

Task Risk Assessment


With COSHH Compliance




Before Controls	MEDIUM 12 RISK	LOW 3 RISK	After Controls
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Task Title	Social Distancing Protocol - NCIUL (INCLUDES LAB SPACES)		
Process Title	COVID-19		
Location	NCIUL		
Assessed On	01/10/2020	Assessed By	Massimiliano Papera, Associate Dean in Psychology; Sam Koolmon, Health & Safety Officer
Review Date	01/10/2021	Reference	NCIUL-LAB1
Signed By	Massimiliano Papera	Revision	1
People Affected	Lab Users, Members of the public, STUDENTS, STAFF MEMBERS		

Hazards



PPE



Task/Procedure/Method Statement

The following Risk Assessment, including COSHH, evaluates the risk of working during the current Covid19 pandemic in the NCIUL premises and Laboratory Spaces. It must be read carefully, signed and returned to Technical Services Manager (Samora Hunter, hunter.samora@nciul.ac.uk) before commencing any work at the NCIUL premises and Laboratory Spaces.

In order to minimise the risk, the following protocol must be adhered to by any person working in NCIUL Laboratory Spaces up until the restrictions relating Covid19 have been lifted

If a researcher has an essential role in a critical research function, accommodations will be made to conduct testing in a manner consistent with government advice while maintaining laboratory and experimental safety protocols. Do not insist that faculty, staff, and postdoctoral fellows report to campus, unless they are involved in an essential research function, consistent with a laboratory's research continuity and safety plans. The cautions and limitations regarding social distancing and lab hygiene protocol below should apply to all.

****IMPORTANT :** You must read the attached "[Access and use of NCIUL premises](#)" and the "[COVID-19 NCIUL contingency plan](#)" documents as part of the risk assessment procedure**

Hygiene and Social Distancing

- The testing schedules of everyone who must be in the lab should be staggered as much as possible, to reduce person to person contact. Maintain 1 metre distance from each other, where possible
- Practice good hygiene and follow recommendations of Health and Safety Executives-HSE, UK (<https://www.hse.gov.uk/news/socialdistancing-coronavirus.htm>), including when using shared facilities and resources. If you exhibit any Covid symptoms, stay home and do not come to campus. In the event of a positive COVID-19 diagnosis, notify the NHS (111) and the Technical Services Manager and follow self-isolation instructions.

Cleaning Practices

- Wash your hands using the hand sanitisers before accessing the labs.
- Take temperature when you enter the building and again after 4 hours, if still present in building, if you exhibit a temperature return home, inform the lab manager and anyone else testing in the building.
- Wear a mask or face shield inside at all times.
- You should clean the area you have worked in after use. Follow HSE, UK guidelines for cleaning and disinfecting (<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-nonhealthcare-settings>)
- Notify the Health & Safety Officer immediately if you believe that you or someone in your group has been exposed to COVID-19. Additional cleaning and disinfecting activities, between participants, are the responsibility of the researcher.
- Laboratories and other impacted spaces will be closed for cleaning and prepared for re-occupancy.
- In the event of a diagnosed case of COVID-19, refer to the positive test protocol, and contact Technical Services Manager. Laboratories and other impacted spaces will be closed for cleaning and prepared for re-occupancy.

Personal Protective Equipment (PPE)

- Masks to be worn at all times within the buildings. We advise you to consider using any PPE only when that is really needed.
- You may wear surgical masks or other cloth made face covering when working with other people in labs if you feel comfortable.
- Disposable gloves may be worn when in contact with participants. You should dispose of the gloves in the appropriate bin before leaving the lab and wash your hands thoroughly.

Substance Information

Product Name

Hand Sanitiser (IC-001)

Manufacturer

Xyfil Ltd

Hazard Symbols



Regulatory Statements

H225: Highly flammable liquid and vapour

H336: May cause drowsiness or dizziness

P210: Keep away from heat/sparks/open flames/hot surfaces - No smoking

P241: Use explosion-proof electrical/ventilating/light/??please see SDS??/equipment

P261: Avoid breathing dust/fume/gas/mist/vapours/spray

P305+351+338: IF IN EYES: Rinse continuously with water for several minutes. Remove contact lenses if present and easy to do – continue rinsing

P337+313: If eye irritation persists: Get medical advice/attention

P370+378: In case of fire: Use ??please see SDS?? for extinction

P501: Dispose of contents/container to ??please see SDS??

H319: Causes serious eye irritation

+: container to industrial combustion plant

P233: Keep container tightly closed

P242: Use only non-sparking tools

P243: Take precautionary measures against static discharge

P280: Wear protective gloves/protective clothing/eye protection/face protection

p305+p351+p338: IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.

p337+: p 313 if eye irritation persists:get medical advice/attention

P403+235: Store in a well ventilated place. Keep cool

Application Method	Application Area	Frequency Of Use	Quantity Used	Duration Use
Hand Rubbing	Laboratories and offices at NCIUL	Several times per day, as frequently as that is necessary	10 ml	30 seconds


