



COVID-19 Onsite Working Departmental Risk Assessment

1. DEPARTMENTAL DETAILS	
Group:	Micron Advanced Bioimaging Unit
RA/WP Completed by:	Deirdre Kavanagh
Date Completed:	7th Sept 2021
Location of work (Building/Lab/Rooms):	New Biochemistry Building / 00-012, 00-013, 00-030, 00-031, 00-054, 00-056, 00-057, 00-058, 00-060, 00-063, 00-068, 40-056
People Involved in work (status/names):	The Micron Advanced Bioimaging Unit comprises of the multi-user Micron Bioimaging Facility and the Micron Development Labs. Facility Manager: Deirdre Kavanagh Assistant Facility Manager: Niloufer Irani Director: Lothar Schermelleh Research Engineer: Jingyu Wang Internal and external users of the Micron Bioimaging Facility Microscope service engineers Marjorie Fournier (Proteomics Facility Manager)

2. PROPOSED ACTIVITY	
Usage of facility rooms for close contact working	Risk – Moderate
<p>Risk Summary: To accommodate new user training, assisted imaging sessions, equipment maintenance and demonstration close contact working is required. Close contract working is defined as working at less than 2 metres for any length of time. Working in close contact increases the risk of exposure should a person become infected with COVID19.</p> <p>Action: A face-covering must be worn at all times. All microscopes are on the online booking system and available for booking between 8 am and 10 pm. Microscopes must be booked ahead of usage. Researchers must wash hands thoroughly with soap and water before and after their imaging session. Hand sanitizer is available at each workstation. Signage will be fitted as a reminder to maintain good hand hygiene. Workstation area (e.g. keyboards, mouse, touch screens, focus knobs, eyepieces, desk) must be wiped with 70% ethanol-soaked tissue before and after their session. The equipment cleaning record sheet must be completed after each use. Micron facility staff will monitor instrument bookings and implement a 30 min buffer between each session if deemed necessary.</p> <p>MICRON facility staff will provide this document for review prior to close contact working.</p> <p>The following additional control measures are in place for close contact working:</p> <ul style="list-style-type: none"> • Visors are recommended during close contact working. Visors should be cleaned with 70% ethanol spray before and after working. • Face-to-face working at less than 1 metre is not advised, side-by-side working is preferable. • When an equipment user needs to move away from or change places at their workstation, they should warn adjacent people of their intended movement in order to avoid coming into close face-to-face proximity. 	



- When an equipment user needs to exchange places at the instrument then controls, keyboards, eyepieces etc. should be sanitized between users with 70% ethanol.
- Gloves can be worn once they do not replace good hygiene, handwashing and surface cleaning.

Data analysis in room 00-012

Risk - Low

Risk Summary: The transmission of COVID-19 in the shared use of room 00-012.

Room 00-012 is an image analysis room with several computers. The room is no longer under restricted occupancy. Movement between rooms 00-012 and 00-030 is now permitted. Increasing room occupancy and movement between rooms will potentially increase the risk of exposure should a person become infected with COVID-19.

Action: A face-covering must be worn at all times. Researchers must wash hands thoroughly with soap and water before and after their session. Hand sanitizer is available in the room. Signage will be fitted as a reminder to maintain good hand hygiene. Surfaces (e.g. keyboards, mouse, touch screens) must be wiped with 70% ethanol-soaked tissue before and after their session. The equipment cleaning log sheet must be completed after each use. Micron facility staff will monitor PC bookings and implement a 30 min buffer between each session if deemed necessary. In addition to these measures all computers have been added to the online booking system and are available for booking between 8 am and 10 pm. All workstations must be booked ahead of usage. Remote access to all of the computers in room 00-012 is available. Researchers should only be physically present if they cannot remotely access the computer.

Use of facility office room 00-068

Risk – Low

Risk Summary: The transmission of COVID-19 in the shared use of room 00-068.

The office is occupied by a fixed group of people (Deirdre Kavanagh, Niloufer Irani, Marjorie Fournier (Proteomics Facility Manager) and Jingyu Wang). The room is no longer under restricted occupancy. Increasing room occupancy will potentially increase the risk of exposure should a person become infected with COVID-19.

Action: Face-coverings must be worn when the office is occupied with multiple people. Shared equipment (printers, coffee machine) will be cleaned with 70% ethanol wipes daily. Signage will be fitted as a reminder to maintain good hand hygiene. The office door will be left open during occupancy to increase air circulation.

