

FILTON COVID SECURE WORKPLACE RA26554

Covid secure workplace risk assessment general controls

Do not report for work if you are showing any symptoms of COVID-19

Symptoms include high temperature and/or new and continuous cough and or loss of sense of smell/taste

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 and home.
- before entering laboratories and other GMP controlled areas
- Before and after eating or smoking.
- After coughing or sneezing.
- Regularly throughout the day.

There are general hygiene and information posters on all staff-facing noticeboards, receptions, and toilet areas.

Maintain social distancing of 2m from others whenever possible. Where 2m cannot be maintained managers should consider whether an activity needs to continue for the business to operate.

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

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

Increased cleaning of toilets, hard surfaces, and regular touch points such as door handles

reconfigure seating in canteens to enable social distancing, encouraging colleagues to bring their own food and use of outdoor area for breaks

Individuals who identify themselves as being in any of the vulnerable groups must have an individual risk assessment completed by the HSW team. These are arranged through contacting HR direct.

Departmental Managers should also review their area and implement the below controls wherever possible.

Increased housekeeping and cleaning regimes to be maintained in the workplace.

Increased cleaning of IT and communications equipment

Reduce number of staff working in enclosed area depending on the size of the area.

Avoid all face to face working within 2m

using floor tape to mark areas to help people keep to a 2m distance

Set up workstations to work back to back or side by side

Avoid sharing workstations and equipment wherever possible

Increased cleaning of shared equipment.

Provide alternative work areas that allow the individual to work either in isolation or maintain 2m social distancing.

Rearranging work areas to allow more space between individual processes and workstations.

If possible, move or rearrange equipment to create larger walkways to help with social distancing.

Arrange for all deliveries into and out of the department to be received and dispatched within a pre-arranged area with rules in place to maintain social distancing.

Any large deliveries are to be put into the vestibule/ collection area by department staff before the receiver is allowed into the area to collect it.

Where possible consider one-way systems around the department.

Adjust work patterns to facilitate potential for shifts through 24 hours enabling production to continue nonstop.

Staggered breaks and finish times.

Implement Staff rotation and arrange for staff to work in cohorts where possible.

Display a variety of signs to remind staff about social distancing and good hand washing techniques and reassure them of maintaining a COVID19 secure workplace.

Reduced number of meetings but if held reduce numbers attending to maintain social distancing

Daily communications to emphasise social distancing

Provide additional supervision to ensure these measures are always implemented

If after the review there are situations or circumstances identified within the department where work activity requires colleagues to work face to face, in enclosed spaces, for periods of fifteen minutes or more at distances of less than 2m, then please report these to HR direct for local HSW advisor to attend the department and assess the current controls.

If after HSW review it is deemed necessary, where sufficient stocks and equipment are available, HSW will advise on additional appropriate controls that may require adjustment of work area, work practices or in some instances provision of face coverings and or screens.

Individuals may wear appropriate face covering if they wish to do so to meet their concerns at this time. NHSBT will provide these under the conditions outlined above.

July 2021 update to the above controls

Filton

Communal Areas (Restaurant / Meetings Rooms / Toilets & Circulation)

- Screens fitted in main reception area

- Maximum of 1 person allowed to travel in each lift (social distancing sign)
- Alcohol hand gel stations situated throughout the building.
- One-way system in the restaurant, William Harvey room used as Lunch break overflow between 12-13 hours. Seating configured to enable social distancing.
- Meeting Rooms have reduced maximum capacity. This is being controlled by Estates and Facilities through the room booking system. Signs on doors with maximum capacity.
- Social distancing signs on toilets.
- Floor signage in place stating 2 metres apart in all main areas, corridors and stairwells, continuing into laboratories / office areas as flooring permits.

Estates and Facilities including Security 24/7, Porters 24/7. Cleaners 04:00 – 1600, Engineers 06:00 -18:00, Catering 07:00 -14:00 and Estates and Facilities staff 07:00 -17:00.

