

Risk assessment for working in the NMR Facility, particular to the COVID-19 pandemic (from June 2021)

List the significant hazards	Describe what might go wrong - that is, say who might be hurt and how.	Is the risk high medium or low	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening	Suggest here any further actions which may be beneficial. Say who will carry them out and by when if not yet complete.	
Infection from Covid-19 virus via any mechanism.	Any person visiting that has Mifare access to a room within the NMR Facility. Covid-19 can be serious and loss of life can occur.	High	Visits to the Facility will be in accordance with departmental guidelines detailed in the document: "Department of Chemistry: procedures for operating after re-opening." Furthermore, visits will only be allowed if this document specific to working in the NMR Facility has been read, signed, scanned/photographed and returned.	This document will be regularly updated as new information becomes available. This version was updated in June 2021.	
Infection from the Covid-19 virus due to non-compliance with directives.	Any person visiting that has Mifare access to a room within the NMR Facility. Covid-19 can be serious and loss of life can occur.	High	It is an individual and collective responsibility to ensure all policies, working practices and guidelines are adhered to.	Any non-compliance, or working practices thought to be dangerous should be reported to nmr@ch.cam.ac.uk in the first instance. If a timely response is not had, please report the incident to safety@ch.cam.ac.uk	
Infection from Covid-19 virus through aerosol particles in air conditioned rooms.	Any person visiting that has Mifare access to a room within the NMR Facility. Covid-19 can be serious and loss of life can occur.	Low	Entry to instrument rooms will be timetabled according to a booking schedule utilising the existing Clustermarket platform. 15 minute slots are available, and collection of samples can occur if the room is vacant at the end of a slot on our open-access instruments.	Research groups are encouraged to collate work into larger batches. Researchers are reminded that they should use the most appropriate instrument for their needs. There are usually FIVE open-access instruments available and the queues are available online.	
			Smaller rooms will only be allowed to have single occupancy. Rooms B13, B19 and B28 have been assessed using the Ventilation Risk Assessment tool to be low risk for dual occupancy.	Any non-compliance should be reported to the email address above. Repeated transgressions will be dealt with by the SMT and may include a department ban.	
			The air handling units in the rooms allow changeover of the air volume between 6 and 7 times per hour. There is no need for a settling period between users.	There is an air-handling system in each room that exchanges internal with external air on a regular basis.	
Infection from Covid-19 virus through surface contact in the NMR rooms.	Any person visiting that has Mifare access to a room within the NMR Facility. Covid-19 can be serious and loss of life can occur.	High	Hand sanitiser will be available in each room. Hands should be sanitised according to NHS guidelines: http://www.powysthb.wales.nhs.uk/sitesplus/documents/1145/hand%20wash%20alcohol.pdf	Posters encouraging and depicting hand sanitising procedures to be prominently displayed.	
			If a person is unable to use hand sanitiser/anti-bac spray for health reasons, appropriate PPE in the form of non-lab gloves must be worn before entering the room. Gloves should be disposed of on exit in marked waste bin.		
			There will be anti-bac spray and paper towel available in all rooms. These must be used to sanitise ALL surfaces touched. Waste should be disposed of in the marked bins.		Surfaces that are likely to be touched such as door handles should be cleaned by a member of staff (technician/cleaner) once per day. Sanitisation of ALL surfaces that have been touched will be encouraged by posters and screensavers.
			Keyboards and pointing devices on shared workstations will be ones that can be easily sanitised. The NMR Facility uses Accuratus medical grade glass keyboards/trackpads.		NMR Facility staff will use remote desktop tools such as Google Chrome Remote Desktop to monitor, troubleshoot and operate instruments where possible.
Infection from Covid-19 virus through personal contact in NMR rooms	Persons working in close proximity within the NMR Facility. Covid-19 can be serious and loss of life can occur.	High	Only one person to be allowed in smaller rooms at any one time for longer than a few minutes without leaving the door open. Rooms B13, B19 and B28 can be dual occupancy as they have been assessed using the appropriate tool.	All interactions between staff and researchers will be done 'remotely' via email and/or videoconferencing where possible.	
			If there has to be more than one person in a room at a time for reasons such as essential maintenance or repair, current government guidelines on social distancing must be enforced.	Work must be planned to keep the task as short as possible.	
			If it is not possible to enforce social distancing rules due to the nature of the task, appropriate PPE should be worn. This is currently a face-covering to prevent aerosol transmission.	Any task that cannot be carried out using PPE must be postponed or cancelled.	
Infection from Covid-19 virus through cross-contamination of objects brought into, or leaving the NMR Facility.	Persons taking items into or out of the NMR Facility. Covid-19 can be serious and loss of life can occur.	High	All paper submission and consumables requisition forms will be replaced with electronic versions available online.	Dedicated email addresses for these forms have been set up and the forms are available on the NMR Facility home page.	
			All items (eg NMR tubes) to be sanitised by the person depositing them. (In or out of the Facility)	Tubes to submit/collect and consumable orders should be collated by research group to minimise the number of visits to the NMR corridor per day.	
			Consumables held by the Facility to be handled with sanitised hands when unpacking or preparing orders and then bagged for collection by researcher.	Suitable bags for dispensing consumable orders have been sourced. A dedicated area for collection of orders has been set up in the cold room lobby.	

I declare that I have read, understood and will abide by the principles in this risk assessment when working in/visiting the NMR Facility

Please print your name, sign and date (physically or electronically) this risk assessment and then scan/photograph (or save as PDF) and send as a PDF to nmr@ch.cam.ac.uk

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Printed Name, Signature, Date