Use of wet lab space (00-058)

Risk – Moderate

Risk Summary: The transmission of COVID-19 in the shared use of room 00-058.

This space is used for sample preparation and houses one multi-user microscope without eyepieces together with several pieces of small laboratory equipment. Increasing occupancy will potentially increase the risk of exposure should a person become infected with COVID-19.

Action: The wet lab area and the microscope are on the online booking system and are available for booking between 8 am and 10 pm. All touchable surfaces require cleaning with 70% ethanol. A face-covering must be worn at all times. Researchers must wash hands thoroughly with soap and water before and after their session. Hand sanitizer is available at each workstation. Signage will be fitted as a reminder to maintain good hand hygiene. Surfaces (e.g. keyboards, mouse, touch screens, bench) must be wiped with 70% ethanol-soaked tissue before and after their session. The equipment cleaning log sheet must be completed after each use. Lab coats and eye protection must be worn in this area.

Use of microscope rooms (00-030 and 00-060)

Risk – Moderate

Risk Summary: The transmission of COVID-19 in the shared use of room 00-030 and 00-060.



Rooms 00-030 and 00-060 contain several multi-user microscopes and are no longer under restricted occupancy. No more than two users may be present in a microscope bay at any one time. Increasing room occupancy will potentially increase the risk of exposure should a person become infected with COVID-19.

Action: A face-covering must be worn at all times. All microscopes are on the online booking system and available for booking between 8 am and 10 pm. Microscopes must be booked ahead of usage. If more than one user is present at a microscope they must follow the guidelines above for close contact working. Researchers must wash hands thoroughly with soap and water before and after their imaging session. Hand sanitizer is available at each workstation. Signage will be fitted as a reminder to maintain good hand hygiene. Workstation area (e.g. keyboards, mouse, touch screens, focus knobs, eyepieces, desk) must be wiped with 70% ethanol soaked tissue before and after their session. The equipment cleaning record sheet must be completed after each use. Micron facility staff will monitor instrument bookings and implement a 30 min buffer between each session if deemed necessary. Lab coats and eye protection must be worn in this area.

Usage of microscope room (00-057)

Risk – Moderate

Risk Summary: The transmission of COVID-19 in the shared use of room 00-057.

Room 00-057 contains one multi-user microscope (OMX-V3) without eyepieces. A maximum of two people at any given time are allowed in this area to work. Increasing room occupancy will potentially increase the risk of exposure should a person become infected with COVID-19.

Action: A face-covering must be worn at all times. All microscopes are on the online booking system and available for booking between 8 am and 10 pm. Microscopes must be booked ahead of usage. Researchers must wash hands thoroughly with soap and water before and after their imaging session. Hand sanitizer is available at each workstation. Signage will be fitted as a reminder to maintain good hand hygiene. Workstation area (e.g. keyboards, mouse, touch screens, focus knobs, eyepieces, desk) must be wiped with 70% ethanol-soaked tissue before and after their session. The equipment cleaning record sheet must be completed after each use. Micron facility staff will monitor instrument bookings and implement a 30 min buffer between each session if deemed necessary. Lab coats and eye protection must be worn in this area.

Usage of microscope room (40-056)

Risk – Low

Risk Summary: The transmission of COVID-19 in the shared use of room 40-056.

The room contains one multi-user microscope (Olympus ScanR) with eyepieces. A maximum of two people at any given time are allowed in this area to work. Increasing room occupancy will potentially increase the risk of exposure should a person become infected with COVID-19.

Action: A face-covering must be worn at all times. All microscopes are on the online booking system and available for booking between 8 am and 10 pm. Microscopes must be booked ahead of usage. Researchers must wash hands thoroughly with soap and water before and after their imaging session. Hand sanitizer is available at each workstation. Signage will be fitted as a reminder to maintain good hand hygiene. Workstation area (e.g. keyboards, mouse, touch screens, focus knobs, eyepieces, desk) must be wiped with 70% ethanol-soaked tissue before and after their session. The equipment cleaning record sheet must be completed after each use. Micron facility staff will monitor instrument bookings and implement a 30 min buffer between each session if deemed necessary. Room door to be left open during close contact working to increase air circulation. Lab coats and eye protection must be worn in this area.



Usage of microscope room (00-031)

Risk – Moderate

Risk Summary: The transmission of COVID-19 in the shared use of room 00-031.

