Risk Assessment Form

<table>
<thead>
<tr>
<th>Group:</th>
<th>Personnel involved:</th>
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<tbody>
<tr>
<td>BRC Cambridge NIHR Immunophenotyping Hub</td>
<td>Anna Petrunkina, Simon McCallum, Natalia Savinykh-Yarkoni, Veronika Romashova, Andrew Hinch, Daniel Lewis, Tom Nash</td>
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Activity being assessed:

COVID-19 is a global pandemic believed to originate in Wuhan, China. It is caused by the novel Coronavirus SARS-CoV2. It is particularly virulent and highly infectious, meaning that extra care and attention should be paid in respect to working arrangements within the Hub for a safe working environment for both the staff and the users of the facility.

Hazards identified:

1 Transmission in Office
2 Transmission via use of Flow Analysers
3 Transmission via use of Cell Sorters
Control measures to reduce level of risk

1 Transmission of Covid19 in Office

- Staff and users are to sanitise hands before entering office
- Staff to sit at alternate desks to ensure 2 metres distancing
- Maximum of 7 persons in the office at any one time
- Users must stand in the office 2 metres away from any staff members, chairs are not easily cleanable (so should be avoided due to virus survival on fabric), and staff chairs are for named staff only
- Hot Desking is not permitted, DO NOT share or move assigned desks or furniture, chairs are labelled and not to be shared under any circumstances
- All staff to clean areas regularly throughout the workday.
- Phone and printer are to be cleaned (70% ethanol) when used, and between users if the phone is passed between staff.
- Ensure office door is locked when unoccupied

2 Transmission of Covid19 through use of Flow Analysers

- Clean hands at sanitising stations before entering laboratory with hand sanitiser
- Only one analyser per bench row (to ensure social distancing) 2m distance enforced at all times
- Maximum of four persons (including a maximum of 3 users) in the room at any time, users will be asked to leave the room if this would be exceeded for staff to perform QC and maintenance of analysers
- Compliance to CL2 rules is critical
- Spray down lab coats before putting on and after taking off with 70% ethanol
- Ensure each chair is at the correct analyser (they are labelled), with clear markings for the chair area on the floor
- Consumables are not to be shared and should be placed within the marked area unless in use
- Throw all waste products into the autoclavable bins provided
- Clean the work area, including power buttons (if pressed), chair, keyboard, mouse and desk space
- Ensure there is a 15 minute time gap between users on the analysers (in case of aerosols from coughing etc)
- In the eventually of a machine issue or blockage, the user should clean the workspace as if they have completed their session, alert a staff member and wait outside the laboratory whilst the staff member resolves the issue
- Use of facemasks is informed by specific risk assessment
- Lab coats will be assigned to each analyser and left for 15 minutes between sessions
- There will be a maximum of 2 users per training session
- Users are required to wear face masks during training or staff assistance to reduce risk of transmission from an asymptomatic case between staff members
- Users are not to touch any of the equipment and must remain in their seats for the duration of the session
- Thorough cleaning of workspaces, machinery and chairs will occur after training sessions (70% ethanol)
- Wash hands thoroughly before leaving the laboratory

3 Transmission of Covid19 through use of Cell Sorters

- Clean hands at sanitising stations before entering laboratory with 70% ethanol or homemade hand sanitiser solution (made to WHO specifications)
- Compliance to CL2 is critical
- Staff to label their own personal lab coats, user lab coats will be left for 15 minutes between different persons, gloves to be worn at all times to avoid cross contamination of equipment
- Only one member of the research lab that booked the sort can be present at a sort. Where possible it’s preferred that every lab designates one “Super User” that will be providing sort samples for all members of a particular research lab
- Place samples on table and spray outside of container with 70% ethanol before stepping 2 metres away
- The operator will collect samples at this point and return to their workstation
- Users can then take a seat 2 metres away from the operator in the marked area on the floor
- Face masks (PPE) will be required to be worn by both users throughout the initial set up period
- Face touching is to be avoided as per guidance
- Once sorting is finished, the operator will place the samples back into the container and spray it with ethanol, place it on the workspace and step back
- Wash hands thoroughly before leaving the laboratory
- Operator will clean all surfaces (70% ethanol) once the user has left the laboratory
- Nothing is to be left behind, any equipment or experimental material will be disposed of immediately, use of the fridge is prohibited at this time
- 15 minutes will be given between different users entering the laboratory to reduce potential infection risk

<table>
<thead>
<tr>
<th>Name and status of assessor: Andrew Hinch / Anna Petrunkina</th>
<th>Date of assessment: 28th September 2021</th>
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<tbody>
<tr>
<td>Signature of assessor:</td>
<td>Revision due date:</td>
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<tr>
<td></td>
<td>On revision of government policy</td>
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