

Human Anatomy Unit (HAU) Risk Assessment (covid & teaching courses) (RA 150)

V3. 27.09.2021 RJW & RSie

Campus: Charing Cross	Building: Laboratory Block	Department: Surgery & Cancer
Room number(s): 14 th Floor 14L01, 14L03, 14L04,14L05,14L06, 14L09,14L10a&b,14L11a&b,14L13,14L14 ,14 th Floor storage cupboards 13 th Floor 13L05 11 th Floor – Pathology Museum & Seminar Room 11L07 Lower Ground Floor Chemical Store IS08 & IS10	Date: 10.08.2021 (v1) 15.09.2021 (v2) 27.09.2021 (v3)	Assessment completed by: Rachael Waddington & Rebecca Sie

This risk assessment is organised using the same three headings employed in the College reopening guidance document: **Building and Facilities, People, Operations**; it contains more details about how risks may be mitigated for each identified hazard.

Below is the risk matrix proposed for this risk assessment:

Likelihood	Unlikely	Likely	Almost certain
Severity			
Negligible	Low	Low	Low
Minor	Low	Medium	Medium
Major	Medium	High	Unacceptable

Approved by:	Name: Chris Watkins	Approval date: 30.09.2021	Further action(s) required: N/A	Next review date: As required
Name: Chris Watkins				

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	Signature: 			
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Hazard	People at risk	Risk Matrix Rating	Control measures
General Controls:			
<ul style="list-style-type: none"> * All persons must follow College and government guidelines: https://www.imperial.ac.uk/about/covid-19/ * All persons must follow the College guidance in the event they develop Covid symptoms or identified as having close contact with a person who has symptoms/tested positive for Covid. https://www.imperial.ac.uk/occupational-health/covid-19-contact-tracing-hub/staff-information/ * A high standard of hygiene is required at all times; ensure handwashing guidelines are followed https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ * All persons must apply the additional controls outlined in this risk assessment to all existing HAU risk assessments and SOP's. * Risk Assessment RA 112 HAU Practical Class Risk Assessment 21-22 must be applied in conjunction with this risk assessment. * All persons must wear a face mask (type IIR) in all HAU areas unless exempt, in which case a visor or appropriate alternative will be provided. Additional PPE must be worn, as instructed. When in offices, other shared spaces, a face mask must be worn is sitting/standing within 2m of another person. * All persons must register when using HAU facilities site and record any close contact interactions. * Disciplinary action will be taken in the event any person does not follow this risk assessment or HAU local rules. 			
Risk associated to working premises. Note: risk linked to general building safety controls have been checked by Estates Operations, Fire Safety Team, Building Managers, and relevant Departmental personnel. Those checks do not form part of this general COVID-19 risk assessment.			
Potential for contracting COVID-19 in the workplace and interactions with others	College Staff, CSA participants (trainees), Imperial UG & PG students, demonstrators, and visitors.	Medium	<p>All HAU areas have been assessed for safety and all risk have been mitigated in so far as possible. All persons must comply with Imperial College & Human Anatomy Unit (HAU) Covid-19 and local policies.</p> <p>Posters reinforcing key messages, such as good hand hygiene, stay home if COVID-19 symptoms appear, and protective behaviours, e.g., cough etiquette will be displayed</p>

