

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		
Building: Peter Medawar Building	Rooms or area: Room 50.15, Level 50	Risk assessment Version/Date 1.0/02.09.2020
Head of Department	Richard Cornall (NDM)	
Department:	Trop Med, NDM	
Academic/Line Manager	Prof Mike English	
People returning to working on site (status/names)	Staff	NAME(S) Mike English Chris Paton
	Post graduate students	None at the moment
<p>Activity Summary (Types of activities expected & authorised to take place – brief description of the experiments and equipment used)</p> <p>My needs are to use the fixed line internet connection in my single office that provides a much more stable and secure online conferencing facility than I can get at home where I do not have a private office. I will largely work from home but on days when I have very long online meetings (4 hours or longer) or the issues being discussed are confidential I hope to use my office. This will be no more than 2 days per week I expect.</p> <ul style="list-style-type: none"> • Chairing a 2 day online meeting for the Academy of Medical Sciences with Nigeria and others in the UK • Chairing an online Academy of Medical Sciences grant panel meeting • Expert review team reviewing the performance of the South African MRC – this face to face meeting is now being done online with 2 full days of presentations and group discussions. • I am chairing an interview panel for what we expect to be a large number of applications from across Oxford for DPhil scholarships linked to our new NIHR grant – these interviews will likely last at least 6 hours each day. • Evening seminars/online meetings with New Zealand colleagues 		
<p>Shared use?</p> <p>No, room 50.15 is a single occupancy room and there is no intention share this room during the days/times in use by Mike English.</p>		
Extent of on-site activity (Indicate all that apply)		Yes or No?
Continually with a single individual occupying the space		
Continually with different individuals occupying the space one at a time		

Continually with different individuals occupying the space simultaneously with appropriate physical distancing measures	
Occasionally (e.g., a few short visits per day or week to check equipment)	yes

2. REDUCING THE SPREAD OF COVID-19	
Travelling To/From Work:	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
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	I cycle to work. CP will drive to work.
Safe Distancing in the Building	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
Risk of transmission in communal areas of building (kitchen, "break-out area", corridors and stairwells)	<ol style="list-style-type: none"> 1. Maintain social distancing where possible in line with current guidance (currently 2m), especially when speaking 2. When passing in corridors, stairwells and kitchen areas move your body to avoid face to face where possible 3. Wear a face covering in line with university policy 4. Practice excellent hand hygiene and use cleaning wipes before and after using communal equipment such as kettles and photocopiers
Safe Distancing in the Office	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
	I have a single person office.
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
Theoretical risk of virus spread on surfaces	<ol style="list-style-type: none"> 1. Hand sanitiser in office 2. Cleaning wipes before and after use of shared equipment in communal areas such as kettle and photocopier 3. Personal responsibility for hand hygiene on arrival and leaving building, after using toilet and before eating
Personal Protective Equipment	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken:

	The occupancy of Level 50 of the Medawar Building is very low and I do not foresee any significant risks. I will have a face covering to use whenever I am outside my office.
Lone Working Additional Precautions	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
No COVID-related risks identified	Usual practice for lone working
Communication with the team	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
No COVID-related risks identified	Lone working, any communication done via zoom, Teams, phone and email.
Equipment checks	
Outline any foreseeable and significant risks	Outline risk reduction measures to be taken
No COVID-19 specific risks identified	N/A
First Aid Cover	
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.

3. MANAGING EXISTING RISKS	
Have existing risk assessment been reviewed:	Yes
Are additional control measures required?	
Outline any additional control measures below:	

1. Need supply of hand sanitiser and cleaning wipes – currently supplied by PI
2. Need small supply of surgical masks – currently supplied by building manager from building funds
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
<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home>
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.
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

4. INTERNAL DEPARTMENTAL REVIEW

Role	Name	Signature	Date
Manager (proposing risk assessment/work plan)			
Buildings Manager (reviewing buildings related elements)			
DSO (reviewing risk assessment)			

5. HEAD OF DEPARTMENT APPROVAL

Head of Department: (approving risk assessment/work plan)	Name	Signature	Date
Approval Comments			

6. FURTHER REVIEW STAGE

Review Date	
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Modifications:

Review Date

Modifications: