

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

1. DEPARTMENT DETAILS		
Building: NDCLS, academic corridor L4	Rooms or area: NDCLS Seminar room (4A131) NDCLS meeting room (4A124) Clinical skills lab and office (4A10/4A10C) NDCLS museum (4A25) NDCLS office (4A125)	Risk assessment Version/Date v3.0 27th May 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	Deborah Hay (Course Director) Abhishek Ghosh (Histopathology tutor and IT Support) Details of all other tutors accessing NDCLS spaces is held by Felicity Bennett. Felicity continues to work remotely.
	Post graduate students	N/A
Activity Summary (Types of activities expected & authorised to take place – brief description of the experiments and equipment used)		
<p>The Laboratory Medicine Course is scheduled to take place from October until mid-December 2021. We are currently waiting for guidance from the central university team and Trust to establish if we will be permitted to provide teaching in a face-to-face setting, including small group tutorials, without a 2m social distancing requirement. If this is the case, we anticipate that students will be present in groups of 10 maximum in each of the skills lab quadrants, the museum and the NDCLS seminar room at several time points throughout weeks 1-9 of the course.</p> <p>Should in person teaching be possible, we will ensure that appropriate facilities for cleaning – alcohol gel for hand sanitising, and alcohol/anti-viral wipes for disinfecting hard surfaces and touch points.</p> <p>Should social distancing be required, we recognise that these rooms will not be sufficient to permit adequate space, and we would be required to coordinate all teaching via Microsoft Teams.</p> <p>The course team’s planning is currently reduplicated so that we are able to pivot to whichever model is appropriate at the start of Michaelmas term.</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		
The Clinical skills lab is shared with the medical school. However, the Lab medicine team has exclusive use of quadrants 1 and 4 from October to Christmas. Any use of quadrants 2 and 3 by the medical school		

will not impact on the lab medicine course and robust arrangements are in place for medical school use. All hard surfaces/frequently-touched points are cleaned at the end of each session.

The NDCLS seminar room is also used by NDCLS staff and students on an ad hoc basis. While the Lab Medicine teaching programme usually takes precedence between October and December, it is very likely that the seminar room will also be used for administrative and research meetings. Alcohol/anti-viral wipes and alcohol gel for hand sanitising will be available for all users at the end of scheduled room use.

Extent of on-site activity (Indicate all that apply)	Yes or No?
Continually with a single individual occupying the space	Y (clinical tutor office)
Continually with different individuals occupying the space one at a time	N
Continually with different individuals occupying the space simultaneously with appropriate physical distancing measures	Y (if permitted by university regulation in Michaelmas term)
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
Transmission of virus through use of public transport	When presence onsite is needed, staff/attendees will avoid public transport /use at off-peak times if possible. Staff will be expected to comply with all government guidelines for travelling.

Safe Distancing in the Building

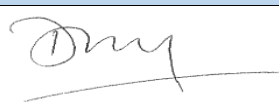
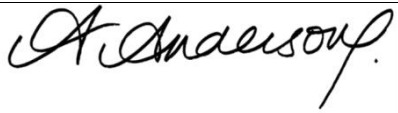
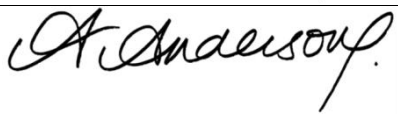
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Transmission of virus due to transit through JR hospital areas/use of shared facilities e.g. toilets	<p>Where presence on site is necessary, tutors will use the least busy route between hospital entrances and the rooms being used.</p> <p>Facemasks/coverings will be worn in Trust and NDCLS spaces in accordance with Trust/University guidelines. Attendees are on site only for the required duration.</p> <p>Attendees will use Academic Centre entrance and stairs next to Lift P to avoid busy areas of the hospital and comply with the Trust's keep left policy.</p> <p>Stairs will be used in preference to lifts wherever possible. The hospital has introduced a maximum occupancy in lifts and this will be adhered to should use of lifts be necessary.</p> <p>Toilets are cleaned by the OUH domestic staff. Toilets are used on a 'one-in, one-out' system to prevent standing in close proximity and queuing points are marked on the floor outside the toilets at 2m distances. Stalls are in pairs. They have not been taken out of use. The</p>

