

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

| 1. DEPARTMENT DETAILS | | |
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| Building: JR | Rooms or area: Level 5, Room 5501 | Risk assessment Version/Date v3.0 28/05/2021 |
| Head of Department | Professor Deborah Gill | |
| Department: | RDM Clinical Laboratory Sciences | |
| Academic/Line Manager | Professor J Boulwood and Dr A Pellagatti | |
| People returning to working on site (status/names) | Staff | NAME(S) Andrea Pellagatti Hamid Dolatshad Ana Hurtado (visiting fellow) |
| | Post graduate students | Dharamveer Tatwavedi Juseong Lee |
| <p>Activity Summary (Types of activities expected & authorised to take place – brief description of the experiments and equipment used)</p> <ul style="list-style-type: none"> - Use of bench space (e.g. DNA/RNA extraction, FACS antibody staining); equipment: centrifuges, NanoDrop, Bioanalyzer; PCR machine; real-time PCR machine - Use of tissue culture room (e.g. culturing of leukaemia cell lines, iPSCs, primary MDS patient cells); equipment: hoods, incubators, centrifuges, fridge, freezers, microscope - For single-cell work, use of facilities located at the WIMM will be required: FACS facility and Single-cell facility | | |
| <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>Staff and students from the Gill/Hyde group have access to our tissue culture facility and the ultracentrifuge in our lab for their virus work. We have a system in place where anyone requesting access must have an induction and then book the usage of the hood/lab through our online calendars, which is working well.</p> <p>Professor Boulwood has an office within the Gill/Hyde area on Level 4 of the main hospital but will only be accessing this infrequently and will alert colleagues in the area ahead of any visits.</p> | | |
| 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 | | No |
| 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) | | No |
| 2. REDUCING THE SPREAD OF COVID-19 | | |
| Travelling To/From Work: | | |
| Outline any foreseeable and significant risks | Outline risk reduction measures to be taken | |

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| Use of public transport | <p>Minimise the number of days per week when each member of staff or student needs to attend</p> <p>Flexible working times to reduce the need to use public transport at busy times</p> |
| Safe Distancing in the Building | |
| Outline any foreseeable and significant risks | Outline risk reduction measures to be taken |
| <p>Transit through JR hospital areas to reach or leave the lab; Use of toilet facilities; Lunch/refreshments at the available outlets</p> | <p>Use of least busy route (i.e. via academic centre entrance) from/to the hospital entrance to/from the lab</p> <p>Follow current OUHFT/University guidance on face masks/coverings while walking through JR hospital areas, when using toilet facilities, and when going for lunch/refreshments at the available outlets; wash hands when entering or leaving the lab</p> <p>Flexible working patterns to enable use of hospital areas/outlets at quieter times</p> <p>Encourage staff/students to bring food/drinks from home in sealed containers and have their break outdoor whenever possible</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 Lab | |
| 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 |
| <p>Multiple people in the lab at the same time</p> <p>Use of tissue culture room within the lab</p> | <p>Minimise the number of people in the lab at any given time; No more than one person per bay; social distancing observed whenever possible; Attending the lab only for experimental work - writing up and data analysis to be done at home wherever possible. Staggered work times to manage numbers if required.</p> <p>If two people need to be in the office, windows will be opened to increase ventilation, and the time spent in the space minimised as much as possible. Desks are arranged such that occupants are seated back-to-back.</p> <p>Online booking system is in place for all users of tissue culture so that experiments are organised so that only 1 person uses the tissue culture room at any given time where possible. Maximum room occupancy is 2 people at any one time. If air-con use is required, fan speed will be low and face masks will be worn, even if only one person is in the room, as users of microbiological safety cabinets will be within 1.5m of vent.</p> |

