



Action plan for relocations during the autumn 2023

- based on risk assessment work at the Department of Laboratory Medicine

Background

Research groups at the BCM division within the Department of Laboratory Medicine (Labmed) will move from premises in Novum to ANA Futura during the autumn. In parallel, our premises for research will be condensed so that Labmed areas within ANA Futura are used more efficiently.

Our goal is to implement above changes with as little negative impact as possible on the progress of research and on the employees' work environment. Therefore, all employees were encouraged to submit their views, positive as well as negative, on the changes to the department's safety representative. Comments received have been listed and categorized in a separate risk assessment document. Below are the risks that were classified as *very high risk* and *high risk*, i.e. risks that either *require action before the move* has begun or *require action within 1-3 weeks*.

Participating in the work of compiling received risks and proposals for measures were: Patrik Emanuelsson (HR specialist, led our first meeting), Matteo Pedrelli (chief safety repr. at KI South), Jonas Fuxe (head of dept, Labmed), Annika Karlsson (chairman of Labmed's Work Environment Group), Anna Karlsson (SACO repr.), Annica Lindkvist (SACO repr.), Sophia Godau (safety repr./relocation coordinator) and Jenny Degerholm Langsmo (head of administration, Labmed).

Very high risk: Concerns about interruptions/disruptions in research activities.

Proposed actions: A detailed timetable for placing groups and equipment is drawn up and published on the website for relocation information. Regular dialogues are conducted between relocation coordinators and the groups.

Responsible: Relocation coordinators / service team / ANA Futura manager

Very high risk: Concerns that the lunchroom is too small.

Proposed actions: The room Insulinet may be opened during lunchtime, i.e. blocked for meetings? This question will be raised at an upcoming steering group meeting. The possibility of increasing the number of tables and chairs is being investigated, as well as possible changes of the ventilation and sound reductions. The food court is currently adapted for 164 seated people, out of a total of 350 within ANA Futura (about 380 in total after the relocation).

Responsible: ANA Futura manager / relocation coordinators

High risk: Increased risk of queues to cell culture rooms, virus labs, PCR labs and other common areas.

Proposed actions: Routines for turn order and use of rooms/equipment need to be spread to everyone. Follow-up needs to take place when relocations are completed. Invite all employees to an ANA Futura meeting for mingling/presentations/discussions about where there are routines, where to turn for various questions, etc. Information about this must also be made available on the website.

Responsible: ANA Futura manager / relocation coordinators

High risk: Increased risk of insufficient meeting rooms.

Proposed actions: Small meeting rooms will soon be bookable. New pods mean that meeting rooms will be added. Encourage the use of Lagerlöf on floor 4, which is currently underutilized. Install video equipment in Lagerlöf. Remind everyone of the rules and procedures that apply to meeting rooms and pods.

Responsible: ANA Futura manager / service team

High risk: Concerns that the ventilation (air volumes) will not be sufficient with an increased number of people in the premises.

Proposed actions: Dialogue is held with both Akademiska hus and the KI Facilities division regarding measurements of air quality, i.e. current air supply in relation to number of people. If necessary, the air supply can be increased.

Responsible: ANA Futura manager

High risk: Risk of messy/unclean work surfaces, including fume hoods, in the lab when more people share work areas.

Proposed actions: Spread information about the routines in ANA Futura. Invite all employees to an information meeting about routines and safety rules. This should also be included in the introductory package that all new employees receive before starting work in ANA Futura.

Responsible: ANA Futura coordinator for laboratory safety

High risk: Increased workload for room coordinators.

Proposed actions: Send information to room coordinators and their managers about what the assignment entails. Potential need for reduced workload is discussed between manager and employee. Review workload and possible need for revisions. Create reasonable workload for room coordinators.

Responsible: ANA Futura manager / ANA Futura coordinator for lab. safety

High risk: Risk that different routines are used in the labs, concerns for potential conflicts when different working methods and "work cultures" meet.

Proposed actions: Inform about existing routines. There is a need to gather everyone after the relocations to discuss a common vision for our work environment. Information sessions and meetings after the relocation.

Responsible: Head of dept. / Relocation coordinators / ANA Futura manager

High risk: Too high sound levels in open workspaces.

Proposed actions: Follow up sound levels in selected places in the house when everyone has moved in. Set up "audio ears" in the food court.

Responsible: Service team

High risk: Reduced participation in the workplace by parts of the staff due to many working remotely, i.e. people participate in meetings digitally.

Proposed actions: Needs to be followed up after the relocation.

Responsible: All managers

(add additional potential risks)

Risk:

Proposed actions:

Responsible: