



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	Colindale 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 <small>Select the correct form for your needs. For risk assessments this should be in accordance with your training.</small>
Title	COVID-19 Secure Workplace Hertfordshire Team Base
Reference Number	HSW/COVID-19/Herts Team Base E.g. BD/RA/Gen/001 or D-HR-01

Identifier	
<small>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.</small>	
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. 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 Swindon Team Base within NHSBT Premises.
What might occur?	

Hazardous substance involved	
Number of hazardous substances involved	1
<small>Please identify all the substances involved in the process that you are assessing.</small>	

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

Documents			
Created	Type	Description	ID
23/03/2021	Document	COVID Secure Questionnaire Herts Base 23 03 21	29503
23/03/2021	Document	IPC Guidance	29502

Description of the process	
Description of the process	All workplace activity within Herts Team Base (Borehamwood) NHSBT premises All contractors workplace activity within Herts Team Base (Borehamwood) NHSBT premises Contractors and Visitors are expected to follow NHSBT controls and rules when operating within or visiting Borehamwood base 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	
<small>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.</small>	

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.

- Personal controls at the team base.
- Colleagues know 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.
 - Colleagues aware of other symptoms.
 - Colleagues know to avoid contact with someone who is displaying symptoms of coronavirus (COVID-19).
 - Colleagues know to avoid use of public transport, when possible.
 - Avoid touching the face, particularly mouth, nose and eyes.
 - Colleagues 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.
 - Colleagues maintain social distancing of 2m from others, whenever possible.
 - Colleagues know how to implement good respiratory hygiene measures when coughing, sneezing, wiping or blowing nose removing and putting on face coverings
 - Colleagues take temperature on arrival and clean thermometer thoroughly after use.
 - Colleagues use disposable tissues when coughing or sneezing and dispose of immediately after use into the nearest waste bin or clinical waste bin
 - All donor carers and nurses to be trained in how to wear, use and remove masks and training package to include information on the hazard, risk and controls.
 - Colleagues wear an appropriate Fluid Repellent Surgical Face Masks (FFP2) as required
 - When on site, all Visitors / Contractors to sign in and out.
 - Hand sanitiser stations / automatic dispensers are located around the team base for all colleagues and visitors / contractors to use whilst on site
- Local Controls
- SOCIAL DISTANCING**
- Daily communications to emphasise social distancing.
 - Social distancing signage in place to remind staff about "hands face space"
 - Office-based colleagues working from home, wherever possible
 - Occupancy limits in place for maintaining social distance in separate areas to include where applicable
- Garage area;
- With both the vehicles inside - limited to 8 persons.
 - With one vehicle inside - limited to 10 persons.
 - Stores - limited to 3 persons.
 - Main Office - limited to 2 persons.
 - Kitchen/ Staff Area - limited to 1 person.
 - Other Offices - limited to 3 persons.
 - Meeting Room - limited to 2 persons.
 - Computers arranged to allow space between workstations - N/A to this team base.
 - Computers arranged to avoid face to face working.
 - Equipment moved to create wider walkways - N/A to this team base.
 - Alternative work areas available for colleagues to work either in isolation or maintain 2m social distancing.
- CLEANING**
- Cleaning equipment is available in work areas
 - Gloves and apron worn when cleaning
 - Ensure all shared touchpoints, inclusive of all items on cleaning checklist, are cleaned as detailed.
 - Cleaning logs to be completed, signed, dated and records retained.
- OTHER**
- Good housekeeping and hygiene to be maintained in the workplace.
 - Ventilation within the shared office areas
- Managers must;
- Ensure these measures are implemented and maintained at all times.
- NA 04/02/22 - manager reviewed and confirmed there are no changes.

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)	28/02/2023		
Performed by +			
Approval status -			
Current approval status	Final approval		
ID	27642		
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			