Room 00-031 contains one development microscope (DeepSIM system) without eyepieces. This is a restricted user, development instrument. The room is no longer under restricted occupancy. Increasing occupancy will potentially increase the risk of exposure should a person become infected with COVID-19.

Action: A face-covering must be worn at all times. All microscopes are on the online booking system and available for booking between 8 am and 10 pm. The microscope must be booked ahead of usage.

Researchers must wash hands thoroughly with soap and water before and after their imaging session.

Hand sanitizer is available at each workstation. Signage will be fitted as a reminder to maintain good hand hygiene. Workstation area (e.g. keyboards, mouse, touch screens, focus knobs, eyepieces, desk) must be wiped with 70% ethanol-soaked tissue before and after their session. The equipment cleaning record sheet must be completed after each use. Micron facility staff will monitor instrument bookings and implement a 30 min buffer between each session if deemed necessary. Lab coats and eye protection must be worn in this area.

Usage of microscope room (00-054)

Risk – Low

Risk Summary: The transmission of COVID-19 in the shared use of room 00-054.

The room contains one development microscope (Cryo-SIM) without eyepieces. This is not a multi-user instrument.

Action: This system is operated by and occupied by Jingyu Wang. A maximum of one person at any given time will be present in the room. A face-covering is not required in this room. Microscope is on the online booking system and available for booking between 8 am and 10 pm. Microscopes must be booked ahead of usage. Signage will be fitted as a reminder to maintain good hand hygiene. Workstation area (e.g. keyboards, mouse, touch screens, desk) must be wiped with 70% ethanol-soaked tissue before and after imaging sessions.

Usage of microscope room (00-063)

Risk – Low

Risk Summary: The transmission of COVID-19 in the shared use of room 00-063.

The room contains one development microscope (4Pi SMS) without eyepieces. This is not a multi-user instrument.

Action: This system is operated by and occupied by Jingyu Wang. A maximum of one person at any given time will be present in the room. A face-covering is not required in this room. Microscope is on the online booking system and available for booking between 8 am and 10 pm. Microscopes must be booked ahead of usage. Signage will be fitted as a reminder to maintain good hand hygiene. Workstation area (e.g. keyboards, mouse, touch screens, desk) must be wiped with 70% ethanol-soaked tissue before and after imaging sessions.

Usage of microscope room (00-056)

Risk – Low

Risk Summary: Room 00-056 is no longer a multi-user microscopy lab. Access restricted to Micron staff only.

Action: A face-covering must be worn at all times.

Access Control



- All Micron facility instruments, analysis computers and wet lab area are registered on the online booking system and managed by the Micron Bioimaging Facility staff (Deirdre Kavanagh and Niloufer Irani).
- Micron development equipment is managed by Lothar Schermelleh and Jingyu Wang.
- All Micron equipment (both facility and development) must be booked using the online booking system.
- User training is permitted following the guidelines laid out for close contact working.
- Training of new users will be done using a combination of remote training and in person training.
- Instruments are available to book for ONLY trained users who have been granted access by Micron facility staff.
- Staff will also monitor logging actual utilization of computers remotely. These logs can serve as an additional record of actual instrument use.
- Micron facility staff will monitor instrument bookings and implement a 30 min buffer between each session if deemed necessary.
- Curtains should be left open after an imaging session to support air exchange.
- Users will be asked to strictly not run over imaging time.
- Long time-lapse and overnight experiments are allowed. The experiment must be set up before the end of department core opening hours (10 pm). During long time-lapse/overnight imaging users are not required to remain at the instrument.

It is necessary for all people in the building to sign in (including dates and times) and sign out (with date and times).

3. REDUCING THE SPREAD OF COVID-19

COVID-19 symptoms

Do not enter the facility if you are experiencing COVID-19 symptoms.

If someone who uses the facility develops COVID symptoms, you must self-isolate and seek a PCR test. If you are self-isolating or have returned a positive PCR test, please notify the department via covid@bioch.ox.ac.uk

Please follow the Department of Biochemistry's [guidance](#) on COVID-19.

Travelling To/From Work:

Micron staff listed under "People involved in work" walk, bike or use public transport to travel to/from work.

Micron staff traveling to/from work via public transport will use face coverings and social distancing will be maintained as much as possible.

