**Principal Investigator’s Laboratory Check List for Business Critical Research during the COVID-19 pandemic**

**(Alert Level 3)**

This document is intended to assist the Principal Investigator in demonstrating that they have reasonable measures in place to control risks in their laboratory workplaces when undertaking research during the COVID-19 pandemic.

All other work (office work, writing up, analysing data) where possible, should continue to be done at home; restrictions still apply to face-to-face meetings and electronic means for supervisory meetings, lab meetings, workshops etc will continue.

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| **Building:** | | | | |
| **Lab(s):** | | | | |
|  | **Assurance Measure** | **Y** | **N** | **NA** |
| 1 | The Head of School has deemed the research as business critical |  |  |  |
| 2 | A local COVID-19 risk assessment has been undertaken and approved |  |  |  |
| 3 | A review of other relevant risk assessments has been undertaken to take into account revised practices during pandemic |  |  |  |
| 4 | Researchers have been informed of the findings of the risk assessments |  |  |  |
| 5 | Local Exhaust Ventilation systems must have been subject to a thorough examination and test before use if it is overdue, or imminent |  |  |  |
| 6 | A pre-start visual inspection check list is in place for the LEV. |  |  |  |
| 7 | For all relevant equipment, any overdue maintenance or servicing has been identified and addressed |  |  |  |
| 8 | A pre-start visual inspection and check list is in place for all relevant equipment which includes checking that safety features are working |  |  |  |
| 8 | Relevant equipment that may now represent a legionella risk has been cleaned, decontaminated, treated and/or serviced before it is brought into use |  |  |  |
| 9 | Emergency kits (spill kits, first aid kits) are available and kit items are in date |  |  |  |
| 10 | IT checklist has been completed for all computers in use, in line with guidance provided |  |  |  |
| 11 | Relevant signage and visual aids promoting hygiene, social distancing and any specific PPE requirements are in place in accordance with the local COVID-19 risk assessment. |  |  |  |
| 12 | Daily cleaning checklists are in place and are being signed-off as completed |  |  |  |
| 13 | All operations where <2m working is permitted are identified, known to staff and where the social distancing requirements cannot be fully met and working is permitted, control measures in place in accordance with the risk assessment |  |  |  |
| 14 | Waste collection and waste streams required for operational needs are in place before work commences |  |  |  |

This check list is based on the principles in HM Government document “Working Safely during COVID19 in labs and research facilities”.

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| **Date:**  **PI Name:**  **PI Signature:** |