

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

1. DEPARTMENT DETAILS		
<b>Building:</b> John Radcliffe Hospital	<b>Rooms or area:</b> Labs 4A17 and tissue culture 4A14 Offices 4A13 (shared with Irshad group members) Office 4A129 (Shijie office, shared with Shazia Irshad) Office 4A128 (David Kerr office)	<b>Risk assessment Version/Date</b> v3.0 27/05/2021
<b>Head of Department</b>	Professor Deborah Gill	
<b>Department:</b>	RDM Clinical Laboratory Sciences	
<b>Academic/Line Manager</b>	Professor Deborah Gill	
<b>People returning to working on site (status/names)</b>	Staff	NAME(S) David Kerr Shijie Cai
	Overseas visitors	Nan Zhang
	Post graduate students	Gemma Owen Aik Seng Ng Hanjun Zhao (Helen) will join the group from 01/07/2021
<b>Activity Summary</b> (Types of activities expected & authorised to take place – brief description of the experiments and equipment used)		
<p>Our research activities rely on the cell and molecular biology technical platform, performing cell cultures, immunoblotting, qPCR and FACS analysis. We need to use tissue culture hoods, microscope, mini gel tanks, Nanodrop, gel imaging apparatus, PCR machine, and FACS. We will access to WIMM facilities to use Incucyte in MRC Human Immunology Unit and E-robot motion/qPCR in Harris lab. We will contact the WIMM for the arrangement according to their guideline.</p>		
<b>Shared use?</b>		
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		
A couple of main lab communal spaces and the student office are shared with Irshad group, while tissue culture and microscope room are shared with Banham and Irshad groups.		
<b>Extent of on-site activity</b> (Indicate all that apply)		<b>Yes or No?</b>
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 (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
<p><b>Cross infection</b></p>	<p>Work from home when possible. Do not return to work if feeling unwell or if close contact has been made within 14 days with someone who has COVID-19.</p> <p>David Kerr will continue to work remotely. As he is engaged with OUHFT clinical activities, working in line with OUHFT guidance, NDCLS work will continue to be done remotely to reduce risk of cross-infection.</p> <p>Shijie, Aik Seng, Nan and <b>Helen</b> will walk to work.</p> <p>Gemma will cycle to work.</p>
<p><b>Risk of infection in lifts</b></p>	<p>Where possible use the stairs, rather than lifts. When having to use a lift <b>comply with occupancy limits set by the Trust.</b></p>

### Safe Distancing in the Building

Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<p>Inability to maintain Social Distancing from groups walking down corridors</p> <p>Increased numbers of students in the level 4 academic block corridor</p> <p>Toilets</p>	<p>Face away from the group, with as much distance between us as possible. If possible wait until corridor is clear in a wider space. Follow local guidance in place around use of hospital space (keep left policy) and on use of face masks/coverings.</p> <p>Teaching will resume in the clinical skills lab. Communication <b>is shared</b> between teaching space staff and NDCLS staff/students occupying adjacent space to enable reduced congestion in shared corridor space.</p> <p>Only one person to be in the toilet at a time in the level 4 facilities. <b>Signs are in place to advise users.</b></p>

### 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
<p>Minimise occupancy</p> <p>Risks from contamination through use of shared office space</p>	<p>Work should be planned to minimise time needed on site. Rotas if necessary for access to key equipment.</p> <p>Seating in shared office (4A13) has been rearranged to ensure social distancing can be maintained. One of our group members can use David Kerr's office if required but maintain as single occupancy to keep numbers in the shared offices low. Shared office will only be used for necessary</p>

