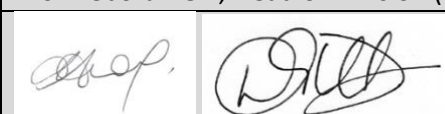


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<b>Version Number</b>	<b>1.0</b>
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<b>Authorisation Signature</b>	
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<b>LOCAL DETAILS</b>			
<b>Department</b>	Radcliffe Department of Medicine	<b>Division</b>	Nuffield Division of Clinical Laboratory Sciences
<b>Area of application (building &amp; rooms)</b>	Biomedical Services based at the John Radcliffe Hospital (BMS JR)		
<b>REVIEW HISTORY</b> (to record changes to contents)			
<b>Date</b>	<b>Details of review</b>	<b>Version number</b>	<b>Name of reviewer</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			

YOU ARE INSTRUCTED TO READ THE FOLLOWING THOROUGHLY BEFORE PROCEEDING TO UNDERTAKE THE METHODS DESCRIBED.

**UNDER NO CIRCUMSTANCES ARE THESE INSTRUCTIONS TO BE AMENDED OR ALTERED IN ANY WAY OTHER THAN BY THE AUTHOR, APPROVER OR AN APPROPRIATE ALTERNATIVE.**

## 1. Context and Scope

This risk assessment is issued by the Nuffield Division of Clinical Laboratory Sciences, Radcliffe Department of Medicine. Health and safety inspectors seek to secure compliance with the law and may refer to this document as illustrating good practice. Everyone undertaking work involving the handling of lab animals (specifically rodents) should adopt the measures set out within this document to ensure that their health, safety and welfare are not knowingly compromised.

1. References for this risk assessment are as follows:
  - a. Prevention of allergy to laboratory animals, plants and other organic matter (BMS document)
  - b. BMS Risk assessment BMSJR4, possible exposure to Laboratory Animal Allergens when carrying out procedures involving animals
2. Related documents for this risk assessment are as follows:
  - a. University Policy Statement S3/13 Prevention of Laboratory Animal Allergy
  - b. University Policy Statement 07/09 Respiratory Protective Equipment
  - c. University policy Statement 05/09 Biorisk management
  - d. Animals (Scientific Procedures) Act 1986
  - e. BMS JR Codes of Practice, Standard Operating Procedures (SOPs) and Risk Assessment documents. These are in the BMS JR Users Sharepoint Group.
  - f. BMS Access and induction for new users, Sections 1, 2 and 3
  - g. University Occupational Health Service advice on Action to be taken following sharps, splash or bite injury with exposure to potentially infectious material (Policy OHS1-15)

### Risk Matrix

RISK RATING		CONSEQUENCES				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
LOW	People	Slight injury (no treatment required)	Minor injury (First Aid required)	Significant injury/ health effect (hospitalisation/ short-medium term disability)	Single fatality/ Long-term disability	Multiple fatalities/ permanent disability
MEDIUM	Environment	Slight impact	Minor impact	Moderate impact	Major impact	Massive impact
HIGH	Asset	Slight damage	Minor damage	Damage to immediate surroundings	Major damage	Extensive damage
EXTREME	Reputation	Slight impact	Limited impact	Considerable impact	Major national impact	Major international impact
LIKELIHOOD	1 (Highly unlikely to happen)	1	2	3	4	5
	2 (Unlikely to happen)	2	4	6	8	10
	3 (Possibly could happen)	3	6	9	12	15
	4 (Likely to happen)	4	8	12	16	20
	5 (Almost certain to happen)	5	10	15	20	25

