

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

1. DEPARTMENT DETAILS		
Building:	Rooms or area: Lab 4A17/Offices 4A13 and 4A129 Tissue culture facility 4A14	Risk assessment Version/Date v3.0 28/05/2021
Head of Department	Professor Deborah Gill	
Department:	RDM Clinical Laboratory Sciences	
Academic/Line Manager	Professor Deborah Gill	
People returning to working on site (status/names)	Staff	NAME(S) Shazia Irshad
	Post graduate students	Md Shamir Montazid
<p>Activity Summary (Types of activities expected & authorised to take place – brief description of the experiments and equipment used)</p> <p>Two main aspects of work to be carried out by Shamir: (1) IHC which includes staining sections and some block cutting, and (2) tissue culture of primary cells.</p> <p>Microscopy facilities in the Wolfson Imaging Facility in the WIMM will be used for imaging. This has been agreed with Dr Christoffer Lagerholm (Facility Manager) and Shamir received his induction documents on 23 10 2020. These are included at the end of this risk assessment for reference.</p> <p>Shazia will work full time, combining supervision of Shamir with her own lab work. Lab work will primarily be isolating stem cells from clinical samples for RNA sequencing and Shazia will cut tissue sections for Shamir whenever possible. On days where lab work is not required, Shazia will work from home.</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>Tissue culture facility shared with other NDCLS group members.</p>		
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		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

Virus exposure on journey	<p>Shamir cycles between the JR and home – no significant risks identified.</p> <p>Shazia commutes from London using public transport. Any guidance and legislation regarding use of public transport will be adhered to.</p>
Safe Distancing in the Building	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<p>Increased numbers of people in hospital buildings increases risk of virus transmission</p>	<p>Adhere to University/Trust 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>
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>Shared tissue culture facility and office space</p>	<p>Use online booking system for tissue culture to maximise efficiency of use.</p> <p>Leave TC hood 3 unused and rearrange some equipment in TC facility to enable social distancing to be maintained. Use of hoods 1 and 2 only ensures users are not within 2m of air-conditioning units.</p> <p>Seating/desks in the two offices used by Shazia and Shamir has been arranged to enable social distancing to be maintained.</p> <p>Only use desk space as required; write up and data analysis to be done at home where possible.</p> <p>Regular handwashing throughout the day.</p> <p>Only Shazia and Shamir use their bench space area in the lab and social distancing can be maintained in this area.</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
<p>Multiple users of lab shared lab equipment</p>	<p>New cleaning of touch points of equipment used at start/end of day.</p> <p>Increased cleaning for equipment in high use.</p>

	Wipes/reagents are available for cleaning.
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:
None	<p>Majority of work is done alone in own space of lab so no concerns over social distancing.</p> <p>Lab coats will be cleaned regularly.</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>Any higher risk activities, such as use of microtome, will be undertaken by experienced persons or when supervision/assistance is available from a suitably-experienced person.</p> <p>Main lab space is also shared with Kerr group members although this does not impact on social distancing measures. This means that although Shamir or Shazia may work alone in their group at times, they are unlikely to be alone in the lab space.</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 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 staff and students working on site.</p>
Communication with the team	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Face to face meetings	<p>Meetings to be held by Zoom/teams where possible.</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
None	Advance notice of any engineer visits once lab is open to allow work to be planned around additional people being in the lab.

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 kit is available near the -80C freezer and tissue culture facility. These have been stocked with additional COVID-19-related PPE and updated first aid advice. Eye wash, band aid, gauge, cotton plugs are available for immediate use.</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) For major accident, the A&E downstairs can be consulted for immediate help.</p> <p>Health and safety officer should be notified of any accidents.</p> <p>From August 2021, NDCLS will also have named first aiders who can be called on for assistance.</p>

3. MANAGING EXISTING RISKS	
Have existing risk assessment been reviewed:	Yes / No
Are additional control measures required?	Yes / No
Outline any additional control measures below:	
<p>Shamir will be travelling to South Africa in July to undertake sample collection work at the University of Pretoria. All University and government (UK and SA) guidelines for overseas travel, including quarantine requirements on returning to the UK, will be adhered to. Comprehensive risk assessments have been completed and submitted to the University Safety Office for approval.</p>	

4. INTERNAL DEPARTMENTAL REVIEW			
Role	Name	Signature	Date
Manager (proposing risk assessment/work plan)	Dr Shazia Irshad		09/11/2020
Buildings Manager (reviewing buildings related elements)	Dr Amanda Anderson		28/07/2020
DSO (reviewing risk assessment)	Dr Amanda Anderson		28/07/2020

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	9 / 11 / 2020
Modifications: Reviews have been managed by Dr Shazia Irshad as she has returned to work. Manager signature and date have been updated to reflect this. Text amended to reflect new agreement for use of Microscopy facilities in WIMM for imaging, and to clarify Shazia's working patterns (P1). Updated extent of on-site activity to reflect both group members working in the space (P1). Updates to text to reflect current practices and points that have been actioned since returning to work on site (P2 & 3). Clarified updated first aid arrangements (P4).	
Review Date	28/05/2021
Modifications: Document reviewed. Text added to reflect updated first aid arrangements (P4). Text has been added in relation to Shamir's proposed overseas trip to South Africa in July-August 2021 (P4).	



WIMM E080_5 Covid 19 Induction to the WIMM

Local Rules for working in the WIMM during the current Covid crisis.

- No one is to travel to the site if they are experiencing symptoms consistent with COVID-19. You can check if you have symptoms using the NHS 111 Coronavirus Service.
- If you have symptoms you must self-isolate for 14 days, arrange a test and let your department know (more details are to be found at nhs.uk/conditions/coronavirus-covid-19/self-isolate-advice). The University has established a testing service for staff and students, to book a test visit <https://www.ox.ac.uk/coronavirus/health/covid-testing>
- Personnel must not attend the site if anyone in their household is experiencing any symptoms of COVID-19 or self-isolating.
- The hierarchy of control is to maintain social distancing of 2m when possible and to increase the frequency of handwashing. Hand sanitiser stations are available in locations where there are no hand-wash stations.
- All personnel attending site are to maintain a 2m separation whilst working. If this is not possible then appropriate PPE is to be worn as stipulated in the specific work risk assessment.
- All individuals coming to site must be briefed on the specific method statements and risk assessments for their work, in particular those relating to COVID-19.
- If you are classed as an extremely vulnerable or pregnant person you should not come to work but instead contact your line manager and HR for advice.
- If your travel arrangements to site challenge safe distancing advice you should not travel to work / enter the building but instead contact your line manager for advice.
- If there are any issues or people feel uncomfortable with the arrangements then please do not hesitate to stop work and inform your line manager or the Health and Safety Team health.safety@imm.ox.ac.uk
- Staff who feel they are being “pressured” to come back into the building and do not want to or are unhappy with the work arrangements offered to them should escalate their concerns to the WIMM Harassment Officers (H. Drakesmith and A. Goriely), WIMM Graduate Studies (A. Goriely or M. de Bruijn) and/or the Institute Director/Administrator as appropriate.
- Whilst at work if there are any issues or you feel uncomfortable with the arrangements then please do not hesitate to stop work and inform your line manager or the Health and Safety Team health.safety@imm.ox.ac.uk
- You must adhere to guidance in the WIMM Safety Handbooks and the WIMM SOPs unless advised otherwise by a member of the WIMM Management Team.
- I confirm that I have read and understood the rules for working in the Institute at this time and agree to follow the rules as set out above for working in the WIMM and the local rules as set out by my Group Leader in Appendices 13 and 15 of Guidance on return to on site working.