- Estates and Facilities cover all areas within the Filton centre
- Screen fitted main reception counter, catering servery till area and Goods-in. meeting room 1 and 2
- Hand sanitizers available at all entry points to the building they are also available in shared areas such as meeting room. Cleansing stations available in all meeting rooms, interview rooms and hot desk rooms.
- All staff within the Estates and facilities department can maintain social distancing
- For colleagues in centres, we have made it mandatory to wear face coverings in shared areas i.e. shared hallways, meeting rooms and open plan offices, once a colleague is working safely at a desk they may choose to take off their face covering. We will be providing sunflower lanyards for hidden disabilities for colleagues who can't wear a face mask, these will be made available through reception at Filton
- The canteen area and communal areas have been re designed to ensure social distancing can be followed in the centre.
- We have signs throughout the building including shared areas such as restaurant, toilets and meeting rooms. Floor signs provided to implement social distancing practices.
- Visitors are reminded at main reception what controls need to be followed when in the building
- A one-way system within the restaurant servery counter.
- In addition to the standard cleaning practises, cleaners carry out regular touch point cleaning during the core working hours.
- The department been issued Lateral flow tests
- The catering staff due to reduced number in the building have adjusted working hours.

Ground floor open plan office including HR, Comms, Finance, Procurement, Business Continuity, IT any staff using this area.

- Staff in this area has been advised to work from home where possible
- Cleaning equipment is available in this area
- Reduced workstations so social distancing can be followed. Signed fitted to monitors to highlight the unavailable workstations.
- Face covering to be worn when moving about the department. Face coverings can be removed when working from a workstation.
- Staff aware of social distancing during breaks
- Signs used in the area to remind staff of Covid-19 rules

- General cleaning by the cleaning staff including touch points, staff asked to clean workstation before and after use.
- Major reduction of staff working in this area since start of Pandemic.
- Screens fitted where required.

Eye Bank

- The department consists of 2 General Laboratory Areas (1 is currently unused) and a Clean Room suite with Two rooms for Processing.
- Up to 6 people working per shift
- Yes- General Laboratory though Contronics.
- Are washing facilities and sanitiser available in department
- 80% of Operators time is completed in the Clean Room in full PPE. Desk as Suitable spaced to ensure 2m working, but All of the Eye Bank Team must wear a Type IIR mask whilst working within the Eye Bank regardless of 2m working due to the risk people moving around.
- Social distancing is maintained during breaks
- Limited to two people external at a time in the eye Bank to reduce numbers. And Sign to inform must wear a mask.
- No external visitors allowed.
- Daily cleaning procedures for the department, touch point cleaning
- The department has completed a risk assessment, this has been completed as part of the Tissue and Eye Services Risk Assessment.
- Working times have been adjusted to reduce numbers in the department, manager is working remotely as much as possible, one operator is working a later shift to reduce exposure.

Hospital Services

- Areas of work within the department, Validation area, issue area, despatch area, irradiation room, decontamination area, 4C Walk-In cold rooms x 3, -40C Walk-In Freezers x 5 meeting rooms x 2.
- Maximum 20 per shift
- Are washing facilities and sanitiser available for staff to use.
- Can staff work 2 meters apart other than when training. Training risk assessment followed RA27070. Face coverings are being worn unless seated/stood at a fixed terminal, screens are available for training.
- Social distancing is maintained in department, other than for people who live in the same household.
- Covid workplace Signs in Secondary change, at entrance to hall, near the despatch area and on cold room doors, general signs about hygiene on visual management boards.
- We are trying not to have visitors in the Manufacturing hall unless necessary. Any visitors are briefed about the social distancing measures/control.
- Daily cleaning of all surfaces, more regular cleaning of shared touch points (meeting rooms/phones).
- The department has been issued Lateral flow tests
- Working times have been adjusted to reduce numbers in the department

RCI

- Areas of work within the department are all areas of the laboratory and office G07 for reporting activities
- Variable amount of staff working – there is a maximum of 13 staff in the department at any one time
- Are washing facilities and hand sanitiser available for staff
- Staff can work 2 meters apart
- Is face covering are mandatory in the department unless staff have an individual RA to say that they are unable to wear them
- Is social distancing during breaks is encouraged and staff are reminded of this frequently
- Floor marking, sign on both entrances to remind staff of controls during Covid 19
- Visitors are not allowed on site unaccompanied. Visitor are limited to essential visitors only e.g. for equipment repair
- Extra cleaning of touch points including phones and PCs twice daily
- Lateral flow tests are available for staff however some staff (4) have declined the kits
- No change in working times as social distancing can be maintained with controls that are now in place

