

Centre for Cell Imaging (CCI) COVID-19 Phased return

Section A. Details of Assessment

Version Number	1
Author Name	Jennifer Adcott
Received by	Debbie Peers
Organisational area(s)	University of Liverpool
Physical locations(s) of activity	CCI
Date Approved	15 Jun 2020
Description	
Title	Centre for Cell Imaging (CCI) COVID-19 Phased return
Brief Description	<p>This risk assessment covers specific control measures that have been put in place to ensure safe systems of work during restrictions due to the COVID-19 pandemic and applies to all staff/students working in the Centre for Cell Imaging facility.</p> <p>This risk assessment is to be used in conjunction with any current risk or COSHH assessments relevant to the work to be undertaken.</p> <p>Only people who have been given permission to work in the Biosciences building and Centre for Cell Imaging (CCI) facility are authorised to be in the area.</p> <p>All CCI users, regardless of previous access rights to the facility / Biosciences building, must first also read and adhere to the Biosciences building COVID-19 return to work documents, and must also attend a mandatory online safety briefing (contact Debbie Peers, safety coordinator).</p>
Standard Operating Procedures	Centre for cell Imaging Guidelines

Section B1. People and Animals/Behaviour Hazards

Activity/Hazard	Potential harm/consequence	Who is affected?	Pre control risk	Control measures	Post control risk
Vulnerable individuals that require use / access to the CCI, could have potential exposure to COVID-19, if another user working in the area has since tested positive for / or is asymptomatic for COVID-19.	Vulnerable individuals are persons listed under Public Health England and government guidance as those more likely to suffer from severe harm or consequence if exposed to COVID-19	Individual, family members	<div>20</div> <div>L x C 5 4</div>	<ul style="list-style-type: none"> Any person who is considered as vulnerable to COVID-19, must adhere to government guidance, and work from home whenever possible. When possible, the CCI will offer and arrange service work for users who are vulnerable to COVID-19, using a sample drop off and data provision service, so that the vulnerable person need not enter the area. 	<div>4</div> <div>L x C 1 4</div>

Section B1. People and Animals/Behaviour Hazards

Activity/Hazard	Potential harm/consequence	Who is affected?	Pre control risk	Control measures	Post control risk
Social distancing of 2m is expected within all areas of the CCI. If a person fails to socially distance, COVID-19 is more likely to spread	Potential unnecessary exposure to COVID-19, illness, infection, severe consequences	Staff, Co-workers, individual, family members	16 L x C 4 4	<ul style="list-style-type: none"> Anyone entering the area must follow the social distancing markings within the building and facility. If there is already someone in an area that you require access to, you must wait for them to leave and maintain social distancing. The CCI equipment booking will not permit back-to-back bookings, enforcing a buffer time between bookings, this will limit individuals passing on the way in or out of the facility. <p>All CCI users must adhere to the biosciences building risk assessments and follow the one-way systems in place, and wear a face visor if 2m social distancing is not possible. There is a one strike policy, whereby any persons failing to follow these procedures will have access rights removed.</p>	4 L x C 1 4
Lone working within the CCI facility, due to decrease in numbers allowed in the building at any time, even during normal working hours.	If accident/illness etc. should occur, then there may be a delay in asking for and receiving assistance which may make condition worsen	individual	16 L x C 4 4	<ul style="list-style-type: none"> All entering the CCI must have read and adhere to the biosciences policy for lone working. All persons must have access to a mobile phone in case of emergency, mobile phones must be stored safely (e.g. in zip-lock bag / wrapped in cling film) and not placed directly on any surface within the CCI. Emergency contact numbers for the CCI are printed in CCI areas. 	4 L x C 1 4

Section B2. Equipment Hazards

Activity/Hazard	Potential harm/consequence	Who is affected?	Pre control risk	Control measures	Post control risk
Not wearing face covering whilst in the CCI facility and / or incorrect use of face coverings as Personal Protective Equipment (PPE)	<p>Face coverings are required as additional PPE during the COVID era to minimise risk of infection to others. Improper use, such as touching, or not changing if face covering gets damp or damaged causes risk to personal health.</p> <p>Lack of use increases the risk of spread to co-workers, especially in confined areas such as in microscope rooms, which have no windows to improve ventilation.</p>	Staff, Co-workers, individual, family members	12 L x C 3 4	<ul style="list-style-type: none"> Face coverings must be worn at all time in the CCI even if no one else is in the area, this is to minimise risk to other persons entering the area after. It is down to the user to dispose of face masks / change face coverings if they become damp or are handled in correctly. 	4 L x C 1 4
Not wearing, or incorrect use of nitrile gloves for PPE	Gloves are required as additional PPE during the COVID era to minimise risk of infection to selves. Improper use, such as wearing contaminated gloves / gloves from different lab areas, can increase contact and spread of COVID-19	Staff, Co-workers, individual, family members	12 L x C 3 4	<ul style="list-style-type: none"> Fresh gloves must always be worn in the imaging facility, and should be changed on arrival into the facility. Do not wear gloves that have been used in other lab areas. Change gloves as required and dispose of using the usual waste route. 	4 L x C 1 4