Name **Md Shamir Montazid**

Signature 

Date: 23.10.2020

Group Leader's name: Dr Shazia Irshad (Supervisor)/ Dr. Christoffer Lagerholm (Facility Manager)

Changes to existing procedures

1. **One way entry and exit points.** Entrance to the WIMM is now via the kitchen staircase door. Exit from the building is via the night door (reception staircase). The link door is only to be used by those involved in NHS screening.
2. **Card readers.** All swipe card readers are being replaced by proximity readers.
3. **Touch in and touch out all the time.** All personnel are to use their card to enter and exit. There must be no tailgating, and no holding of doors to allow others to exit. This is to ensure accurate occupancy numbers in the building.
4. **Covid 19 etiquette.** Social distancing is to be observed. If it is not possible on passing in a corridor please turn your head to face the wall as you pass.
5. **COVID-19 hygiene.** Observe government guidelines on hygiene including frequent handwashing and not touching your face, this is especially relevant when removing face coverings/masks.
6. **Restrict your movement round the building.** Keep movement around the building to a minimum. Keep within your lab group where possible.
7. **Fire.** In the event of fire, it is not necessary to observe social distancing whilst exiting the building. Social distancing is required at the assembly point. Please keep to the group you routinely work with at the assembly point, do not mix with other groups.
8. **Emergency exits.** Some internal doors are now designated as emergency exits only. These are those from 302 and 326 into the adjoining freezer room; the corresponding doors to the freezer room in Oncology; the door between the Beeson and Fugger labs; and the Beeson and Drakesmith labs.
9. **Use viewing panels.** Access to the MHU and Oncology freezer rooms is from the corridor only. Use viewing panels to check occupancy before entering.
10. **First Aid.** Contact details for first aiders are on the emergency notices, be aware that there will be limited cover after 5pm and at weekends. Remember that Accident and Emergency is available in the JR (via the external entrance on level 1 at the side of the hospital). First aiders are not to do mouth-to-mouth during the pandemic, just hands only CPR.
11. **Lone Working.** WhatsApp group or TEAMS Buddy system must be employed by anyone lone working. Normal working hours are expected to be between 8.30am and 10.00pm with limited time spent in the WIMM at weekends. You are reminded that you must not enter the LN2 alone and that there must be at least 2 people present when radiation work is undertaken.
12. **PPE-Face coverings/masks.** You must enter the building wearing a face covering. Laboratory based staff must change these for a fluid resistant face mask at their locker. Fabric face coverings are not allowed in laboratories. Office staff may wear either a face covering or mask. University policy is that face coverings/masks must be worn at all times, except for those with medical exemptions or for those who are the sole occupant of an office. If you need to go into any hospital building, you need to wear a face mask to comply with government policy.
13. **PPE-Lab coats.** There is a new laundry system for lab coats. Each dirty lab coat must be placed into a red alginate bag (available from lab managers) and the bag sealed. These red bags must be placed in the location designated by the lab manager. The autoclave staff will then deal with them.
14. **PPE-Visors.** Where visors are required to be worn, 70% IMS and tissue/paper roll or disinfecting wipes will be available. Please disinfect before and after use.
15. **PPE-gloves.** The WIMM policy, only ungloved hands touch door handles has not changed.
16. **PPE-gloves.** Where thermal gloves have to be used, disposable gloves are now available to use under the thermal gloves.
17. **Equipment.** Many items of equipment now have booking systems; please contact the owners for booking details. Please be patient, you may have to wait for a booking slot.
18. **Cold rooms.** Some of the larger cold rooms have a booking system for experimental work.
19. Dirty glassware will be collected before 8.30am. Clean glassware will be available in corridors or on trolleys outside prep rooms.
20. **Coffee lounge.** The WIMM cafe will remain closed. The coffee machine and vending machine will be available. The microwaves have been moved into the coffee room to enable social distancing.
21. **Drinking water.** Drinking water is available. Please do not fill up water bottles this will prevent cross contamination. Only use the paper cups.
22. **Reception.** Reception remains closed. Visitors (excluding contractors) are people's own responsibility and must be approved by the Director prior to arrival.
23. **Contractors.** Any visits by contractors should be arranged via the laboratory manager and must be logged in the calendar for contractors.

24. **Changes to deliveries.** Centrally located cages for cardboard and polystyrene waste adjacent to delivery points.
25. **Accident Reporting.** All incidents - including major injuries, dangerous occurrences, minor injuries, other incidents or near misses, must be reported using the new online Incident Reporting and Investigations System (IRIS) using this link [Health & Safety Incident Reporting Form](#)