Testing / Bacterial Screening

- Areas of work within the department are Sample preparation, Bacterial Screening, NAT, Primary and Secondary Grouping, Micro reference/NCI, Virology, DS2 COVID antibody testing, Quality Monitoring.
- Staff consist of Approx. 8 early (04:30), 40 -50 days and 5-6 in the evening (until 19:00). Varies depending upon the day.
- Hand washing facilities, existing lab protocols in place that make handwashing mandatory entering and exiting the lab. 3 main handwashing station in the lab.
- Can staff work 2 meters apart and if not, what controls are in place. Not always due to space constraints and work demands. Screens fitted to help with social distancing.
- Face coverings are mandatory in the department type IIR.
- Is social distancing is maintained in the canteen area.
- Covid-19 information is communicated via Face covering signs, social distancing poster, signs on each section stating max numbers of people permitted in each section, floor signs stating keep 2M distance. Handwashing signs. Sign at entrance instructing to wear face covering in department
- Visitors are actively discouraged at this time and only permitted if necessary. I have gone as far as giving virtual tours as an alternative.
- Department have a one-way system for entering and exiting the lab
- All surfaces cleaned twice a day. Communal items (e.g. phones) cleaned after each use.
- Department has been issued with Lateral Flow test kits
- Department has been visited by the Local Health and Safety advisor for visual Covid assessment
- Has working times and break times have been adjusted to limit time on-site. Some individual hours have been adjusted to accommodate personal circumstances (e.g. managing school closures).
- Screens have been fitted in the department to help with social distancing

IBGRL consisting of PDPU, Red Cell Reference and Molecular Diagnostics

- The department consists of a mixture of labs and offices.
- Amount of Staff working per shift – PDPU 4-6 / RCR 1-10 / MD- usually 4 - 18

- Walk-in fridge and freezer, face coverings are worn in these areas and social distancing adhered to
- Are washing facilities and hand sanitiser is available
- Social distancing is maintained except for known issues in F035 – Type IIR masks are mandatory in this area and some screens have been installed
- Face covering are mandatory in IBGRL
- Is social distancing maintained during breaks, we have also asked Facilities to add social distancing demarcation and signage to the upper break out area (sofa benches)
- Signs on doors requesting that masks are required, and people should only enter if necessary
- Visitors are required to wear a mask
- The cleaner's clean door handles, staff are cleaning Perspex screens surrounding their own work areas, where these are in place, additional touch point cleaning of phones, keyboards, mice, fridge/freezer doors, shared equipment e.g. cell washers
- The department has been issued Lateral flow test
- Working times have been adjusted to reduce numbers in the department – PDPU – NA (some staff work from home) / RCR – NA too many staff isolating, shielding, long-term sick, working on other departments for this to be possible / MD – no.
- Screens have been fitting where required in the departments

Cord Blood Bank

- Both CBB office and laboratory remain operational
- Staff working per shift, 2 SHTO staff work in laboratory 8-4PM. Laboratory manager and 1 rotational transplant scientist work in the office 9-5PM.
- CBB laboratory is temperature controlled. Building EMS controlled. Monitored by contronics.
- Are washing facilities, both laboratory and office have hand washing facilities. Hand sanitiser is provided, and staff are encouraged to carry personal hand sanitiser, also provided.
- Staff have been instructed to and are encouraged to practice social distancing and maximum staff numbers are controlled to enable this. When at workstations staff are more than 2m apart or separated by screens.
- Staff are encouraged to wear face coverings however face coverings are only mandatory when staff are required to work in situations where social distancing measures are not possible.
- Social distancing is maintained during breaks in accordance with facilities instruction.
- Signage is displayed in the department to remind staff and visitors of the need to social distance and wash hands.
- CBB is access controlled. Authorised staff list has been reviewed to ensure visitor access is limited to that deemed mandatory only. Floor markings are in place to ensure visitors do not approach staff unnecessarily.
- Laboratory cleaning procedures remain active and considered sufficient. Additional disinfectant wipes provided at terminals in office space. Current additional facility cleaning services performed in both laboratory and office.
- The department has been issued with Lateral flow tests and all staff in participation.
- Has the department completed a risk assessment for working during Covid 19? Yes. All actions in operation.
- Working times been adjusted to reduce numbers in the department. Staffing levels have been arranged to ensure minimum sufficient operational capacity is maintained whilst continuing to ensure social distancing measures are achievable. This equates roughly to 4 staff working on-site and 3 working remotely each day.

SCI

- Areas of work within the department consist of 2 office areas, clean room suite, two labs areas, two stock rooms, 2 cryostores
- If fully staffed we have 16 in the department
- Hand wash sinks in the lab area Covid cleaning stations in the office.
- 2 meters social distancing is difficult to maintain. We have the fluid repellent masks available in all the department and a moveable Perspex screen.
- Is social distancing maintained during breaks. Break areas follow NHSBT policy
- Signage on the office door and doorway into the lab
- Any visitors to ensure social distancing is maintained.
- Following NHSBT policy. We conduct additional cleaning daily in line with GMP including the office area.
- Has the department has been issued Lateral flow tests
- Working from Home is supported where possible.

