



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	Group Services (GS)
Dept/Area	Health, Safety and Wellbeing
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
<p>Select the correct form for your needs. For risk assessments this should be in accordance with your training.</p>	
Title	New Starters, Students and In House training during the Covid-19
Reference Number	HSW/COVID-Training
E.g. BD/RA/Gen/001 or D-HR-01	

Identifier	
<p>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.</p>	
Identifier	NHSBT has implemented general controls to prevent the spread of COVID-19 that applies to all NHSBT personnel regardless of being in the workplace or not. These are based on the Government advice to prevent the spread of the virus.
What might occur?	<p>This risk assessment looks at how NHSBT will implement government advice on social distancing and good hygiene to prevent the spread of COVID-19 during training activity. The risk assessment covers all training.</p> <p>It is understood that it will not always be possible to maintain 2m social distancing in the workplace at all times. Anxiety around COVID-19 transmission is taken very seriously to ensure that all individuals feel safe whilst at work. This is why it is important for managers to use this risk assessment to assess all training, taking into account individual concerns and NHSBT responsibility to comply with PHE guidance.</p>

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)	COVID-19
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)	Harmful
Select all the hazards associated with this substance.	
Substance 1 - route of entry (Hazardous Substance 1)	Mucus Membranes
Select all the viable ways the substance can cause harm to those involved.	

Documents			
Created	Type	Description	ID
11/11/2020	Document	Training information	28196

Description of the process	
Description of the process	All training activity to include students, new starters and in house training.

Frequency/duration of exposure and who is affected?	
Frequency/duration of exposure and who is affected? (Frequency/duration of exposure and who is affected?)	All employees, students can be affected. Believed to be transmitted through; contact with respiratory droplets generated by coughing and sneezing contact with contaminated surfaces aerosol generating procedures as well as contact with infected surfaces.

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	Impact					
	Likelihood	Negligible	Minor	Moderate	Major	Catastrophic
Red-Extreme	Almost Certain	Yellow	Orange	Red	Dark Red	Black
Orange-High						
Yellow-Moderate						
Green-Low						

Likely					
Possible					
Unlikely					
Rare					

Rating (initial): 15 Risk level (initial): Extreme

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.

Do not enter NHSBT premises if showing any symptoms of COVID-19 or if you have been advised to self-isolate or been in contact with anyone with Covid-19 within the last 14 days.

Symptoms include:

- high temperature and/or new and continuous cough and or loss of sense of smell/taste
- Avoid contact with anyone who is displaying symptoms of coronavirus (COVID-19)
- Avoid use of public transport when possible. If public transport has to be used, a face covering must be worn
- Wash hands regularly as per government and NHSBT advice:
- Upon entering and prior to leaving a workplace and home
- Before entering laboratories and other GMP controlled areas
- After coughing or sneezing
- Regularly throughout the day

There are general hygiene and information posters on all staff noticeboards, in reception and toilet areas.

Maintain social distancing of 2m from others whenever possible. Where 2m cannot be maintained please refer to the controls in this document.

Implement good respiratory hygiene measures when coughing, sneezing, wiping or blowing nose.

Use disposable tissues and dispose of immediately after use into the nearest waste bin or clinical waste bin.

Vulnerable staff should avoid training where possible.

When training please use any training methods possible reduce contact with others and to ensure social distancing.

- Teams, Skype and Zoom meetings
- Training manuals, presentations
- Using controlled documents, please be aware to check the training information on all SOP's take the pandemic into consideration
- Videos to guide and inform of correct operating procedures
- Consider other processes

In the extreme cases where social distancing can't be maintained please look at the controls below

- Face covering
- Face visors
- Perspex screens
- Buddy system; where one person completes all training for one other person. This will reduce transmission to 2 people only
- Working side by side and not face to face
- For T&T purposes, close contact is 2m or less for 15 minutes or more or 1m or less for 1 minute in a 24 hour period.

For controls for Scientific Clinical Training Team please refer to the local Covid Secure risk assessment.

Emergency Preparedness

Storage and disposal / accidental release and fire fighting requirements N/A

First Aid Measures

If individuals are displaying any symptoms of COVID -19 as listed above, inform the Line Manager, Trainer. individual concerned to go home and follow government guidelines.

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

No actions.

Next Review due by

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

Confirm review date (dd/MM/yyyy) 11/11/2021

Performed by

Approval status

Current approval status

Final approval

ID

27070

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

