

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

1. DEPARTMENT DETAILS		
Building: Level 4 Academic Centre, John Radcliffe Hospital	Rooms or area: Laboratory 4A10A, tissue culture facility (4A14), cryostorage room (4A10B), digital microscopy (4A11). Offices: 4A119 (shared), 4A121 (shared), 4A122 (shared) and 4A126 (Alison)	Risk assessment Version/Date v3.0 11.06.2021
Head of Department	Professor Deborah Gill	
Department:	RDM Clinical Laboratory Sciences	
Academic/Line Manager	Mark Evans	
People returning to working on site (status/names)	Staff	NAME(S) Prof Alison Banham (retired) Dr Amanda Anderson (oxmAbs Facility)
	Honorary Researcher	Dr Demin Li
	Visiting Worker	Dr Duncan Gascoyne
	Post graduate students	Ms Dian Wang
	Gene Medicine Group members (sharing lab space)	Ms Catriona Conway Ms Rebecca Dean Ms Emily Castells Ms Mariana Viegas
Activity Summary (Types of activities expected & authorised to take place – brief description of the experiments and equipment used)		
<p>Dian is writing her thesis so will continue to work remotely. Amanda has now completed the Antibody Facility work with just some clearing of Banham reagents/sample outstanding. Demin is completing some research which will enable him to submit funding applications. His work includes mammalian cell culture, immunolabelling, scoring by microscopy and image capture, and other antibody based techniques including working with hybridomas as well as use of the FACSCalibur. Duncan will be paying periodic short visits for data analysis to enable completion of a manuscript.</p>		
Shared use?		
<p>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>Main lab (4A10A) is now shared with members of the Gene Medicine research group (4 people currently plus one potential addition in near future). Researchers from adjacent lab (4A17) have access to equipment. Tissue culture, microscope room and liquid nitrogen room are shared with multiple groups including Biobankers for liquid nitrogen. These rooms have occupancy limits and booking systems to manage compliance for social distancing purposes.</p>		

Office 4A119 is now shared with Gene Medicine group members but measures are in place to maintain social distancing. Offices 4A121 and 4A122 are shared with the NDCLS Admin team; admin staff continue to work remotely most of the time.

Extent of on-site activity (Indicate all that apply)	Yes or No?
Continually with a single individual occupying the space	No
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 (e.g., a few short visits per day or week to check equipment)	Yes

2. REDUCING THE SPREAD OF COVID-19

Travelling To/From Work:

Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Spread of virus	<p>All group members work from home when possible and not come to work if feeling unwell or if self-isolating.</p> <p>Alison: future return to NDCLS will be arranged in conjunction with Administrator. When coming on to site, will drive in and park on site or 'park and stride' if parking restrictions in place. Walking routes will be selected to enable social distancing throughout journey, avoiding use of Osler Road cut through if parking on site is not possible.</p> <p>Amanda: uses 'park and stride' where possible. If public transport use is required, guidelines in place for using public transport will be adhered to and travel will be at quieter times of the day.</p> <p>Dian: 15 minute walk to work – no significant risks</p> <p>Demin: 15 minute walk to work – no significant risks</p> <p>Duncan: cycle to work, or drive and park on site – no significant risks</p>

Safe Distancing in the Building

Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Inability to maintain Social Distancing from groups walking down corridors	Keep as much distance between people as possible, if possible wait until corridor is clear in a wider space. Adhere to the Trust's 'Keep Left' policy in corridors and stairwells. Use Academic centre entrance to avoid busy areas of main hospital. Facemasks/coverings will be worn in Trust and NDCLS spaces in accordance with Trust/University guidelines.
Risk of infection in lifts	Where possible use the stairs, rather than lifts. When having to use a lift comply with occupancy guidelines.

Increased numbers of students in the level 4 academic block corridor	Communication is shared between teaching space staff and NDCLS to enable reduced congestion in shared corridor space.
Toilets	Only one person to be in the toilet at a time in the level 4 academic area. Signs are in place to advise users.
Kitchen	Only one person to be in the kitchen at a time in the level 4 academic area. Signs are in place to advise users. Frequently-touched communal points are cleaned on a daily basis as part of the enhanced cleaning regime and materials are provided for this.

Safe Distancing in the Lab

Please also consider any space *within or adjacent* 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
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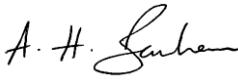