<p>Risks from contamination through use of shared Level 4 lab space</p> <p>Equipment areas (inc FACS machine, QPCR, immunostaining area, balances etc.</p> <p>Cold room – small space</p> <p>Risk of not being able to socially distance during tissue culture</p>	<p>activities with time spent in there kept as short as possible. Windows can be opened to increase ventilation.</p> <p>Shijie and Shazia’s shared office to be used for a little time as possible and seating/desks has been rearranged as required to maintain social distancing.</p> <p>Only one person per bay to enable social distancing to be maintained – maximum occupancy 3 individuals to enable social distancing. At the moment Gemma uses the bench next to the handwashing sink, Aik Seng uses the bay with the IHC sink, and Nan uses the bench by the window to maintain social distancing. From 01/07/2021, Helen will work in the lab, most likely using the central bay which is currently unused.</p> <p>If needed we will rearrange equipment but only to be used by one person at a time. Booking systems have been introduced for equipment shared with other groups.</p> <p>Only to be used by one person at a time. Signs are in place to advise users.</p> <p>Booking system already in use but this has been made electronic to allow people to plan ahead. Although room has three hoods, use will be restricted to hoods 1 and 2, leaving hood 3 vacant, to enable effective social distancing and to keep users &gt;2m away from air-conditioning outlets. Some equipment will also be rearranged as required to maintain social distancing.</p>
<p><b>Cleaning Regimes</b></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>Cleaning of 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.</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><b>Personal Protective Equipment</b></p>	
<p>Please consider both</p> <ul style="list-style-type: none"> <li>• Covid-19 specific PPE beyond that needed for usual lab work</li> <li>• PPE for usual lab work that may be shared by multiple users e.g. face-shields, aprons etc.</li> </ul>	
<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>Wear standard PPE including personal lab coats and safety specs in the lab. These should not be shared with others to prevent cross infection.</p>

	Where PPE is shared – e.g. face screens or insulated gloves. Wash hands before and after use and if possible clean with 70% ethanol. Disposable gloves will be worn under shared insulated gloves.
<b>Lone Working Additional Precautions</b>	
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. Any higher risk activities will only be undertaken when a suitably-experienced person is on site to assist if required. Shijie will be on site to supervise his group as much as possible.</p> <p>Group members understand that a family member/friend/housemate needs to know how to raise an alarm if an individual fails to return home when expected. Mobile phone should be carried by group members and have the numbers of appropriate people to be able to render aid if needed.</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 <b>have been circulated</b> to all lab staff and students.</p> <p>Where students require close-distance supervision, additional precautions will be taken, e.g. time spent working in close proximity kept as short as possible, if social distancing cannot be maintained.</p>
<b>Communication with the team</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<b>None</b>	Meetings will continue to be held remotely.
<b>Equipment checks</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
<b>Missed service visits</b>	Dates of engineer visits will be communicated to enable social distancing and any room occupancy limits to be maintained.
<b>Water quality</b>	Water outlets have been flushed weekly from July 2020 and records kept.
<b>Air quality</b>	<b>Air conditioning is regularly serviced and maintained.</b> 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

<b>First Aid Cover</b>	
Are staff aware of how to summon first aid and from where?	Outline risk reduction measures to be taken
Yes	<p>All members of our group took the Health &amp; Safety induction prior to starting lab work.</p> <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).  <b>From August 2021, NDCLS will also have named first aiders who can be called on.</b></p>

<b>3. MANAGING EXISTING RISKS</b>	
Have existing risk assessment been reviewed:	Yes / No
Are additional control measures required?	Yes / No
Outline any additional control measures below:	
COVID-19 induction and a new Starter Health & Safety induction to be arranged for Hanjun Zhao (Helen).	

<b>4. INTERNAL DEPARTMENTAL REVIEW</b>			
Role	Name	Signature	Date
<b>Manager</b> (proposing risk assessment/work plan)	Shijie Cai		05/08/2020
<b>Buildings Manager</b> (reviewing buildings related elements)	Dr Amanda Anderson		05/08/2020
<b>DSO</b> (reviewing risk assessment)	Dr Amanda Anderson		05/08/2020

<b>5. HEAD OF DEPARTMENT APPROVAL</b>			
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:

**The team are happy with current working arrangements, no changes necessary.**

**Team change as follows: Dan Jiang returned to China in September 2020. Aik Seng Ng joined the team as a new DPhil student in October 2020 (P1 & P2). Head of Division and line manager updated (P1). Lab space now shared with Simmons group (P1). Text updated to reflect current practices (P2-P4). Text added to clarify updated first aid arrangements (P5).**

**Review Date** | **27/05/2021**

Modifications:

**Simmons group members have relocated elsewhere so all references to them in this document have been deleted.**

**New group member (starting 1<sup>st</sup> July 2021) added (P1) and text added to describe her mode of transport to work (P2), her working arrangements in the lab (P3), and her requirement for COVID-19 and New Starter inductions (P5). Text added to reflect current working practices (P2-4) and enhanced cleaning regime (P3). Text added to reflect updated first aid arrangements (P5).**