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<p>Potential for contracting COVID-19 in the workplace and interactions with others cont.</p>	<p>College Staff, CSA participants (trainees), Imperial UG & UG students, demonstrators, and visitors.</p>	<p>MEDIUM</p>	<p>Individual entry and exit points have been defined on the 14th floor to facilitate easier movement around the floor.</p> <p>Persons should use their discretion when navigating shared corridors and facilities; give way to others where possible. In general, keep left on shared corridors and stairways. Lift occupancy limits are still in place (4 people) in Trust spaces</p> <p>HAU areas have been allocated maximum occupancy numbers. Occupancy has been determined as a maximum of 80% of the determined room capacity. Signage has been posted on the entrances to all areas. These must not be exceeded.</p> <p>The occupancy for the main teaching areas are as follows:</p> <p>Dissecting Room (DR), 14L09 – 63 (students & staff) Clinical Anatomy Skills Lab (CASL), 13L05 - 63 (students & staff) Pathology Museum Seminar Room (PMSR), 11L07k – 32 (staff and students) Pathology Museum (PM), 11L07L – 32 (staff and students)</p> <p>Non-HAU staff are not permitted to enter the HAU offices without permission from technical staff.</p> <p>There is an increased provision of cleaning materials within HAU areas; to facilitate cleaning and sanitisation of hands, surfaces, and touchpoints (before and after use).</p> <p>Welfare facilities - Where possible, air-dryers in toilets have been disconnected from the electrical supply, and paper hand towels will be provided as an alternative. Persons should use their discretion when navigating shared facilities; give way to others where possible.</p> <p>Personal items - HAU rules & regulations must be followed at all times. Personal items must be stored in the appropriate areas, as directed by HAU staff and academic leads. Personal belongings are not permitted in the teaching areas.</p> <p>Local induction information will be provided to ensure all persons are aware of arrangements before attending the HAU facilities.</p>
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<p>Potential for contracting COVID-19 in the workplace and interactions with others cont.</p>	<p>College Staff, CSA participants (trainees), Imperial UG & UG students, demonstrators, and visitors.</p>	<p>MEDIUM</p>	<p>Booking systems and group allocations should be employed, as necessary. All persons must register upon entry to any HAU areas and remain in the groups they are allocated to. See Appendix 1 for HAU Teaching space floor plans.</p> <p>All persons must wash/sanitise their hands before entering and exiting any HAU area.</p> <p>Hands must be sanitised before and after the use of shared equipment/teaching materials.</p> <p>Shared equipment must be cleaned before and after use, using Distel solution, 70% alcohol wipes, or another sanitiser provided, as instructed and as appropriate. This includes models, instruments, AV equipment, chairs/stools, bony specimens/museum pots, etc. Where possible, plastic models and bones should be used in place of natural bone specimens.</p> <p>Shared DR stations inc. central stations and when swapping groups around to another station must be cleaned before and after use. This includes AV equipment, instruments, surfaces, etc. using Distel solution, 70% alcohol wipes, or another sanitiser provided, as instructed and as appropriate. Use of central stations or swapping of stations and must be staggered to avoid mixing of groups.</p> <p>Any aerosol-generating clinical techniques are to be avoided. Where the use of models/clinical skills simulators cannot be used for close contact clinical examinations, e.g., use of otoscopes/ophthalmoscopes, then a mask must remain in place. Where there is a need to remove a mask, for examination of the oral cavity, the examining student must wear a type IIR face mask, eye protection and gloves. The student being examined must don the mask as soon as reasonably practicable, upon completion of the examination.</p>
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<p>Potential for contracting COVID-19 in the workplace and interactions with others cont.</p>	<p>College Staff, CSA participants (trainees), Imperial UG & UG students, demonstrators, and visitors.</p>	<p>MEDIUM</p>	<p>All persons must wear the PPE specified, below. Instructions will be given to all in the event additional PPE is to be worn.</p> <p>Dissecting Room sessions:</p> <ul style="list-style-type: none"> • Face masks to be worn at all times from site entrance. Participants must use the appropriate mask (type IIR) • Aprons/Gowns, gloves, and safety glasses/visors must be worn at all times. <p>Clinical Anatomy Skills lab</p> <ul style="list-style-type: none"> • Face masks to be worn at all times from site entrance. Participants must use the appropriate mask (type IIR) • Safety glasses/visors must be worn at all times • Gloves must be worn at all times. <p>Pathology Museum</p> <ul style="list-style-type: none"> • Face masks to be worn at all times from site entrance. Participants must use the appropriate mask (type IIR) • Safety glasses/visors must be worn if dictated by the specific activity risk assessment.
<p>Mental health and well-being</p>	<p>Staff & Students/Trainees</p>	<p>MEDIUM</p>	<p>Academic leads/tutors will be responsible for monitoring and ensuring compliance during teaching sessions.</p> <p>All persons are responsible for ensuring all instructions and protocols are carried out.</p> <p>Training/information is provided for the correct donning/doffing of full/enhanced PPE, as appropriate.</p> <p>All persons must complete a COVID-19 risk assessment before attending the campus if they fall under certain risk categories. If the person identifies that they belong to a higher risk group, this should be managed as appropriate to the individual circumstance and on a case-by-case basis, i.e., occupational health referral. Students/Trainees should contact their personal tutor or course administrator. Staff should contact their line manager.</p>