Section B2. Equipment Hazards

Activity/Hazard	Potential harm/consequence	Who is affected?	Pre control risk	Control measures	Post control risk
Not wearing, or incorrect use of safety glasses / spectacles as PPE whilst using microscope oculars	There is evidence that COVID-19 can be transferred via shared eyewear / eye contact	Staff, Co-workers, individual, family members	12 L x C 3 x 4	<ul style="list-style-type: none"> Safety glasses / spectacles must be worn if using the microscope oculars. Safety glasses are provided in the facility and must be decontaminated before and after use by wiping down with cloth/blue roll sprayed with 70% ethanol. 	4 L x C 1 x 4
Potential surface contact of COVID-19 from shared equipment within the CCI	Contact to COVID-19 increases likelihood of falling ill	Staff, Co-workers, individual, family members	12 L x C 3 x 4	Within each CCI area there are cleaning provisions and protocols for individuals to follow. Users are responsible to clean equipment before and after use, with blue roll sprayed in 70% ethanol. Electrical and microscope switches will be covered in clingfilm for easy wipe down. If the clingfilm becomes damaged / moves, then the individual must re-cover with fresh clingfilm provided in the room.	4 L x C 1 x 4

Section B3. Substance Hazards

Activity/Hazard	Potential harm/consequence	Who is affected?	Pre control risk	Control measures	Post control risk
Additional cleaning / exposure to 70% ethanol	Excess use of ethanol can increase fumes locally, causing light headedness.	individual	6 L x C 3 x 2	Do not spray ethanol directly onto equipment / surfaces, instead spray blue roll and use this to wipe down equipment. This will reduce aerosol and excessive use of ethanol.	2 L x C 1 x 2

Section B4. Environmental Hazards

Activity/Hazard	Potential harm/consequence	Who is affected?	Pre control risk	Control measures	Post control risk
Limited ventilation within the CCI, will mean that any COVID-19 droplets in the air will stay for longer	illness, spread of infection	Staff, Co-workers, individual, family members	16 L x C 4 x 4	<ul style="list-style-type: none"> Air conditioning units should always be on within the microscope rooms. Doors to microscope rooms must be left open when the room is not in use. A gap of 15 minutes between persons entering an enclosed area (such as microscope room, see (https://doi.org/10.1073/pnas.2006874117)) must be followed, this will be enforced via the CCI equipment booking system. 	4 L x C 1 x 4
Use of narrow corridors will prevent social distancing.	illness, spread of infection	Staff, Co-workers, individual, family members	16 L x C 4 x 4	CCI workstation areas are not to be used directly, and should be accessed remotely. Follow one way systems where in place, and wait for others to vacate an area before entering.	4 L x C 1 x 4
Exposure to COVID-19 within the Biosciences building	Risk to personal health and then spread of COVID-19 to family and co-workers	staff, family	20 L x C 5 x 4	<ul style="list-style-type: none"> All persons entering the Biosciences building must adhere to the local rules and guidance as detailed in the 'General risk assessment: Working on site - COVID-19 Phased return' - Biosciences specific risk assessment by Debbie Peers. 	4 L x C 1 x 4

Section C. Additional comments**Additional Comments**

Essential for all entering the CCI to continue to follow the CCI guidelines and general risk assessment.

Additionally, must adhere to local rules for biosciences building at all times.

Any safety concerns about working the in CCI area must be raised to either the CCI [cci@liv.ac.uk] or the safety coordinator ["Peers, Debbie" <dstevens@liverpool.ac.uk>]

Section D. Emergency Procedures

Situation	Additonal Control Required
Evacuation/fire alarm activation	Normal evacuation procedures should be followed. 2m distancing must be maintained during building evacuation and whilst waiting at the assembly point. Lifts must not be used.
First aid	The number of first aiders will be reduced during the phased reopening. The names of any first aiders and key management contacts onsite will be displayed on the noticeboard at reception should any emergencies arise. If no first aiders are available, then the out of hours process for emergencies should be followed. Contact Security on 2222 who will contact emergency services.
If suspect feeling unwell due to COVID since or whilst working in the CCI facility.	Any suspected COVID-19 cases must be reported to CCI management [cci@liv.ac.uk], so that potential contacts can be traced and contacted.

Section E. Final risk score

Acceptable (1-4)

Section F. Signed off/Received by**Author**

I can confirm that to the best of my knowledge, the hazards and control measures specified are suitable and sufficient.

Jennifer Adcott

Received by Safety Lead

Debbie Peers