



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	On-site NHSBT Property
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 Nottingham team base

Reference Number HSW/COVID-WTB001

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
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.

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) Blood Borne/Infection/Biohazard 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
25/03/2021	Document	Cleaning checklist	29575
25/03/2021	Document	Team base control checklist	29576
25/03/2021	Document	IPC	29571
25/03/2021	Document	Space	29572
25/03/2021	Document	Hand Washing Poster	29573
25/03/2021	Document	Covid symptoms 01/2021	29574
25/03/2021	Document	Ventilation	29569
25/03/2021	Document	Face coverings	29570

Description of the process

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

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.

Local controls outlined below

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 (anosmia)
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.
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
Colleagues wear an appropriate FFP2 face mask as required
When on site, all Visitors / Contractors to sign in and out.

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
Stores - 2
Main Office - 4
Kitchen / staff area- 6
Computers arranged to allow space between workstations
Computers arranged to avoid face to face working
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 touch points, 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
Please add other controls below
There is no garage, vehicles are parked in car park, quite separate from each other, staff are aware of social distancing and practice same.
No office staff at base.

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)	30/09/2022		
Performed by +			
Approval status -			
Current approval status	Final approval		
ID	27657		
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			