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<p>Essential visitors attending College premises while experiencing COVID-19 symptoms</p>	<p>Staff, students, visitors, contractors</p>	<p>MEDIUM</p>	<p>Regular communication is in place to ensure those attending site are informed about new workplace controls and signposted to the College's COVID-19 information webpages.</p> <p>All persons are encouraged to raise concerns and to reach out to staff, line managers, course administrators, as appropriate. Staff & students will be signposted to mental health first aid provision and occupational health self-referral.</p> <p>Staff and students are expected to continue to use the testing facilities provided by the College, either via the in-house PCR testing scheme, at least once a week, or twice weekly using lateral flow tests.</p> <p>Staff and students are encouraged to complete the vaccination status from on MyImperial. https://www.imperial.ac.uk/occupational-health/covid-19-contact-tracing-hub/close-contacts/</p> <p>HAU staff must record the presence of all on-site visitors</p> <p>Trust Estates employees have been informed of the College Covid protocols. A Face mask must be worn at all times.</p> <p>Avoid sharing any equipment/paperwork, if possible. Wear gloves/ensure hands are sanitised/washed thoroughly, when sharing and handling paperwork. Do not share stationary, where possible. Ensure any shared items are cleaned and sanitised in between use and users.</p> <p>Funeral Director activities will be coordinated by a designated HAU member of staff. Funeral Directors will use the service lifts only and must follow SOP FC 61 and HAU Risk Assessment 20 at all times.</p>
<p>Operations – this section is for Departments to define the return-to-work approach that best fits their operational needs. General aspects that may apply have been documented below. Delete and add controls as applicable to your Departmental operations.</p>			
<p>Emergency arrangements</p>	<p>College Staff, CSA participants (trainees), Imperial UG & UG students, demonstrators, and visitors.</p>	<p>MEDIUM</p>	<p>Anyone showing COVID-19 symptoms must stay at home and self-isolate in line with College and Government guidelines. If symptoms develop whilst on site, the person must go home immediately, providing they are well enough and report their illness.</p>