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| Use of cold room within the lab | Only 1 person in the cold room at any given time; Use of new disposable gloves each time a person uses the cold room |
| 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 contamination on surfaces (e.g. floors, tables, door handles) | Regular cleaning as provided by NHS domestic staff; Hand washing facility available at the entrance of the lab; Provision of hand sanitizers if required Cleaning of frequently touched points (e.g. lights switches, door handles) is being done by group members daily |
| Personal Protective Equipment | |
| Please consider both <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. | |
| Outline any foreseeable and significant risks | Outline risk reduction measures to be taken: |
| Requirement of Covid-19 specific PPE | COVID-specific PPE (e.g. screens, face masks) will be used if deemed necessary by activity risk assessments. Shared PPE e.g. face visor for topping up cell banks, will be cleaned before and after use by user. Disposable gloves will be worn under any freezer gloves to reduce risk of cross-contamination. |
| 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 |
| Topping up cell bank with liquid nitrogen | At least 2 people in the lab, with safe distancing, when the cell bank is topped up. Movement of dewar requires only one person and presents no additional manual handling risks. Lone working, or working out of hours, needs to be approved by supervisor/PI. More risky activities will be planned for when other people are on site. 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. All group members will be encouraged to have these contacts in their mobile phone and to carry their mobile phone with them at all times while working on site. |
| Communication with the team | |
| Outline any foreseeable and significant risks | Outline risk reduction measures to be taken |

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| Meetings between 2 or more people | Minimise the number of meetings; Minimise the number of people in the meeting; meetings will continue to be held remotely |
| Equipment checks | |
| Outline any foreseeable and significant risks | Outline risk reduction measures to be taken |
| Use of equipment by multiple people | Use of disposable gloves when using any shared equipment. Additional cleaning of shared equipment to reduce risk of contamination. |
| Use of telephones | Minimise use of telephones; Cleaning handset after use |
| First Aid Cover | |
| Are staff aware of how to summon first aid and from where? | Outline risk reduction measures to be taken |
| Staff expected to be aware on how to summon first aid and from where | <p>New first aid procedures are advised at COVID-19 inductions for new/returning staff/students by NDCLS Safety Officer.</p> <p>First aid box available in the lab and has been stocked with additional COVID-specific PPE and updated first aid advice.</p> <p>Arrangements will be made for staff to obtain additional assistance if required from staff in adjacent NHS spaces.</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: | |
| <p>Single-cell work at the WIMM is part of an ongoing project (that started pre-lockdown) with Professor A Mead who is a co-applicant on the relevant grant. The work will be performed following any new processes/procedures put in place by the WIMM.</p> <p>Fire assembly point is now outdoors to enable social distancing to be maintained. New assembly point is accessed by leaving the lab, turning right and going down staircase E to level 1 (emergency exit is signposted in stairwell) to exit the building. New/returning staff/students are informed of this during their COVID-19 induction, and a new fire safety advice notice has been posted in the lab.</p> | |

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| 4. INTERNAL DEPARTMENTAL REVIEW | | | |
| Role | Name | Signature | Date |

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| Manager (proposing risk assessment/work plan) | Jacqueline Boulwood Andrea Pellagatti | <i>Jacqueline Boulwood</i> <i>Andrea Pellagatti</i> | 06/07/2020 |
| Buildings Manager (reviewing buildings related elements) | Dr Amanda Anderson | <i>A. Anderson</i> | 21/07/2020 |
| DSO (reviewing risk assessment) | Dr Amanda Anderson | <i>A. Anderson</i> | 21/07/2020 |

| 5. HEAD OF DEPARTMENT APPROVAL | | | |
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| Head of Department: (approving risk assessment/work plan) | Name | Signature | Date |
| | Professor Deborah Gill |  | 2020 08 13 |
| Approval Comments | | | |
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| 6. FURTHER REVIEW STAGE | |
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| Review Date | 11/11/2020 |
| Modifications: Updated text to reflect new system in place for people from other groups coming to use equipment (P1) and new online booking system for use of tissue culture (P2). Clarification of requirement for facemasks in tissue culture due to proximity of air-con vents (P2). Additional precautions for use of shared gloves included (P3). Updated and expanded lone working arrangements (P3). Text amended to reflect updated first aid arrangements (P4). | |
| Review Date | 28/05/2021 |
| Modifications: Text amended to reflect personnel changes (P1). Text added to clarify guidance for moving around the hospital buildings (P2). Text amended to reflect current practices (P3-4). Text added to reflect new first aid arrangements (P4) and new fire safety arrangements (P5). | |

