



### 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](mailto:DATIX Administrator).

#### Location -

Centre	Cambridge Centre
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
Select the correct form for your needs. For risk assessments this should be in accordance with your training.	
Title	COVID-19 Secure Workplace
Reference Number	HSW/COVID-19/001/NorwichTB
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	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?	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 Norwich Team Base within NHSBT Premises.

#### 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)	Select all the hazards associated with this substance.
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Substance 1 - route of entry (Hazardous Substance 1)	Select all the viable ways the substance can cause harm to those involved.
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#### Documents -

Created	Type	Description	ID
10/09/2021	Document	Controls-NorwichTB	30745
16/03/2021	Document	Covid symptoms 01/2021	29328
16/03/2021	Document	Checklist	29330
16/03/2021	Document	Space	29326
16/03/2021	Document	Hand Washing Poster	29327
16/03/2021	Document	Face coverings	29323
16/03/2021	Document	IPC	29324
16/03/2021	Document	Ventilation	29325

#### Description of the process -

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

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

Likelihood	Impact				
	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

Norwich Team Base.

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 – Norwich Team Base

- Reduce number of staff working in within garage area to maintain social distance guidance - maximum capacity of; with crew cab - 8; without crew cab - 14.
- Reduce number of staff working in within Stores to maintain social distance guidance - maximum capacity of 2
- Reduce number of staff working in office to maintain social distance guidance – maximum capacity of 4
- Reduce number of staff within kitchen / meeting room to maintain social distance guidance – maximum capacity of 4
- Reduce number of staff in middle office to maintain social distance guidance (room with filing cabinets)– maximum capacity of 2
- Reduce number of staff within small, rear office to maintain social distance guidance - maximum capacity of 1
- Where possible, 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 made available in work areas; i.e. Clinell wipes, hand sanitizers
- 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 by opening windows or, leaving the door open.
- 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, rear office), that allow the individuals to work either in isolation or to maintain 2m social distancing.
- Lateral flow tests made available to all staff
- All face masks to be disposed of in clinical waste bins

Managers must;

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

Next review date scheduled; 16.09.2021

10.09.2021; Review carried out as dated. No changes are required at this time.

Next review scheduled; 11.03.2022.

This risk assessment is suitable and sufficient at this time.

### 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

Likelihood	Impact				
	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) 11/03/2022

#### Performed by

#### Approval status

Current approval status Final approval

ID 27610

### 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
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No notification e-mails sent