## 2. Hazard Checklist

Select all the hazards that are applicable to the activity being assessed. Use this checklist to help you complete Section 3 (Risk Assessment) and Section 4 (CoSHH Assessment). Section 4 is only required when hazardous substances are being used.					
Noise	<input type="checkbox"/>	Working at Height	<input type="checkbox"/>	Night Working (11pm-6am)	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	Confined Spaces	<input type="checkbox"/>	Hot/Cold Environments	<input type="checkbox"/>
Ionising Radiation (e.g. radioactive materials)	<input type="checkbox"/>	Lone/Out-of-Hours Working	<input checked="" type="checkbox"/>	Lasers	<input type="checkbox"/>
Non-ionising Radiation (e.g. UV light, microwaves)	<input type="checkbox"/>	Slips, Trips and Falls	<input type="checkbox"/>	Clinical Patients	<input type="checkbox"/>
Display Screen Equipment	<input type="checkbox"/>	Movement of People or Materials	<input type="checkbox"/>	Members of the Public	<input type="checkbox"/>
Manual Handling	<input type="checkbox"/>	Work-Related Driving	<input type="checkbox"/>	Laboratory Animals	<input checked="" type="checkbox"/>
Hazardous Substances – Chemical	<input type="checkbox"/>	Work Equipment/Machinery	<input type="checkbox"/>	Compressed Gas Cylinders	<input type="checkbox"/>
Hazardous Substances - Biological	<input type="checkbox"/>	Fire	<input type="checkbox"/>	Liquid Nitrogen	<input type="checkbox"/>
Human Tissues/Blood products	<input type="checkbox"/>	Electricity	<input type="checkbox"/>	Violence at Work	<input type="checkbox"/>

### 3. Risk Assessment

What is the hazard?	Who is likely to be harmed and how?	Initial Risk Rating	What control measures are in place to prevent accidents/incidents?	Residual Risk Rating	What further control measures/actions are required?	Timescales for further actions to be completed (within...)	Name/job title of person the action is assigned to
Laboratory animal allergens	All staff and workers	High (12)	<ul style="list-style-type: none"> <li>• Safe system of work: low-dust bedding, use of Individually ventilated cages (IVCs) where possible</li> <li>• Engineering controls – use of hoods/ local exhaust ventilation, downdraft bench wherever possible</li> <li>• General ventilation systems in all rooms we use</li> <li>• Training includes procedures for cleaning work areas to limit LAA transfer (wet-wiping contaminated surfaces such as bench tops)</li> <li>• Limit frequency/duration of exposure wherever possible</li> <li>• Hand washing after removing gloves</li> <li>• Only competent staff are allowed to handle animals</li> <li>• Only BMS-trained staff are</li> </ul>	Medium (6)	None	All of the control measures must be in place and understood before access to the BMS unit	n/a

What is the hazard?	Who is likely to be harmed and how?	Initial Risk Rating	What control measures are in place to prevent accidents/incidents?	Residual Risk Rating	What further control measures/actions are required?	Timescales for further actions to be completed (within...)	Name/job title of person the action is assigned to
			<p>allowed access to the facility</p> <ul style="list-style-type: none"> <li>• PPE (gown, nitrile gloves, oversleeves, hair nets, shoe covers)</li> <li>• Health surveillance. RPE will be supplied if deemed necessary (for open-top cage work in particular)</li> </ul>				
Animal bites / scratches	All staff and workers	Moderate (9)	<ul style="list-style-type: none"> <li>• Animals are sourced as Specific-pathogen free, reducing the risk of exposure to dangerous infectious agents;</li> <li>• Training is provided to ensure animals are handled competently, using appropriate restraint methods, minimising distress and therefore reducing the chances of bites or scratches</li> <li>• Training is provided to ensure all staff know what first aid measures to take in the event of an injury</li> </ul>	Medium (6)	None	n/a	n/a

