**UCL Checklist for Extended Remote Working**

**Summary**

This document is for the departments at UCL to consider when arranging the closure of their buildings and work areas. The activities at UCL are so diverse that it is likely only a selection of the document will be relevant to each individual department or additional measures are needed. It is the responsibility of the Head of the Department, along with staff who are experts in the activities of the work areas to rigorously define what is required for the safe closure and the subsequent safe reopening of the facilities within their Department.

Department;

Building;

Manager;

Email;

Ext;

**Work areas**

**All areas, including offices**

Ensure all electrical equipment has been turned off and unplugged, including large pieces of equipment, such as photocopiers and printers.

All confidential documents must be securely locked away. If those documents are electronic, they should be stored and available only as required by GDPR guidance on password protected systems.

Computers and desktop equipment should be switched off and unplugged, if left in the building, and computer data should be stored so that is backed up and cannot be lost through the failure of a particular computer.

**Areas with water supplies**

Legionella is a potentially lethal bacterium that causes respiratory diseases that can be fatal. In order to protect anyone entering the area during a lengthy closure, all equipment that stores water that can be exposed to the air (an open system) must be drained. This includes equipment such as water jugs, kettles, hot water vessels for refreshments, water baths, chillers, water pumps, rotary evaporator baths etc.

## Water based resources and any unused buffers or solutions that may grow microbiological hazards are discarded along with those expired by their use by dates.

Ensure all water taps are turned off and sinks/drains clear of any debris.

Tea points, kitchen areas and fridges need to cleaned and cleared of all foodstuff so that they do not contain rotten food when staff return or provide food for pests such as mice and insects.

Ensure equipment is clean and dry so that no microbiological and potentially hazardous contamination can grow during the closure period.

Move equipment from known leak or prone to flooding areas. Do not store sensitive or valuable items on the floor.

**Workshops**

All equipment must be powered off, unplugged and unable to be restarted without direct action from the user unless it will pass any statutory inspection/maintenance date whilst turned off.

**Waste**

Waste is a hazard if it is left for long periods in a store inside the building but also creates a larger potential hazard if it is left for collection in an area that is accessible to unauthorized people. Large amounts of waste must not be left accumulated in the department. Waste collection should be confirmed and supervised as it is possible that collection cannot be carried out or cancelled at late notice. Waste collection of those that create a building hazard should be carried out before closure such as;

* Clinical waste
* Chemical
* Solvent
* Sharps
* HEPA filters (fumigated)
* Radioactive
* Autoclave waste

If waste cannot be removed, it should be stored in a secure location as it may stay there for an extended period.

**Radiation**

Ensure all radioactive sources (sealed and unsealed) are put away and stored securely in locked fridges/freezers, cupboards or safes.

Ensure no samples containing radioactive material are left out and that they are also secured.

Check whether there has been any recent radioactive orders.  If so, a trained person needs to be present to collect the order and ensure it is moved to somewhere secure.  Alternatively, the supplier should be contacted to cancel the order, written confirmation that the cancellation has been successful should be obtained.

All radioactive waste should be placed in the correct waste bin, and the bins should be stored somewhere secure and lockable.

All aqueous radioactive waste should be disposed of down an authorised designated sink.

Ensure all records, including stock records, radioactive waste bin logs, designated radioactive sink logs and radioactive waste store inventory are up-to-date.

An inventory of all unsealed stocks, sealed sources, radioactive waste bins and locations should be held remotely by the RPS.

Ensure all radiation work areas and designated sinks are free from contamination.

Ensure all radioactive material and waste storage areas are secured and only accessible to authorised persons.  This could include updating codes and ensuring card access has been removed for those that have left the organisation.

Ensure the name and contact details (email address or mobile number) of the appointed Radiation Protection Supervisor are up-to-date and clearly displayed on the entrance to radiation areas.

Return Dosimetry badges that are no longer required to UCLH

**Genetic modification and biological areas**

Ensure that the contents of any containment level 2 or containment level 3 facility, will not cause a hazard by loss of containment due to power failure or equipment failure, such as loss of correct ventilation. The laboratories must **fail to safety**. Store hazardous materials, including any cultures, samples etc. so that there is no potential wide spread hazard due to loss of containment. Generation of autoclave waste will need to be considered as above.

Benches, sinks, safety cabinets and hard surfaces have been disinfected by flushing with disinfectant or by spraying or wiping.

Material not in storage has been autoclaved or disinfected prior to disposal as clinical or offensive waste

**General Laboratory**

Contact details for all high hazard areas within a department should be available to anyone who needs to access the area, such as for an emergency.

All suppliers of hazardous materials have had potential deliveries confirmed to safe storage or delayed or cancelled so that they are not left in insecure areas or places where the public or unauthorized personnel can access them.

Laboratories are the work areas that contain a high number of hazards and to ensure hazards are controlled, the safe storage of potential chemical, biological and radiological hazards must be completed.

