Datix

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	Basildon Centre (including Offices and SHU)
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 Select the correct form for your needs. For risk assessments this should be in accordance with your training.	COSHH Risk Assessment
Title	COVID-19 Secure Workplace
Reference Number E.g. BD/RA/Gen/001 or D-HR-01	HSW/COVID-19/001/IpswichTeamBase

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?	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. This risk assessment looks at how NHSBT will implement government advice on social distancing and good hygiene to prevent the spread of COVID-19 in the workplace. The risk assessment covers Ipswich Team Base within NHSBT Premises.

Hazardous substance involved

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

Hazardous Substance 1

Substance 1 - form/amount/concentration (Hazardous Substance 1) Provide as much information on the substance used and try and identify the main hazard here (but list all below).	COVID-19
Substance 1 - Hazard (Hazardous Substance 1) Select all the hazards associated with this substance.	Blood Borne/Infection/Biohazard Harmful
Substance 1 - route of entry (Hazardous Substance 1) Select all the viable ways the substance can cause harm to those involved.	Mucus Membranes

Documents

Created	Type	Description	ID
10/12/2021	Document	Controls - Ipswich TB	31303
20/01/2021	Document	Cleaning checklist	28815
19/01/2021	Document	Covid symptoms 01/2021	28802
19/01/2021	Document	Face coverings	28769
19/01/2021	Document	Space	28768
19/01/2021	Document	Ventilation	28767
19/01/2021	Document	IPC	28766
14/01/2021	Document	Hand Washing Poster	28748

Description of the process

Description of the process	All workplace activity within Ipswich TB NHSBT premises All contractors workplace activity within Ipswich Team Base NHSBT premises Contractors and Visitors are expected to follow NHSBT controls and rules when operating within or visiting Ipswich Team Base NHSBT premises

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, contractors and visitors 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

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

	Impact				
Likelihood	**Negligible**	**Minor**	**Moderate**	**Major**	**Catastrophic**
Almost Certain					
Likely					
Possible					
Unlikely					
Rare					

Rating (initial): 16 **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.

The additional local controls are summarised below:
Individuals must;

• Not report for work if showing any symptoms of COVID-19 symptoms include high temperature and/or new and continuous cough or a loss
of, or change in, your normal sense of taste or smell (anosmia)

• Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19)

• Avoid use of public transport, when possible.

• Wash hands regularly as per government and NHSBT advice:
- Upon entering and prior to leaving a workplace.
- Before and after eating or smoking.
- After coughing or sneezing.

• Maintain social distancing of 2m from others, whenever possible.
- All to adhere to 2 metre social distancing signage

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

• Take temperature on arrival and use Clinell wipes to clean thermometer thoroughly after use

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

• Individuals must also wear an appropriate FFP2 face mask

• When on site, all Visitors / Contractors to sign in and out.

Controls – Ipswich Team Base

• Reduce number of staff working in within garage area to maintain social distance guidance - maximum capacity of; with crew cab - 6; without crew cab – 8.

• Reduce number of staff working in within Stores to maintain social distance guidance - maximum capacity of 2

• Reduce number of staff working in back office to maintain social distance guidance – maximum capacity of 7

• Reduce number of staff in kitchen area to maintain social distance
guidance – maximum capacity of 1

• Reduce number of staff within small office to maintain social distance guidance - maximum capacity of 1

• Reduce number of staff within frontside meeting room to maintain social distance guidance - maximum capacity of 3

• Reduce number of staff within staff room area to maintain social distance guidance - maximum capacity of 2

• Ensure fresh air ventilation at all times

• Ensure all shared touchpoints, inclusive of door handles, printer
control panel, keyboards are cleaned on a regular, daily basis.
Cleaning equipment has made available in work areas; i.e.
Clinell wipes, hand sanitizer

• Reduced number of meetings, but if held, reduced numbers attending, and strict social distancing must be maintained

• Encourage office-based individuals to work from home, wherever possible

• Workstation layout has been adjusted to accommodate social distancing guidance and avoid face to face working

• Increase ventilation within the shared office areas

• Rearrange areas to allow more space between workstations

• Variety of signs to remind staff about social distancing, wearing a face mask, increase ventilation and good hand washing techniques.

• Good housekeeping and hygiene to be maintained in the workplace.

• Daily communications to emphasise social distancing.

• Equipment moved or rearranged to create larger walkways to help with social distancing

• Individuals may use alternative work areas (i.e. small offices), that allow the individuals to work either in isolation or to maintain 2m social distancing.
• Lateral flow tests issued to all staff

• Cleaning logs to be completed, signed, dated and records retained.

• All face masks to be disposed of in clinical waste bins

Managers must;

• Ensure these measures are implemented and maintained at all times.

This risk assessment is suitable and sufficient at this time.

Please see the attached for full list of controls.
Next review date scheduled; 06.05.2021

06.05.2021. Review carried out, as dated. No changes are required at this time.
Next review scheduled; 04.12.2021.

10.12.2021. Review carried out, as dated. No changes are required at this time.
Next review scheduled; 10.0

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, 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

	Impact				
Likelihood	**Negligible**	**Minor**	**Moderate**	**Major**	**Catastrophic**
Almost Certain					
Likely					
Possible					
Unlikely					
Rare					

Rating (current): 4 **Risk level (current):** Moderate

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)	10/06/2022

Performed by

Approval status

Current approval status	Final approval
ID	27410

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			