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<p>Emergency arrangements</p>	<p>Staff, CSA participants & Tutors</p>	<p>MEDIUM</p>	<p>UG Students: Must report this to the CCT Hub and FEO administrators – as advised in their induction materials.</p> <p>PG or CSA trainees: Must report to the course administrator who will report the incident to the HAU Manager & Head of Unit.</p> <p>Teaching staff: Must report to their line manager, CCT Hub, and HAU Manager & Head of Unit.</p> <ul style="list-style-type: none"> HAU Staff: Report any incident to your line manager, please include information on areas you have been to, the equipment you have used, and any close contact with other staff/students, etc. In the event your line manager is on annual/sick leave, please escalate this to the Head of Unit. Report the incident via the CCT Hub, https://www.imperial.ac.uk/occupational-health/covid-19-contact-tracing-hub/staff-information/. Please follow all instructions and report your test results. Complete the My Imperial Covid-19 Self Declaration questionnaire, https://www.imperial.ac.uk/admin-services/ict/self-service/admin-systems/my-imperial/ Complete Teamseer with the appropriate Covid category. The line manager will report this to the Departmental Covid-19 response team. <p>In the event, a suspected/positive case is identified the following cleaning protocols are outlined in Appendix 2.</p> <p>Staff and trainees are encouraged to install the SafeZone app on their mobiles so that rapid emergency assistance can be facilitated if required. https://www.imperial.ac.uk/estates-facilities/security/safezone/</p> <p>It is recommended that all persons install and use the NHS track and trace app. https://www.nhs.uk/apps-library/nhs-covid-19/</p> <p>FIRE INCIDENT - Raise alarm via call point. Staff attend regular fire safety training sessions at which the importance of responding immediately to alarms is emphasised. All staff and trainees will be given instructions on response to fire or fire alarms at induction (i.e., leave the area closing doors behind you; proceed via the nearest fire exit to the fire assembly point (Reynolds Building Car Park); do not wait to be told to evacuate by a Fire Warden and do not use lifts). All lone workers need to refamiliarise themselves with current fire evacuation procedures. In the case of fire, alarms need to be activated from the nearest call point (red push button).</p>
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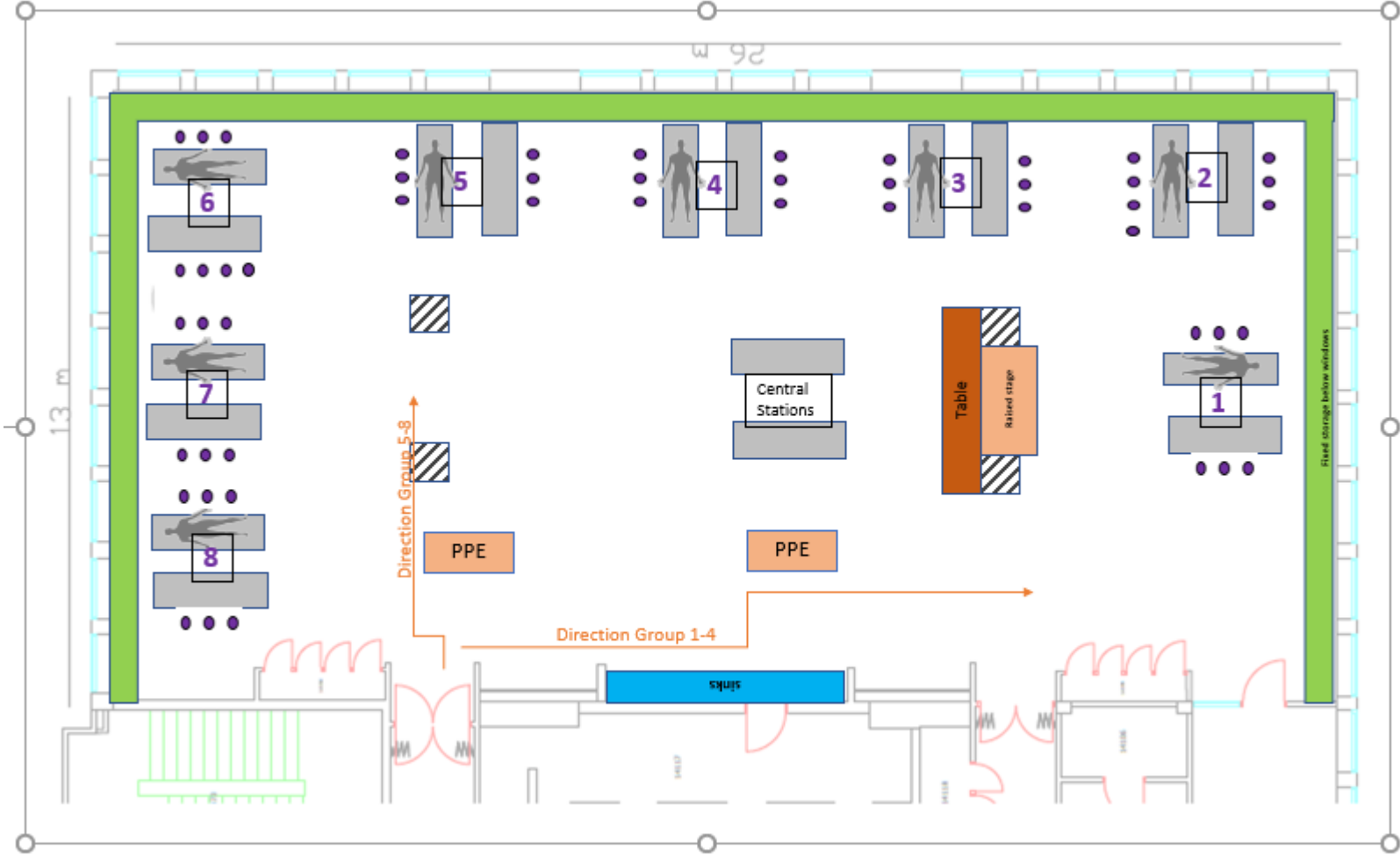
<p>Emergency arrangements</p>	<p>Staff, CSA participants & Tutors</p>	<p>MEDIUM</p>	<p>SECURITY INCIDENT Do not allow entry to the Lab. block to unidentified persons, o not permit tailgating. Keep doors closed and call College security on 4444 from a college phone or 020 7589 1000 from a mobile if concerned that there is an intruder. There is 24 hr security cover.</p> <p>FIRST AID – Seek assistance from designated First-Aider in the event of accident or injury. First Aiders must wear full PPE (gown, gloves, face mask, and face visor) while attending an incident. Contact Imperial College Security for assistance if a local First Aider is not available. Call 4444 from a college phone or 020 7589 1000 from a mobile and present at A&E, entrance on St Dunstans road.</p> <p>SPILLAGE OF A HAZARDOUS MATERIAL – Spills must be reported to a member of HAU staff. If non-hazardous, the area must be cleaned and dried. If hazardous, cleaning of the material must follow chemical spill SOP and be reported accordingly.</p> <p>Any emergency/near miss must be reported on SALUS.</p>
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Appendix 1: Phase 1a & 1b UG Area Layouts

