



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	Off-site None - NHSBT Property
Location	Recruitment Event

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 Promotional eRecruit Event COVID-19

Reference Number BM/RA1/eR/COVID
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 What might occur? The risk assessment is for eRecruit promotional events during Coronavirus Pandemic outlining the risk levels and subsequent controls for preventing spread of infection and providing confidence in safety of events.
The risk assessment covers running events in shopping centres, corporate sites, educational establishments and outdoor sites maintaining social distancing and government guidelines during the covid-19 pandemic.

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 COVID-19 between staff and member of public whilst at session

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) Blood Borne/Infection/Biohazard

Select all the hazards associated with this substance.

Substance 1 - route of entry (Hazardous Substance 1) Inhalation

Select all the viable ways the substance can cause harm to those involved.

Documents

No documents.

Description of the process

Description of the process Event to be set up as per government retail guidelines to be covid safe and with social distancing, safety measures and triage arrangements in place.

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.

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

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

Likelihood	Impact				
	Negligible	Minor	Moderate	Major	Catastrophic
Almost Certain	●	●	●	●	●
Likely	●	●	●	●	●

Possible	●	●	●	●	●
Unlikely	●	●	●	●	●
Rare	●	●	●	●	●
	Rating (initial): 6		Risk level (initial):		
	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 SSV), 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.

Screens to be used when social distancing can't be maintained.

Barriers and 2 meters signs to be used to help controls Potential donors.

1m+ avoid face to face as much as possible and face coverings to be worn by a potential donor. NHSBT colleagues to wear a type IIR surgical mask.

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. Vehicle should be ventilated when 2 members of staff are using.

Transit Connect Van, 1 member of staff.

Ford Focus Estate, 1 member of staff.

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 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.

All measures are acceptable

Reviewed with health and safety team 10/12/2021

Emergency Preparedness

Storage and disposal / accidental release and fire fighting requirements

Clinical waste bags to be used for disposal of masks, tissues and rubbish and taken back to site

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.

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

Likelihood	Impact				
	Negligible	Minor	Moderate	Major	Catastrophic
Almost Certain	●	●	●	●	●
Likely	●	●	●	●	●
Possible	●	●	●	●	●
Unlikely	●	●	●	●	●
Rare	●	●	●	●	●
	Rating (current): 3		Risk level (current):		
	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) 01/11/2022

Performed by +

Approval status -

Current approval status **Final approval**

ID 26803

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			