

Risk assessment for working in the NMR Facility, from February 2022

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 in any individual (although mostly elderly, vulnerable and unvaccinated people are known to be at greater risk).	Medium	Visits to the Facility will be in accordance with the latest departmental guidelines detailed by James Keeler, HoD. Use of facility instruments 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.
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 in any individual (although mostly elderly, vulnerable and unvaccinated people are known to be at greater risk).	Medium	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 in any individual (although mostly elderly, vulnerable and unvaccinated people are known to be at greater risk).	High	Entry to user-operated instrument rooms will be timetabled according to a booking schedule using the Clustermarket platform. Open-access rooms are available on a free-for-all access model during the department opening hours. However users are reminded to follow distancing and mask rules in place, and allow individuals time to submit samples before entering the room, or ask how long they will be.	Research groups are encouraged to collate work into larger batches. Groups are encouraged to nominate no more than four people per day to use each open-access instruments or collect consumables.
			Rooms B13, B14, B19 and B25 are allowed two users at any one time due to their size and air handling systems. Room B28, the NMR Service room is suitable for 3 staff members for short periods. All other rooms should be one user only where possible.	Large groups in rooms are not permitted except with the permission of the HoD and NMR Facility team. Breaches of this rule may be reported to the SMT if observed on a frequent basis.
			Open-access users are requested to limit their time in rooms to as short a time as possible, which will help with the removal of particles from the air.	There is an air-handling system in each room that exchanges internal with external air on a regular basis (about 3 or 4 times per hour)
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 in any individual (although mostly elderly, vulnerable and unvaccinated people are known to be at greater risk).	Low	Hand sanitiser will be available in each room. Hands should be sanitised after using instruments and touching objects in facility rooms. 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.	Posters encouraging and depicting hand sanitising procedures are prominently displayed throughout the facility and wider department.
			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 should be cleaned by a member of the cleaning staff on a regular basis. Sanitisation of ALL surfaces that have been touched is encouraged by posters and screensavers.
			Keyboards and pointing devices on shared workstations will be ones that can be easily sanitised.	Accuratus medical grade glass keyboards and wireless devices will be used to aid sanitisation and remove wires and other contamination sources.
Infection from Covid-19 virus through personal contact in 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 in any individual (although mostly elderly, vulnerable and unvaccinated people are known to be at greater risk).	High	Adherence to departmental guidelines on social distance is encouraged until the Omicron variant infections have declined. Observe the room occupancy limits.	NMR Facility staff and research workers will endeavour to keep to social distancing guidelines when meeting, with masks in place following the departmental guidelines. Remote meetings using Teams can be arranged if multiple individuals need to be dealt with and remote operation of instruments for troubleshooting and demonstration will be employed.
			If there has to be more people than the occupancy limit in a room at a time for reasons such as essential maintenance or repair, current departmental guidelines on social distancing must be followed.	Work must be planned to keep the task as short as possible.
			If it is not possible to keep appropriate distancing due to the nature of the task, appropriate PPE should be worn. This is currently a face-covering to prevent aerosol transmission - FFP2 or better masks are recommended for best protection.	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 bringing objects into and out of Covid-19 can be serious and loss of life can occur in any individual (although mostly elderly, vulnerable and unvaccinated people are known to be at greater risk).	Low	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.
			Hand sanitiser will be available in each room. Hands should be sanitised after touching objects brought into the department by external customers.	A dedicated area for tube submission and collection has been set up in the cold room lobby for internal users and a box for external department and customers is available in the department main foyer.
			Consumables in common use can be obtained from the Merck vending machine in B25. Other rare or less used consumables are available from the facility team by submitting a consumables requisition form.	The NMR team will use sanitiser before preparing consumable orders, and putting them in a labelled envelope. 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

Printed Name, Signature, Date