Store all chemical hazards correct storage (see the MyLearning course) so that they are not left in the open and incompatible materials are not stored together. The use of LEV to store chemicals may be required and so this must be left running. Double containment should be considered so external hazards do not arise in the instance of LEV failure

Storage of biological agents including cultures, samples and tissues must be in the correct labelled facility for their hazard group freezer, -80 degree and liquid nitrogen store.

A safe system of work for the delivery and dispensing of liquid nitrogen for essential equipment and storage must be completed. In closure conditions, a risk assessment must include the delivery personnel and how they can access the correct delivery space safely and the activity of each essential workers who may be required to top-up equipment (such as nuclear magnetic resonance spectrometers) or storage facilities (biological dewars)

All LEVS that are not required must be switched off.

If LEVs are required to maintain a safe environment for essential workers, they must be left on but in a way to minimise electrical consumption e.g. fume cupboard sashes left at the lowest position. This may be required where the storage of volatile chemicals or solvents requires functioning ventilation.

If the building requires the LEV to be safe, there must be a system of work that can allow LEV alarms or failures to be monitored such that they do not put the building or the people who will enter it a later date exposed to the hazards they are controlling. Ensure that protocols have been established and agreed with Estates

Switch off **and unplug** all equipment where possible, including NMR, mass spectrometers and other equipment so they are left in a safe condition and not at risk of damage or causing damage in the event of power outages or power going on and off. If they are left on, ensure that they are protected from unauthorised use, such as by switching off and password protecting the computer controls.

Ensure -80 degree freezer alarms can be detected and problems resolved in the time scale allowed before irreplaceable samples are lost.

Incubators or controlled environment facilities can be essential equipment left running but alarms and systems of work should ensure that if there is a failure or power outage, they will fail to safety.

Ensure any essential workers who are required to enter the building space and who rely on engineering controls to protect them, have those controls left in place and follow agreed and approved SSW for lone working if this is an identified hazard.

Gas alarms may not be noticed or give false positive alarms on power outage and restart. The department must determine how will these alarms will be acknowledged and acted upon if they are required as control measures during the closure.

Switch off all gas manifolds and individual cylinders at the cylinder valve and at the regulator if they are not required during closure and where this can be done safely.

Turn off all natural gas taps and the natural gas mains tap.

Are maintenance visits by staff, contractors or PPM engineers planned? Estates will not have the resource to accompany or escort departmental contractors. A decision on whether these can go ahead or be delayed should be taken at departmental level and with Estates cooperation if appropriate, as induction to the building may be required. This, along with any activity must be risk assessed by the department or contractor, due to lack of 1st aid, FEM, support and supervision. Any previous activity has significantly changed and previous risk assessments will not suitable or sufficient.

No equipment or experiments can be left running in the department where there is a possibility of lack of containment or any other hazard.

**Security**

The security arrangements for the building during closure must be established;

Are physical key locks in place where required?

Can staff and students still access card-controlled locks and hazardous areas and are they permitted to or prevented from doing so?

The keys have been assigned to particular individuals who can be called upon to access areas under alarm or in an emergency?

Is the building secure from unauthorized use, arson or theft?

**Confirmation of building preparedness for closure.**

Completed (signature);

Date;

Verified by Head of Department (signature);

Date;

## Management requirements and responsibilities

## Head of Department

The Head of Department is responsible for accessing information as to whether there any statutory requirements for departmental equipment throughout the closure period and creating a business continuity plan that ensures this occurs before equipment is used by employees. Examples of such statutory requirements are;

* Written scheme examinations of departmental pressure systems so they are not out of date when equipment is used.
* Fume cupboard, or other local exhaust ventilation (LEV) certification that is required every 14 months.
* Certified maintenance of gas alarms, gas manifolds and regulators.
* Regulatory authority visits to the department

Management must prepare a start-up plan in addition to a shut-down plan as the two will go hand in hand for many of the hazards and activities of the department. For example, equipment closure may have their statutory certification expired during the shut-down and must be recertified activity to recommence

There may be alterations to insurance premiums and building insurance and excesses if they are unoccupied. Insurance companies must be made aware of the change in status of the activities and buildings they are insuring..

Those left behind in our buildings are more likely to be working alone, working without supervision or support from people such as lab managers, first aiders and evacuation marshals. The HoD must ensure that safe systems of work and risk assessments are in place for those staff that continue to have to work in the department.

## Laboratory Managers

Laboratory managers must do a final sweep of their areas of responsibility to ensure users of the area have complied with the directive of the Head of Department and the actions specific to the Departmental area have been completed.

## Principal Investigators and Academic Supervisors

All PIs and supervisors are responsible to ensure their staff have risk assessments in place for their activities during the shut-down. As there will be little support, supervision and no 1st aider, FEM is likely to be present, these must be revised even for standard activities.

They must have methods in place for monitoring the work being carried out by their essential workers and staff and inspecting the area so that it is safe to work.