What is the hazard?	Who is likely to be harmed and how?	Initial Risk Rating	What control measures are in place to prevent accidents/incidents?	Residual Risk Rating	What further control measures/actions are required?	Timescales for further actions to be completed (within...)	Name/job title of person the action is assigned to
			<ul style="list-style-type: none"> <li>Staff are aware of the bites and scratches procedure from Occupational health (poster from OH policy OH1-15 is circulated to all and displayed in the animal house)</li> </ul>				
Out of hours working	All staff and workers	Medium (6)	<ul style="list-style-type: none"> <li>Only staff who are fully competent and willing to monitor animals out of hours will do this</li> <li>No staff showing symptoms of sensitisation is allowed to attend BMS out of hours, without review by OH</li> <li>WhatsApp group notifications on entry and departure from BMS allow the rest of the group to check on colleagues working alone out of hours</li> <li>Personal security awareness, including reporting any lights not</li> </ul>	Low (4)	Emergency procedures if severe allergic response or other serious injury, ensure all staff are aware	one month	NDCLS DSO

What is the hazard?	Who is likely to be harmed and how?	Initial Risk Rating	What control measures are in place to prevent accidents/incidents?	Residual Risk Rating	What further control measures/actions are required?	Timescales for further actions to be completed (within...)	Name/job title of person the action is assigned to
			<p>working around the compound, checking for any potentially suspicious vehicular movements before stepping out</p> <ul style="list-style-type: none"> <li>All external (fire exit) doors to the animal facility are kept locked and alarmed (<b>Opened by break glass if necessary</b>). Outside of working hours (8am-4pm Monday-Thursday and 3pm on Friday) the inside door of the main entrance is on a 15 second Shunt. If you are aware that you have set off the alarm inadvertently, you should immediately <b>inform Security by phone by ringing switch board (0) and ask to be put through or directly by ringing 20107</b>. Wait inside the main entrance “time lock” for Security to arrive (should be no more than 10-15 minutes).</li> </ul>				



BMS Sharepoint site (requires approval for access, go to the website, follow through to the type of page you need and request authorisation in the box that comes up): <https://www.medsci.ox.ac.uk/for-staff/resources/biomedical-services>

- Education, Training and Competence pages
- Home Office Administration pages
- Drug Ordering page
- 

Also : <https://unioxfordnexus.sharepoint.com/sites/BMED-JohnRadcliffe>

- SOPs and risk assessments
- Ordering and animal suppliers
- Booking calendars



### 3. COSHH Assessment (Required if Hazardous Substances Are Being Used)

University of Oxford CoSHH Assessment Form				
<b>Department:</b>		NDCLS (RDM)		
<b>Location of Work:</b>		BMS JR		
<b>Persons involved:</b>		All trained Laboratory Personnel		
<b>Description of procedure:</b> Handling of laboratory animals for scientific experimentation				
Substances used	Quantities used	Frequency of use	Hazards identified	Exposure route
Laboratory animal allergens (urine, fur, saliva, skin cells, faeces)	exposure from handling cannot be quantified	ranges from daily to two-to-three times a week for an hour, to several hours a day for experiments, depending on the team member	Sensitisation (<3 per 1,000 workers: rhinitis, conjunctivitis; <2 per 1,000 workers asthma, urticaria, extremely rare: anaphylaxis [Draper et al, 2003, Occup Environ Med 60(8) 604-605, PMID: 12883023])	inhalation, skin
<b>Could a less hazardous substance (or form of the substance) be used instead? No</b>				
<b>If 'Yes', justify not using it:</b>				

### 4. Additional Considerations

<b>Is health monitoring required? (e.g. hearing test, eye test, respiratory health surveillance). If yes, specify details</b>	Yes, Health Surveillance is necessary for all staff potentially exposed to Laboratory Animal Allergens (LAA). All staff and users of BMS JR must register with the University Occupational Health Service and complete the Health Surveillance (HS1) form.
<b>What personal protective equipment is required? (e.g. labcoat, gloves, respiratory equipment,</b>	Gown, nitrile gloves, over sleeves and dedicated footwear or overshoes, hair nets. Respiratory protection must be worn when entering a room that houses rodents in open topped cages; users need to be face fit tested for this.