Dissecting Room 14L09 (accommodate up to 63 persons – staff & students). The diagram is an example of the maximum student allocation (Approx. 50)

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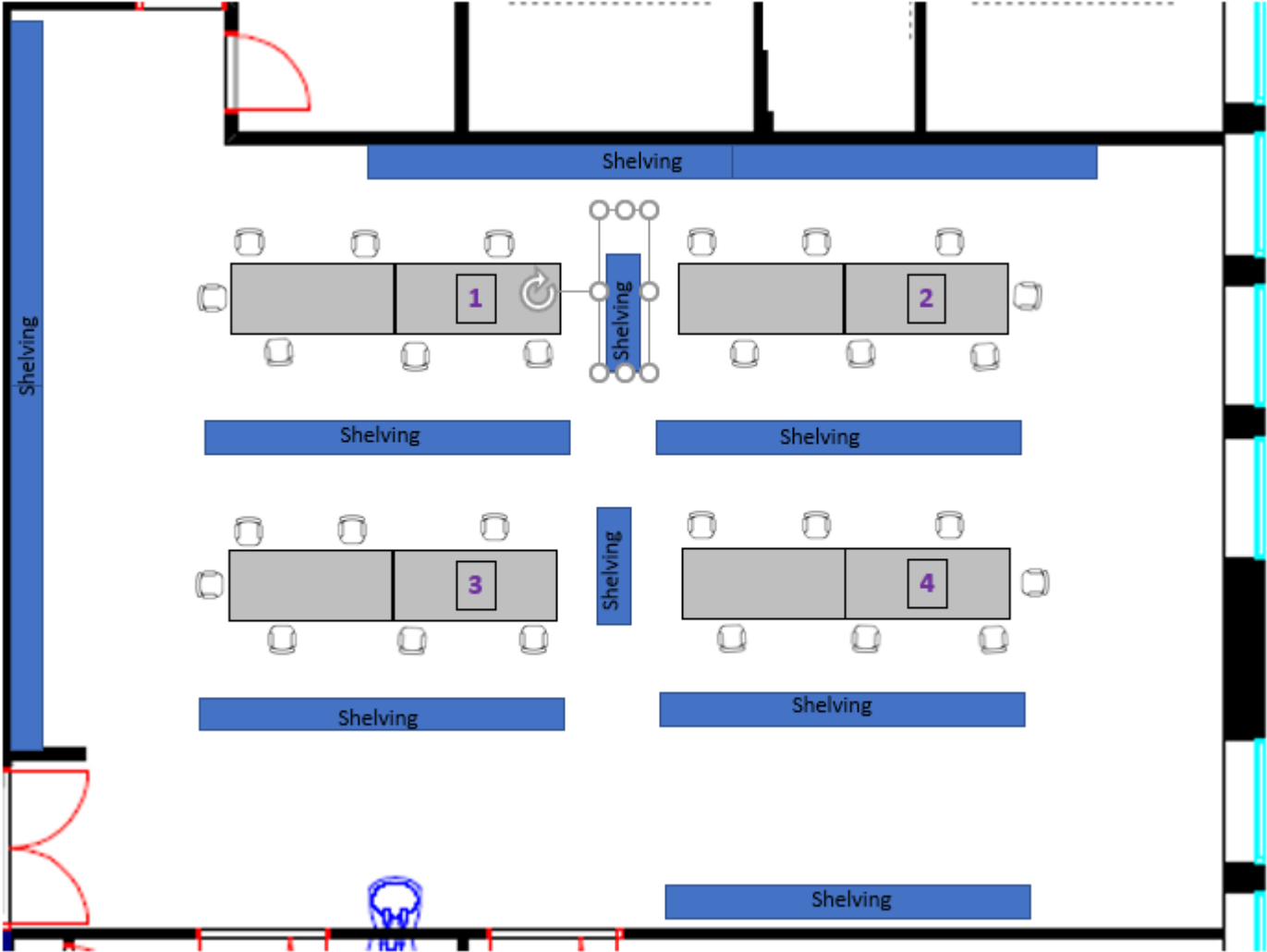
Clinical Anatomy Skills Lab (accommodate up to 61 persons – staff & students) The diagram is an example of the maximum student allocation (Approx. 50)

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Pathology Museum (accommodate up to 32 staff & students) Diagram shows an example of staff and students seating (Approx. 28)

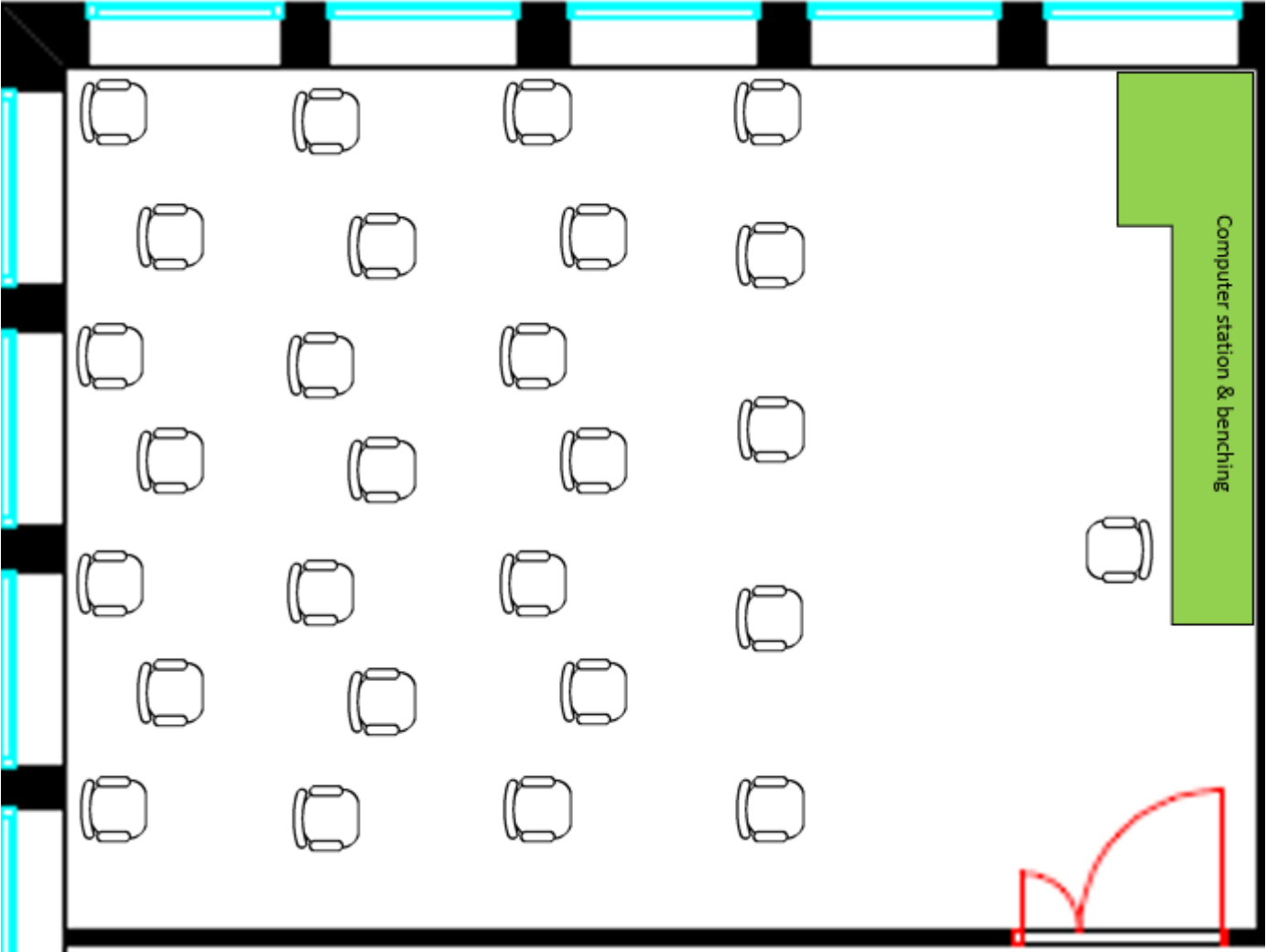
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Pathology Museum Seminar Room (accommodate up to 32 staff & students) Diagram shows students allocations (Approx.28)

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Appendix 2: Cleaning procedure for HAU space in the event of a positive COVID-19 individual

- The HAU has 3 main areas teaching areas, the (Pathology Museum (11L07), the Clinical Anatomy Skills Lab (CASL 13L05), and the Dissecting Room (DR 14L09). The measures, outlined below, will apply to all areas including offices and storerooms, etc.
- All incidents must be reported to the CCT hub and escalated, as appropriate.

