

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

*This document is provided as a template that departments might wish to adopt and/or adapt for risk assessment and work plans for individual research groups/areas.*

1. DEPARTMENT DETAILS		
<b>Building:</b> Peter Medawar Building	<b>Rooms or area:</b> 305.40.19 305.40.27 305.10.16 (lab)	<b>Risk assessment Version/Date</b> 2.0 2 <sup>nd</sup> Sept 2020
<b>Head of Department</b>	Paul Klenerman (Building) Richard Cornall (NDM)	
<b>Department:</b>	Trop Med, NDM	
<b>Academic/Line Manager</b>	Nick Day	
<b>People returning to working on site (status/names)</b>	Staff	NAME(S) Susanna Dunachie (PI) Barbara Kronsteiner-Dobramysl (Postdoc) (Shona Moore, postdoc visitor from University of Liverpool 3 <sup>rd</sup> August – 30 <sup>th</sup> Sept 2020)
	Post graduate students	Patpong Rongkard (2 <sup>nd</sup> year DPhil student) Mohammad Ali (1 <sup>st</sup> year DPhil student)
<b>Activity Summary</b> (Types of activities expected & authorised to take place – brief description of the experiments and equipment used) 1. Ex vivo Elispot (uses centrifuge, Elispot reader) 2. Flow cytometry (uses centrifuge, MacsQuant flow cytometer and LSRII flow cytometer) 3. Immunometabolism experiments (uses Seahorse Bioanalyser) No live pathogens used, only antigens for pathogens such as Burkholderia pseudomallei – all BSL2		
<b>Shared use?</b> Is the space shared with individuals from other departments? If yes, please list the departments concerned  The other half of the lab is usually used by Adrian Smith's group in Zoology		
<b>Extent of on-site activity</b> (Indicate all that apply)		<b>Yes or No?</b>
Continually with a single individual occupying the space		
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)		


2. REDUCING THE SPREAD OF COVID-19	
<b>Travelling To/From Work:</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken

<p>Use of public transport is known to be a risk factor for transmission of SARS-CoV-2. Sharing of private car likely to be a risk factor</p>	<p>All staff and students stay within walking or cycling distance of the Medawar Building and do not need regular public transport or lift sharing. If on a rare occasion a staff member requires to use public transport then they should maintain social distancing in line with current government advice, practice good hand hygiene with use of portable hand gel before and after the journey, and wear a face covering according to current PHE guidance.</p>
<b>Safe Distancing in the Building</b>	
<p>Outline any foreseeable and significant risks</p>	<p>Outline risk reduction measures to be taken</p>
<p>Potential risk of over-crowding in office space</p> <p>Risk of transmission in communal areas of building (kitchen, “break-out area”, corridors and stairwells)</p>	<ol style="list-style-type: none"> <li>1. Work from home where work allows</li> <li>2. Follow instructions on maximum room occupation. For Dunachie group office 305.40.27 which usually seats 4, this would be a maximum of 2 per office. Staff will use the booking system <a href="https://drive.google.com/file/d/1LZF-qgNKS6UGkRC4zoZEKcdEX69A4WEA/view?usp=sharing">https://drive.google.com/file/d/1LZF-qgNKS6UGkRC4zoZEKcdEX69A4WEA/view?usp=sharing</a>. If more than 2 people wish to work in the office at one time they should consult the Building Administrator or her assistant to see if there is any possibility of one-off alternative seat allocation in the building.</li> <li>1. Maintain social distancing where possible in line with current guidance especially when speaking. On 2<sup>nd</sup> Sept 2020, the university policy was social distancing at 2m minimum, or “1m plus” if a risk assessment with mitigation can be approved. At Medawar we are working with 2m for office areas and 2m for the Dunachie lab.</li> <li>2. When passing in corridors, stairwells and kitchen areas move your body to avoid face to face where possible</li> <li>3. Wear a face covering in line with university policy</li> <li>4. Practice excellent hand hygiene and use cleaning wipes before and after using communal equipment such as kettles and photocopiers</li> </ol>
<b>Safe Distancing in the Lab</b>	
<p>Outline any foreseeable and significant risks</p>	<p>Outline risk reduction measures to be taken</p>
<p>Potential risk of over-crowding in lab space</p>	<ol style="list-style-type: none"> <li>1. Use the Dunachie group lab booking system to book in when doing experiments to ensure no more than 1 in the lab at one time</li> <li>2. Maintain social distancing where possible in line with current guidance, especially when speaking</li> <li>3. When passing in the lab move your body to avoid face to face where possible</li> <li>4. Wear a face covering in line with university policy</li> </ol>

