



## NHS Blood and Transplant - Safety, Health and Environment Risk and Inspections

Actions and documents sections will show after saving. For assistance with completing this form, please email [DATIX Administrator](#).

### Location -

Centre	National (for Risk Assessment use only)
Directorate	Donor Experience
Dept/Area	National (for Risk Assessment use only)
On/Off Site	NHSBT Wide (for Risk Assessment use only)
Location	All Areas

### Type of Form Required and its Purpose -

Form Required	COSHH Risk Assessment
Select the correct form for your needs. For risk assessments this should be in accordance with your training.	
Title	What's your type events Covid-19
Reference Number	DE/RA/Coronavirus/001
E.g. BD/RA/Gen/001 or D-HR-01	

### Identifier -

This should summarise what you are assessing e.g. activity, process, workplace. If there are reference documents such as MPDs and SOPs then include the titles and numbers here.

Identifier	This risk assessment is for what's your type events during Coronavirus Pandemic, outlining the risk levels and subsequent controls for preventing spread of infection and providing confidence in safety of sessions.
What might occur?	This risk assessment covers running what's your type events to maintain full social distancing guidance wherever possible during the Covid 19 pandemic. Increased social distancing for donors and staff will impact collection capacity but may reduce risk of infection

### Hazardous substance involved -

Number of hazardous substances involved	1
Please identify all the substances involved in the process that you are assessing.	

### Hazardous Substance 1 -

Substance 1 - form/amount/concentration (Hazardous Substance 1)	Transmission of infection from donor or member of the public with Covid-19 to staff, and other people at event.
Provide as much information on the substance used and try and identify the main hazard here (but list all below).	
Substance 1 - Hazard (Hazardous Substance 1)	Select all the hazards associated with this substance.
Substance 1 - route of entry (Hazardous Substance 1)	Select all the viable ways the substance can cause harm to those involved.

### Documents -

Created	Type	Description	ID
09/07/2020	E_Mail	Instructions for supply	26467
09/07/2020	Document	Training Package	26466

### Description of the process -

Description of the process	Blood Donation session and triage arrangements in place, MPD110/5 – Pandemic Planning – Management and Layout of Donor Sessions, DAT184/3 – Pandemic Questions - Triage and DAT186/2 – Pandemic Planning - Process Flow Chart for Triage Area.
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### Frequency/duration of exposure and who is affected? -

Frequency/duration of exposure and who is affected? (Frequency/duration of exposure and who is affected?)	Staff and Public - New and short contact with individual members of public and potential donors, multiple number of individuals an hour.
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### Inherent Risk Grading -

Inherent risk is an evaluation of the damage that could occur assuming there are no controls are in place or there is catastrophic failure of the controls. It is completed for the activity / assessment as a whole.

Inherent Risk	<b>Impact</b>					
	<b>Likelihood</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
Red-Extreme						

Orange-High  
Yellow-Moderate  
Green-Low

<b>Almost Certain</b>					
<b>Likely</b>					
<b>Possible</b>					
<b>Unlikely</b>					
<b>Rare</b>					
		<b>Rating (initial):</b> 6		<b>Risk level (initial):</b>	
		Moderate			

**Controls in place**

Best practice is to directly link the controls to the hazards they are reducing and to list them in order of preference according to the hierarchy of control i.e. eliminate, substitute, engineering controls, information, instruction (such as SOPs and SSW), training, supervision, health surveillance and Personal Protective Equipment (PPE).

**Controls in place**

E.G. "Gloves available to wear- YES"  
For COSHH assessments please consider other controls e.g. Health Surveillance.

Colleagues must not attend work if they or any household member has symptoms of Covid-19.

**General Hygiene controls**

Respiratory Hygiene Control measures - staff are advised:  
Avoid touching the face, particularly mouth, nose and eyes.  
Cover mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing and put used tissues in nearest bin immediately, which may be clinical waste.  
Effective social distancing measures of at least 2m where possible, or 1m+ additional controls / mitigations when discussing sensitive information.  
Effective and visible hand hygiene using soap and water or hand sanitiser.  
Effective, regular and visible cleaning of frequently touched surfaces.  
Effective regular cleaning of ITC and communication devices.  
Disposable gloves and apron are available and mandatory when carrying out additional cleaning activities during the pandemic.  
Provide additional supervision to ensure these measures are implemented at all times.  
Hand washing/use of alcohol hand rub (hand santising gel) before entering the event area  
All these measures must be observed and are the most effective actions to take to reduce spread of Covid-19.

