



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	Manchester Centre (including ODT Northern Ireland)
Directorate	Group Services (GS)
Dept/Area	Health, Safety and Wellbeing
On/Off Site	On-site NHSBT Property
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	COVID-19 Secure Workplace Lancaster team base
Reference Number	HSW/COVID-LCTB001
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 Lancaster team base.

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.
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
18/03/2021	Document	Lancaster Team Base Controls	29383
18/03/2021	Document	Hand Washing Poster	29363
18/03/2021	Document	Covid symptoms 01/2021	29364
18/03/2021	Document	Cleaning checklist	29365
18/03/2021	Document	IPC	29360
18/03/2021	Document	Ventilation	29361
18/03/2021	Document	Space	29362
18/03/2021	Document	Face coverings	29359

Description of the process -

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

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 including a 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.
- 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 – Team Base

- Reduce number of staff working in within garage area to maintain social distance guidance (limited to drivers and stores person) - maximum capacity of - with 2 vehicles - 3; with 1 vehicle - 2; without vehicle - 1.
- Reduce number of staff working in within Stores to maintain social distance guidance - maximum capacity of 1.
- Reduce number of staff working in office to maintain social distance guidance (limited to manager and DCS) – maximum capacity of 2.
- Reduce number of staff in kitchen area/ staff room/ meeting room (6 total) to maintain social distance
- Reduce number of people using other offices to 1 per office.
- Ensure fresh air ventilation at all times
- Ensure all shared touchpoints, inclusive of door handles, printer control panel, keyboards, water boiler, cupboard door handles, microwave controls, fridge door, toilet doors, toilet flushes etc 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.
- adjust Workstation layout 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.
- 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.

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) 30/06/2022

Performed by**Approval status**

Current approval status **Final approval**

ID 27620

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			