<b>Cleaning Regimes</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken e.g. availability of hand washing facilities and hand sanitizers
Theoretical risk of virus spread by fomites (on surfaces)	<ol style="list-style-type: none"> <li>1. Hand sanitiser in each office</li> <li>2. Cleaning wipes by shared equipment in communal areas such as kettle and photocopier</li> <li>3. Handwash basin and soap in lab</li> <li>4. Personal responsibility for hand hygiene on arrival and leaving building, after using toilet and before eating</li> </ol>
<b>Personal Protective Equipment</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken: <i>This is Covid-19 specific PPE beyond that needed for usual lab work</i>
Risk of transmission when in close proximity to another staff member	<ol style="list-style-type: none"> <li>1. Wear a face covering in line with current university guidance. For example, if taking blood form another staff member as part of an ethically approved study, this should be done in the L50 phlebotomy room wearing a surgical mask (supplied in building) and gloves</li> <li>2. Dispose of PPE in a designated waste bin and wash hands after</li> </ol>
<b>Lone Working Additional Precautions</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
No COVID-related risks identified	Usual practice for lone working
<b>Communication with the team</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Risk of transmission from close Face to face conversation	<ol style="list-style-type: none"> <li>1. All team meetings are now held virtually</li> <li>2. Use of Dunachie group lab booking system</li> <li>3. Maintain social distancing in office and lab where possible</li> <li>4. Wear a face covering in line with university guidance</li> </ol>
<b>Equipment checks</b>	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
No COVID-19 specific risks identified	n/a
<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	Medawar Building has visible first aid points on each floor and in each kitchen area with a list of phone numbers of trained first aiders who work in the building. Due to COVID-19 immunology research there are other staff around during office hours.

3. MANAGING EXISTING RISKS	
Have existing risk assessment been reviewed:	Yes
Are additional control measures required?	Yes
Outline any additional control measures below:	
<ol style="list-style-type: none"> <li>1. Hand sanitiser and cleaning wipes supplied by building</li> <li>2. Need small supply of surgical masks – currently supplied by building manager from building funds</li> <li>3. Each staff/student member has a duty to comply with the rules and stay up to date with government and university guidance and regulations <a href="https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home">https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home</a></li> <li>4. Each staff/student has a duty to be vigilant for symptoms of COVID-19 in themselves and their household, and if anyone in the household develops such symptoms then the whole household needs to isolate and get tested in line with current PHE guidance, using the Unievrstiy’s Early Alert Service for testing where possible. <a href="https://earlyalert.medsci.ox.ac.uk/earlyalert/booking/">https://earlyalert.medsci.ox.ac.uk/earlyalert/booking/</a> <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> </ol>	

4. INTERNAL DEPARTMENTAL REVIEW			
Role	Name	Signature	Date
<b>Manager</b> (proposing risk assessment/work plan)	Susanna Dunachie		1/9/20
<b>Buildings Manager</b> (reviewing buildings related elements)			

<b>DSO</b> (reviewing risk assessment)			
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<b>5. HEAD OF DEPARTMENT APPROVAL</b>			
<b>Head of Department:</b> (approving risk assessment/work plan)	Name	Signature	Date
<b>Approval Comments</b>			

<b>6. FURTHER REVIEW STAGE</b>	
<b>Review Date</b>	
Modifications:	
<b>Review Date</b>	
Modifications:	