	closing of toilet lids, where present, prior to flushing is always encouraged.
Safe Distancing in the Teaching Areas	
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>On-site use at present is by single individuals in room so risks are minimal; any change in Michaelmas term will be determined by changes in central university recommendations.</p>	<p>Where presence on site is required, attendees will comply with guidelines in place within NDCLS and Medical School spaces e.g. one-way systems, waiting processes, etc. OUHFT have a keep left policy. NDCLS corridor has green crosses on the floor showing 2m distance for staff/students waiting outside rooms.</p> <p>The rooms to be used for teaching are currently hosting one tutor only so no social distancing challenges arise. If in-room assistance is required, facemasks will be worn by all parties and social distancing will be maintained wherever possible. All rooms can accommodate a second person without compromising the 2m social distancing requirement.</p> <p>Where tutors wish to pre-record lectures this can be done with a single individual only in the room.</p> <p>Tutors are in rooms for short periods of time so air-conditioning is unlikely to be required. If used, the fan speed will be kept to LOW and tutors will not sit within 2m of a vent/grille. Where offices are used, windows will be opened to ensure increased air changes.</p> <p>Room use is carefully scheduled to avoid consecutive use by multiple tutors on the same day. Wipes are provided for cleaning of hard surfaces and frequently-touched points at the end of each session. Hand sanitiser is also available in each room.</p> <p>Should changes to central university policy mean that teaching in person with <2m social distancing will be permitted, the above plan will be revised.</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>Transmission of virus due to use of shared rooms</p>	<p>Handwashing facilities are available in NDCLS. Hand sanitiser is also available in all rooms used, and signage is in place to remind people of good handwashing techniques.</p> <p>Wipes are available for cleaning all hard surfaces (desks, doors, chairs, pens) after use with a checklist in each room. No sharing of personal items e.g. pens, etc.</p>


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:
No significant risks identified	Face masks are worn as per trust policy throughout the hospital buildings, including in embedded spaces.
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 significant risks identified	No on-site lone working is required in the Lab Medicine course. Teaching sessions delivered within NDCLS spaces will take place within standard working hours when other members of staff are on site if any assistance is required.
Communication with the team	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
No significant risks identified	Weekly meeting between course director and senior administrator. Regular contact between course team and NDCLS management/support teams. Any required team meetings will be held remotely.
Equipment checks	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
No significant risks identified	Only equipment required is seminar/meeting room PC and museum recording equipment. All equipment is PAT tested regularly and no risks have been identified. Should changes to central university policy mean that teaching in person with <2m social distancing will be permitted, equipment checks will be revised.
First Aid Cover	
Are staff aware of how to summon first aid and from where?	Outline risk reduction measures to be taken

Yes	<p>All tutors are medically qualified so can deal with any first aid situation appropriately.</p> <p>Visiting staff members may be directed to usual first aid contact if required.</p> <p>First aid boxes are available in nearby offices (room 4A120, room 4A125) and lab (room 4A10A) and have 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 for assistance if required.</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)	Dr Deborah Hay		21/07/2020
Buildings Manager (reviewing buildings related elements)	Dr Amanda Anderson		21/07/2020
DSO (reviewing risk assessment)	Dr Amanda Anderson		21/07/2020

5. HEAD OF DEPARTMENT APPROVAL

Head of Department: (approving risk assessment/work plan)	Name Prof Alison H Banham	 Signature	Date 22-07-2020
Approval Comments			
I am happy with this Risk Assessment and have nothing further to add.			

6. FURTHER REVIEW STAGE	
Review Date	10 November 2020
<p>Modifications:</p> <p>Clarification of room usage (P1). Expansion and clarification of the actual logistics of remote delivery of the course and December examinations, reflecting the current practice that some course tutors do use NDCLS spaces to deliver content (P1-5). Clarification of risk reduction measures around use of public transport (P2), and use of NDCLS and OUH spaces and facilities (P2-3). Additional text to reflect the government's new PPE requirements for staff working on hospital sites (P2). Clarification of cleaning regime (P4). Clarification that team meetings happen remotely (P4). Updated advice on first aid arrangements (P5).</p>	
Review Date	27 May 2021
<p>Modifications:</p> <p>Updates regarding plans for teaching in Academic Year 2021/2022 (throughout document). Any changes will be largely dependent on changes in central university and trust policy.</p>	