of Department: (approving risk assessment/work plan)	Name	Signature	Date
	Professor Deborah Gill		2020 08 28

Approval Comments

6. FURTHER REVIEW STAGE

Review Date | 09/11/2020

Modifications:

Text amended to reflect current practices (P1-P5). Text amended to reflect use of face masks and need for increased ventilation in offices when multiple people are present (P2).

Review Date | 11/06/2021

Modifications:

Personnel updated (P1). Text amended to clarify shared office space arrangements (P1). Text added to address use of lifts and hospital keep left policy (P2). Clarification of wording around ventilation (P3), use of toilets (P3) and enhanced cleaning regime (P3). Text added to clarify use of shared meeting space for teaching purposes (P4). Text added to reflect proposed first aid changes (P5).