Risks from contamination through use of shared Level 4 lab space	<p>Work is planned to minimise time needed on site. Facemasks/coverings will be worn in Trust and NDCLS spaces in accordance with Trust/University guidelines.</p> <p>Maximum occupancy in lab has increased to 5 individuals, following the clearance/rearrangement of equipment to accommodate Gene Medicine group members. Mostly, it is likely to be only Amanda and Demin from the Banham group in the lab as Dian is writing up.</p> <p>Bay 3 now houses the FACSCalibur machine and Gene Medicine equipment plus bench space for one person; FACSCalibur will be decommissioned in very near future which will reduce the need for other people to access bay 3.</p> <p>Bay 1 contains bench space for Demin and the qPCR hood, use of which is shared with users from other local research groups. Demin works around his clinical duties so tends to be onsite at quieter times (evenings/weekends), which reduces overlap with people using Bay 1 for access to qPCR hood, so this presents limited risk from a social distancing point of view.</p> <p>Duncan pays occasional visits on evenings/weekends.</p> <p>Equipment areas (inc. FACS machine, QPCR, immunostaining area, balances etc: only to be used by one person at a time. Online booking calendars are in place for frequently-used or shared equipment.</p> <p>Cold room: – small space: only to be used by one person at a time. Signs up to advise users.</p> <p>Liquid nitrogen room/Microscopy room/Hybridoma room: Only one person to occupy these room at any one time. Buddy for liquid nitrogen room to remain at the door to allow for social distancing. Booking</p>
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<p>Risk of not being able to socially distance during tissue culture</p> <p>Risks from contamination through use of shared office space</p>	<p>system has been introduced for microscope room. Hybridoma room will be used by Amanda and Demin but not at the same time.</p> <p>Booking system has been made electronic to allow people to plan ahead. Although room has three hoods, use is restricted to hoods 1 and 2, leaving hood 3 vacant, to enable effective social distancing and to keep users >2m away from air-conditioning outlets</p> <p>Shared offices Facemasks/coverings will be worn in Trust and NDCLS spaces in accordance with Trust/University guidelines. Windows can be opened to increase ventilation. Desks in 4A119 have been reallocated to accommodate Gene Medicine members while maintaining 2m social distancing.</p> <p>Alison's office (4A126): Maintained as single occupancy to minimise risk of contamination.</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>Transfer of virus between hands to surfaces</p>	<p>Wash hands regularly, in particular on entering and leaving the level 4 academic block, entering/leaving the laboratory and both before and after eating/drinking or using the toilet. Hand sanitiser is also available in offices for use.</p> <p>Users to clean own space and equipment. Daily cleaning of communal frequently-touched points is shared by all users as part of enhanced cleaning regime. Materials are provided for this.</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>Infection in level 4 Academic Centre NDCLS areas</p> <p>Infection from shared use of PPE</p>	<p>Wear PPE including personal lab coats and safety specs in the lab. These should not be shared with others to prevent cross infection. Lab coats to be laundered regularly. Facemasks/coverings will be worn in Trust and NDCLS spaces in accordance with Trust/University guidelines.</p> <p>Face visor: clean visor before and after use with wipes provided, and wear gloves to handle the visor.</p> <p>Insulated gloves: wear disposable gloves underneath the shared gloves to minimise risk of contaminating hands.</p> <p>Aprons (in liquid nitrogen room): clean contact areas with wipes before and after use.</p>

Infection in non-NDCLS areas	Facemasks/coverings will be worn in Trust and NDCLS spaces in accordance with Trust/University guidelines. Minimise time spent in areas occupied by patients and clinicians.
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
No additional risks beyond the existing assessments for lone working	<p>Lone working, or working out of hours, needs to be approved by supervisor/PI. More risky activities e.g. microtome use will be planned for when other people are on site. Demin Li works around his clinical rota which may lead to some evening/weekend work but there are often other staff/students on site in these quieter hours.</p> <p>In addition, a group of people in NDCLS, from across all the research groups, are happy to act as points of contact if people need 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> <p>No lone working with liquid nitrogen. Buddy to remain at the door of the liquid nitrogen room to allow social distancing to be maintained.</p>
Communication with the team	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Risks are those normally encountered during lone working when contact is not face-to-face	<p>All staff/students should carry mobile phone at all times while on site, and this should contain the numbers of appropriate people to be able to render aid if needed.</p> <p>All meetings will continue to happen remotely.</p>
Equipment checks	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<p>Water quality</p> <p>Air quality</p>	<p>Water outlets have been flushed weekly from July and records kept.</p> <p>Air conditioning has been serviced and any remedial work carried out. If air-con use is required, fan speed should be set to LOW, and working within 2m of outlet grilles should be avoided. Windows should be opened to improve air circulation if possible.</p>
First Aid Cover	
Are staff aware of how to summon first aid and from where?	Outline risk reduction measures to be taken
Yes	

	<p>First aid box available in lab and tissue culture (room 4A10A, room 4A14) which is stocked with additional COVID-specific PPE and updated first aid advice.</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). 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?	No
Outline any additional control measures below:	

4. INTERNAL DEPARTMENTAL REVIEW			
Role	Name	Signature	Date
Manager (proposing risk assessment/work plan)	Professor Alison Banham		30/06/2020
Buildings Manager (reviewing buildings related elements)	Dr Amanda Anderson		01/07/2020
DSO (reviewing risk assessment)	Dr Amanda Anderson		01/07/2020

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 | 27.11.2020

Modifications:

Reviews have been managed by Dr Amanda Anderson as Professor Alison Banham retired in August 2020. Rooms added (P1). Line manager amended as document manager has changed (P1 & 5). Staff members updated to reflect current/future arrangements (P1). Activity summary amended to reflect changes in research activities (P1). Details of shared use of space updated to reflect recent changes (P1). Risk reduction measures for travelling to/from work amended to reflect updated arrangements and to include additional group members (P2). Text associated with risk of infection in lifts moved to 'Safe Distancing in the building' section for relevance (P2). Updated text to include Trust's policy for moving around the building, and for use of NDCLS amenities (P2). Text updated in 'Safe Distancing in the Lab' section to reflect current practices (P3). Text added to include additional materials available for cleaning (P4). Amended text to clarify practices around use of shared PPE (P4). Additional text to clarify lone working arrangements (P4). Text amended to reflect practices around 'Communication with the team' (P5). Text added to address air-conditioning use/ventilation and first aid arrangements (P5).

Review Date | 11.06.2021

Modifications:

Rooms and personnel updated to reflect sharing of space with Gene Medicine research group members (P1). Text amended to reflect/clarify current practices around use of the main laboratory space (P1-5). Text added to include new first aiders (P6).