Spillage, Storage & Waste

accidental release measures avoid contact with eyes. avoid inhalation of vapours. no smoking, sparks, flames or other sources of ignition near spillage. discharge into the environment must be avoided. prevent further leakage or spillage if safe to do so. retain and dispose of contaminated wash water. spillages or uncontrolled discharges into watercourses must be reported immediately to the environmental agency or other appropriate regulatory body. small spillages:flush away spillage with plenty of water. large spillages:contain and absorb spillage with sand, earth or other non-combustible material. collect and place in suitable waster disposal containers and seal securely. section


handling and storage avoid contact with eyes. keep away from heat. eliminate all sources of ignition. causes slippery surface when spilled. ensure there is enough ventilation of the area. keep away from heat, sparks and open flame. store in tightly closed, original container in a well-ventilated place. keep at temperature not exceeding 35 c. the identified uses for this product are detailed in section 1.2. /version number:1.0 according to regulation (ec) no. 2015/830 date of compilation:19/03/2020 section 8:exposure control/personal protection national limit values

disposal considerations small amounts (less than 5 litres) of unwanted product may be flushed with water to sewer. larger volumes must be sent for disposal by approved waste contractor. rinse out empty container with water and consign to normal waste. dispose of as unused product. empty containers should be taken to an approved waste handling site for recycling or disposal. section


Task Related Hazards & Controls




Before Controls: Medium Risk (12/25)



REQUIRED CONTROLS










After Controls: Low Risk (3/25)




Hazard Description
H225: Highly flammable liquid and vapour


Controls In Place

-  P235 Keep cool.
-  P242: P242 Use only non-sparking tools
-  210 Keep away from heat/sparks/open flames/hot surfaces. — No smoking
-  P403 + P233 Store in a well-ventilated place. Keep container tightly closed
-  P241: P241 Use explosion-proof electrical/ventilating/lighting/.../equipment.


-  P242 Use only non-sparking tools.
-  P501 Dispose of contents/container, ask H&S Officer

Emergency Controls In Place


-  P370 + P376 In case of fire: Stop leak if safe to Do so




Before Controls: Medium Risk (12/25)



REQUIRED CONTROLS






After Controls: Low Risk (3/25)






Hazard Description
Warning; Biological hazard

Controls In Place









-  Hand Sanitizer
-  Wear protective gloves

-  Wash your hands






Before Controls: Medium Risk (12/25)  **REQUIRED CONTROLS**  **After Controls: Low Risk (3/25)** 




Hazard Description
H290: May be corrosive to metals

Controls In Place

-  Wear Labcoats
-  P280: Wear protective gloves/
-  P264 Wash skin thoroughly after handling
-  P260 Do not breathe dust/fume/gas/mist/vapours/spray.
-  P406 Store in corrosive resistant/... container with a resistant inner liner
-  Wear eye protection
-  P234 Keep only in original container
-  P501 Dispose of contents/container, ask H&S Officer




Emergency Controls In Place

-  P390 Absorb spillage to prevent material damage.
-  P310 Immediately call a POISON CENTER or doctor/physician
-  P305 + P351 + P338
IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
-  P304 + P340
IF INHALED: Remove victim to fresh air and Keep at rest in a position comfortable for breathing.
-  P301 + P330 + P331
IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.


Before Controls: Medium Risk (9/25)  **REQUIRED CONTROLS**  **After Controls: Low Risk (2/25)** 




Hazard Description
H400: Very toxic to aquatic life

Controls In Place

-  Don't pour down drains
-  P501 Dispose of contents/container, ask H&S Officer
-  P273 Avoid release to the environment



Emergency Controls In Place

-  P391 Collect spillage. Hazardous to the aquatic environment




Before Controls: Medium Risk (6/25)  **REQUIRED CONTROLS**  **After Controls: Low Risk (1/25)** 

Hazard Description
H319: Causes serious eye irritation

Controls In Place

-  Wear protective gloves
-  P264 Wash skin thoroughly after handling.

Emergency Controls In Place

-  P313 + P337 If eye irritation persists Get medical advice/attention
-  P310: P310 Immediately call a POISON CENTER or doctor/physician
-  P305 + P351 + P338
IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.

Before Controls: **Medium Risk (6/25)**

REQUIRED CONTROLS

After Controls: **Low Risk (1/25)**

Hazard Description
H336: May cause drowsiness and dizziness

Controls In Place

- P501 Dispose of contents/container to.....
- P261 Avoid breathing dust/fume/gas/mist/vapours/spray.
- P403 + P233 Store in a well-ventilated place. Keep container tightly closed.

Emergency Controls In Place

- P312 Call a POISON CENTER or doctor/physician if you feel unwell.

General Controls & Emergency Controls

Controls In Place

- Wash you hands or use hand sanitiser (or both)
- Face Mask
- Social Distancing whenever possible 2 m / 6 feet
- Cough On Elbow
- Wash surfaces and instruments after use; wipe clean PPE (i.e., face shields or goggles) before and after use
- Wash you hands or use hand sanitiser (or both)

Health Surveillance

- If you are ill, stay home and do not come to campus. In the event of a positive COVID-19 diagnosis, notify the NHS (111) and your supervisor/line manager and follow self-isolation instructions. Notify supervisors, Health and Safety services immediately if you believe that you or someone in your group has been exposed to COVID-19.
- In the event of a diagnosed case of COVID-19, contact your PI and Technical Services Manager. Laboratories, offices, and other impacted spaces will be closed for cleaning and prepared for re-occupancy.

Action Management

Ref	Action Type	Priority	Target Date	Action Owner
440891	Risk Assessment Review	High	2020-12-23 11:49:22	Massimiliano Papera
Action Title	Review of this Risk Assessment			
Description	This Risk Assessment will be reviewed in December 2020 in order to meet the government regulations for safety in the workspace.			
Status	Completed			
Actionees			Email	
Sam Koolmon		sam.koolmon@nciul.ac.uk		

Linked Documents

Reference	Title	Uploaded By	Uploaded At
68881	Access and use of NCIUL premises	Massimiliano Papera	2020-10-01 11:47:57