Social Distancing (while at work):



<p>Face-to-face interactions</p>	<p>In person equipment training has resumed. A combination of remote and in-person will be used. In person training will be done following the close contact guidelines. Project discussions will continue to be held virtually on Teams. Assistance is available in person following our close contact guidelines. Remote assistance is also available through Teams. Microsoft Teams will be installed on all PCs in the facility. Web cameras and speakers will be installed on each workstation.</p>
<p>Detailed room occupancies Restricted room occupancies have been lifted on rooms: 00-012, 00-013, 00-030, 00-031, 00-054, 00-056, 00-058, 00-060, 00-063, 00-068, Space occupancy will be managed and coordinated for rooms 40-056 and 00-057.</p>	<p>All instruments have to be booked on the online booking system. Room occupancies will be sign posted outside each room.</p>
<p>Cleaning Regimes</p>	
<p>An increased emphasis will be placed on good hygiene. Handwashing and surface cleaning will be increased. Shared equipment needs to be cleaned regularly to reduce transmission.</p>	<p>All Micron staff and users will be informed and asked to implement the measures listed below:</p> <p>Users will be asked to wash hands thoroughly with soap and water before and after their session. Signage reminding staff and users will be fitted around the facility. All workstations will have hand sanitizer available.</p> <p>NB The term 'workstation' describes the area occupied by the instrument together with any integral computer system used to operate that equipment.</p> <p>All workstations have 70% ethanol and a tissue box nearby. Users will be asked to wipe surfaces (e.g. keyboard, mouse, focus knobs, joystick, touch screen) with a tissue containing 70% ethanol before and after usage. Ethanol should be sprayed on the tissue, not directly on the parts.</p> <p>Eye cups on the eyepieces have been removed from all microscopes. Users will be asked to wipe the eye-pieces with lens cleaning tissue and 70% ethanol before and after usage. Ethanol should be sprayed on the tissue, not directly on the parts.</p> <p>Cleaning log sheets are located at the equipment, and must be completed after each use, to show</p>



	<p>that it is clean for the next user. Cleaning instructions will be clearly stated on the top section of each sheet. Records will be kept for 21 days and disposed of in confidential waste.</p> <p>Staff cleaning of microscopes will be done weekly dependent on the usage of particular instruments.</p>
Personal Protective Equipment	
Face coverings	All users and facility staff are required to wear face masks unless medically exempt.
Using eyepieces and transmission of disease through the conjunctiva.	All users of microscopes with eyepieces are encouraged to bring and wear their own safety glasses for further protection from virus transmission through the eyes. Users should still clean the eyepieces with 70% ethanol as instructed earlier.
Individual Needs	
None	

4. MANAGING EXISTING RISKS	
Have existing risk assessment been reviewed:	Yes
Are additional control measures required:	Yes
Outline any ALL control measures being taken below (Indicate additional, new control measures)	
<p>New control measure:</p> <ol style="list-style-type: none"> 1. Equipment cleaning log 2. Hand sanitizer available at each workstation 3. Close contact guidelines implemented 4. Face coverings must be worn <p>Additional control measure:</p> <ol style="list-style-type: none"> 5. Increased emphasis on hand hygiene 6. Increased signage at each workstation 	

5. Small Research Facilities (SRFs)	
<p>Please indicate which of the department's Small Research Facilities (SRFs) will be needed to support the activities outlined in your work plan.</p> <p>Note: the provision of these services will depend on staffing levels and the outcome of a safety assessment for each facility.</p>	
Biosequencing	No
Biophysics	No
Crystallography	No
Micron	Yes



NMR	No
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6. UNIVERSITY SAFETY OFFICE REVIEW / HEAD OF DEPARTMENT APPROVAL	
<ul style="list-style-type: none"> The Risk Assessment/Work Plan must be reviewed by the University Safety Office during Phase 1. Heads of department are expected to take in account the comments raised by the University Safety Office and incorporate in their Risk Assessment/Work Plans. The University Safety Office will capture the outcome of Phase 1 Departmental Risk Assessments/Work Plans to help develop the guidance for Phase 2. 	
University Safety Officer Name: (reviewing risk assessment/work plan)	
University Safety Officer Signature: (reviewing risk assessment/work plan)	
Date of Review:	
Any Review Comments: (Review must be documented, including 'No changes')	
Head of Department Name: (approving risk assessment/work plan)	
Head of Department Signature: (approving risk assessment/work plan)	
Date of Approval:	
Any Approval Comments:	



7. FURTHER REVIEW STAGE

The measures set out in this risk assessment/work plan should remain under constant review, with a formal review undertaken every week. Any material changes should be noted, and a revised RAWP sent to the Head of Department