eye protection)	
Waste disposal information (if applicable)	<p>Waste disposal: All sharp waste must go into a sharps container and needles must never be re-sheathed. Refer to Risk Assessment BMSJR SOP 44 on the BMS JR Users' SharePoint Group.</p> <p>All biological and tissue waste into the appropriate clinical waste bins. Refer to Waste Management SOP: BMS JR SOP 137 on the BMS JR Users' SharePoint group:</p>
Action to take in case of emergencies (e.g. fire, overheating, loss of electricity, flooding etc.)	<p>If necessary, evacuate building – all escape routes are clearly signed and kept clear. See BMS JR 118 on the BMS JR User's SharePoint group</p>
First aid measures	<p>Arrange for First Aid to be administered to the casualty. Once the casualty has been treated, fill in the Accident, Incident, Disease and Near Miss Reporting book. See the BMS JR Health and Safety section on BMS JR Users' SharePoint group (in particular BMS JR SOP 138). If there is exposure to potentially infectious material, contact Occupational Health Services (OHS) <i>immediately</i> on: <b>01865 (2)82676</b> or <b>07553 639013</b> (OHS hours are 08:30 to 17:00 Mon-Thurs &amp; 08:30 to 16:00 Fri)</p> <p>If outside of OHS operating hours, telephone the on-call microbiologist via the John Radcliffe Hospital switchboard (<b>01865 741166</b>) and go to the Accident and Emergency Department at the John Radcliffe Hospital if deemed appropriate by the microbiologist.</p>
Is out-of-hours/lone working allowed? If yes, specify any additional conditions/requirements	<p>Yes, this is required for some experiments / models, to ensure animals are monitored appropriately. Anyone attending the BMS building uses a group WhatsApp to notify the rest of the team when they are entering and when they are leaving BMS. Be aware of any suspicious vehicles circulating. Also refer to BMS JR SOP 135.</p>
Is additional training required? If yes, specify details	<p>Animal handling and Home Office Animal Management Course training is necessary before starting any work.</p> <p>Refer to SOP AW 10 about handling animals for routine husbandry and procedural work on the BMS JR Users' SharePoint group.</p>
Is specific supervision required? If yes, specify details (e.g. competency record sign-off)	<p>Yes. Competency record needs to be signed off by the assigned 'parent' or 'grandparent' supervisor. These records are electronic and are on BMS JR Users' MCMS Website</p>
Do any special considerations need to be taken into account for expectant or nursing mothers?	<p>Yes. Inform the Departmental Safety Officer (DSO), BMS JR and the University Occupational Health Service to determine what measures need to be implemented</p>
Do any special considerations need to be taken into account	<p>Yes. Inform the Departmental Safety Officer (DSO), BMS JR and the University Occupational Health Service to determine what measures need to be implemented</p>

<p><b>for persons with limited mobility?</b></p>	
<p><b>Do any special considerations need to be taken into account for persons with pre-existing health conditions?</b></p>	<p>Yes. Inform the Departmental Safety Officer (DSO), BMS JR and the University Occupational Health Service to determine what measures need to be implemented, in particular any pre-existing allergies to any animals or respiratory conditions such as asthma</p>
<p><b>Do any special considerations need to be taken into account for young persons with limited experience (e.g. work experience students)?</b></p>	<p>All visitors require the same level of clearance from BMS (<a href="https://unioxfordnexus.sharepoint.com/sites/BMED-JohnRadcliffe/SitePages/Security-and-Access.aspx">https://unioxfordnexus.sharepoint.com/sites/BMED-JohnRadcliffe/SitePages/Security-and-Access.aspx</a>)</p>

### 5. Record of Acknowledgement

By signing below, I agree that:

- 4.1 I have read and I understand the contents of this document and will work in accordance with this risk assessment
- 4.2 My supervisor/manager agrees that, subject to having received any further relevant training for procedures associated with this risk assessment, I am able to perform work covered by this risk assessment
- 4.3 I understand that further 'on the job' or other training supervision may be required before working independently
- 4.4 I understand that I may discuss my needs with my supervisor or line manager

Staff Member/Post-Graduate Student/Visitor			
Name	Position	Signature	Date