**Events**

Additional measures introduced include a triage system to ensure everyone who attends the event is well, has not had any recent illness  
All New event sites identified during the current outbreak must have ability to maintain social distancing rules.  
Potential participants queuing should be 2m apart. This may need to be checked and controlled by a member of staff.  
Disposable pens or the potential donors own pen to be used when completing consent forms.  
Perspex screens to be used as the process requires face to face working within 1m. the screens need to be securely fixed to the what's your blood type table.  
When using the Mercedes Sprinter Van, all touch points need to be cleaned after every sample is taken. procedure for access and egress of the vehicle to be formulated by the line manager in charge of the event.  
Barriers and 2 meters signs to be used to help controls Potential donors.  
Face covering to be worn by potential donor and surgical face mask to be worn by staff member.

Daily brief or any other training to maintain 2m social distancing.

**Travelling**

NHSBT vehicles  
Ensure all touch points on the marketing vehicles are thoroughly cleaned prior to use.  
Mercedes Sprinter Van, 2 members of staff maintaining social distancing. Ventilation in vehicle when travelling.  
Transit Connect Van, 1 member of staff.  
Ford Focus Estate, 1 member of staff.  
When using the Mercedes sprinter the vehicle needs to be ventilated. Only 2 people to use vehicle.  
Any members of staff using public transport must follow all covid-19 controls provided by the transport company.  
Rota colleagues to work at workplaces that they can easily get to work using their own vehicle and ensure reimbursement for any costs associated with this through the expenses system.

**Breaks**

Mealtimes arranged to enable staff to maintain 2m social distancing.  
During breaks the wearing of a type IIR surgical face mask is not mandatory however 2m social distance must be maintained where possible

**Load and unload of vehicles**

The wearing of a surgical face mask is mandatory on recruitment events and during the load and unload of vehicles to provide reassurance to colleagues and potential donors.  
Social distancing to be maintained during the load and unload of the vehicles.

**PPE**

All marketing colleagues to be trained in how to wear, use and remove masks and training package to include information on the hazard, risk and controls.  
Dispose of all used masks in clinical waste.  
The wearing of surgical face masks does not reduce the need for hand hygiene and colleagues.  
Gloves and an apron should be worn when cleaning.

Review with Line Manager 08/09/2021. Lateral flow kits have been made available for all staff. Donors with medical exemption from wearing a face mask are now allowed to donate in England. Staff to be made aware of this change.

**Emergency Preparedness**

Storage and disposal / accidental release and fire fighting requirements

Standard practice for storage, disposal and dealing with blood/ body fluid spillage if needed.

First Aid Measures

Standard practice for blood/ body fluid splash/ needlestick to be followed. Flush affected area with plenty of water immediately and then contact 24 Hour Sharps Line as above.

**Final risk Grading**

Residual risk is an evaluation of the damage that could occur after taking into account the effectiveness of current controls. It is completed for the activity / assessment as a whole.

Residual Risk

Red-Extreme  
Orange-High  
Yellow-Moderate  
Green-Low

		<b>Impact</b>				
<b>Likelihood</b>		<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
<b>Almost Certain</b>						
<b>Likely</b>						
<b>Possible</b>						
<b>Unlikely</b>						
<b>Rare</b>						
		<b>Rating (current):</b> 3		<b>Risk level (current):</b>		
		Low				

**Additional control measures to reduce risk**

When adding actions they should be targeting the highest risk areas to help reduce the residual risk from the activity. Please note that you will have to save this record before the Actions section is enabled.

**Actions****Next Review due by**

Frequency for review must be in line with MPD1090 - H&S Risk Management



Confirm review date (dd/MM/yyyy) 01/06/2022

**Performed by****Approval status**

Current approval status Final approval

ID 26666

**Manager Details****E-mail communication**

Use this section to e-mail between the risk assessor, manager and other interested parties regarding the risk assessment. This then provides an audit trail against the assessment.

**Contacts****Linked Records****Notifications**

Recipient Name	Recipient E-mail	Date/Time	Contact ID
No notification e-mails sent			