Current arrangements to support teaching activity

- Current cleaning regimes use cleaning materials that are effective against Coronaviruses (although not specifically for COVID-19). The regime is continual and is sufficient to minimise the risk of surface transmission to other students. With small adjustments to SOP/cleaning, this would be the case even in the event of isolated COVID-19 +ve students entering the areas.
- Occupancy signs have been put up for all areas to prevent congregating in communal areas, in addition to one-way posters, where appropriate, on the 14th, 13th, and 11th floors.
- The use of PPE as prescribed by staff and students will reduce the risk of droplet transmission.
- All persons are identifiable and traceable using attendance registers, so a track/trace alert would enable the HAU to isolate the areas which have been used by the person reporting symptoms/+ve case.

In the event of a +ve case or where track and trace identify the requirement to isolate

- This protocol outlines the response and cleaning protocols, in the event of notification that a member of staff, student or trainee, etc. is self-isolating and symptomatic or has tested positive themselves.
- Additional guidance will be given by the College Contact Trace Hub (CCT Hub) and/or Departmental Covid Response team dsc.covid.incidence@imperial.ac.uk
- This protocol will be led by the Head of Unit - Professor D. Ceri. Davies, HAU Manager - Rachael Waddington and Departmental Manager - Elsa Paul.

<72 hours

In the event that is self-isolating and symptomatic or has tested positive and has been on-site within the last 72 hours, the Dissecting Room, Clinical Anatomy Skills station, and/or Pathology Museum Seminar Room, identified through track and trace will be isolated (physical barriers), after which an enhanced HAU cleaning regime will be carried out (using Distell solution at recommended dilution rate). All surfaces, within the cordoned area, and equipment must be cleaned and consumables i.e., cloth/plastic and cubicle curtains must be disposed of and replaced as required. The area must remain isolated for 30 minutes after the completion of cleaning protocols. The Pathology Museum Seminar room, locker room, offices, and any other areas visited will also be isolated/closed and must be subject to a deep clean by HAU or Trust cleaning staff before reopening. HAU & Cleaning staff must wear enhanced PPE (gown, gloves, mask & visor/glasses whilst carrying out cleaning duties.

>72 hours on site

No action is required.

Cleaning product information:

Alcohol or Clinell wipes – To be used for cleaning of workspace, shared equipment, and touchpoints.

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Distel High Medical Surface Disinfectant – To be used for cleaning of floors, surfaces, instruments, and tables/equipment. This must be used as recommended by the producer below:

Distel has been tested on human coronavirus, a member of the coronavirus family, according to EPA regulatory standards and is efficacious in a 30-minute contact time at a dilution of 1:100 (i.e., 1 part disinfectant to 100 parts water). Although SARS-Cov-2 (the virus responsible for the Covid-19 outbreak) has not (and cannot) be tested, as testing is held on a human coronavirus which is part of the same coronavirus family, efficacy is also expected. We recommend a dilution of 1:100 and a contact time of 30 minutes.

CASL – curtains surrounding the couch station will need to be changed.

Staff must ensure they follow the HAU COSHH guidance. [COSHH 07](#) and avoid the use of aerosol-generating procedures.

- Initial review of the fogging system outlined by the college shows that it is **not suitable** for key areas of the HAU due to the chemicals present in the fogging fluid.

Adjustments required:

- Students/trainees to use hand sanitiser before entering HAU spaces and then wash hands as usual. Hand sanitiser stations are in place where required.
- The lift buttons are an issue and cleaning teams must clean these regularly. Trust cleaning teams to ensure door handles/lift buttons are included in normal cleaning.
- Teaching staff will ensure that teaching protocols and HAU entry procedures are rigidly adhered to.
- In the event of a station or room closure, trainees will be reallocated to alternative HAU teaching space, where possible and within occupancy limits.