Eye Retrieval, Tissue and Eye Services

- Department is moving into a new lab
- With shifts overlapping there can be up to 7 people working
- Are washing facilities and hand sanitiser available for staff
- In current office staff can work 2 meters apart in the new lab working area this will be difficult so Perspex screens to divide the desks will be fitted.
- Is face covering are mandatory in the department
- Is social distancing is adhered to during breaks
Signs displayed in current working area, Desks marked not for use due to Covid-19.
- No visitors in the department
- Touch point cleaning controlled by the Estates and Facilities; Workstations cleaned every day before use
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Transport

- Areas of work include Transport office, drivers rest room, 8 hospitals, all team collection venues.
- Circa of 18 staff covering 24/7, varies daily
- Screen fitted in transport office.
- Washing facilities/Hand sanitiser available. Drivers issued with sanitiser and cleaning equipment for the vehicles
- Drivers can maintain 2 meters social distancing, Screen fitted in office and window used to reduce transmission
- Is face coverings to be worn in communal areas.
- Is social distancing maintained during breaks
- Signs displayed to help control the Covid-19
- Visitors must use office window and wear a mask
- Cleaning as per site rules
- The department has been issued Lateral flow tests
- Reduced staff in break out area. Drivers are allowed to wait in vehicles until required

CBC Filton

- Laboratories F-051 and F-052 and shared facilities
- 7 staff working on shift
- Screens have been fitted in the department
- Washing facilities/Hand sanitiser available
- Social distancing can mostly be maintained where this is not possible screens are fitted a face masks type IIR are used.
- face covering mandatory in the department where 2m distance can't be guaranteed
- Social distancing rules are maintained during breaks
- 2m demarcations on flooring to help maintain distance
- Visitors must follow the same rules as the staff
- Cleaning procedures for the department, Bench cleaning and usual containment level 2 laboratory cleaning
- The department has been issued Lateral flow tests

Manufacturing

- Areas of work within the department are all Manufacturing Areas – Pods, Pooled Platelet Pod, Cryo Pooling pod, OHFD area, Session Receipt, Discard Area, Plasma Frost area, Walk In fridges
- Amount of Staff working per shift
Day shift – up to 52 staff
Evening Shift – up to 8 staff
Night shift – up to 28 staff
Night Shift over Sat/Sun 4 staff
Sunday from 12:30 to 21:00 – 1 staff member
- The department have fixed and mobile screens
- Washing facilities and hand sanitiser available
- Social distancing can normally be achieved in the department, face masks type IIR provided and mobile screens used when appropriate- training etc.
- Face covering to be worn in the department
- Social distancing is maintained during breaks
- Signs on floor and in Secondary Change with a one-way holding system for hand washing. Other signs displayed around the Hall
- Visitors by appointments only
- One-way system only in the change area
- Cleaning procedures for the department
- Lateral flow tests have been made available.
- Has working times have been adjusted to reduce numbers in the department, Night Shift finish their shift @ 7:25 , Day shift start @ 08:00 and finish earlier if workload suits- they take their afternoon tea breaks @ 15:15 to avoid the Evening shift starting, Evening shift finishes before the NS start @ 23:30 If the workload has been completed.

1st Floor open plan office including Donor Records, Quality, RD, Customer Services, Clinical Support Services, Marketing and any staff using this area.

- Staff in this area has been advised to work from home where possible
- Cleaning equipment is available in this area
- Reduced workstations so social distancing can be followed. Signed fitted to monitors to highlight the unavailable workstations.

- Face covering to be worn when moving about the department. Face coverings can be removed when working from a workstation.
- Staff aware of social distancing during breaks
- Signs used in the area to remind staff of Covid-19 rules
- General cleaning by the cleaning staff including touch points, staff asked to clean workstation before and after use.
- Major reduction of staff working in this area since start of Pandemic.
- Screens fitted where required.

H&I

- The department works from areas in F032, F036 and F043.
- We have up to 27 staff working from the H&I department.
- A sink in each lab for hand washing facilities and sanitiser is distributed around the department around places where multiple people may use a workstation at different times.
- We encourage 2m apart, but this cannot happen in all circumstances due to training and help in analysis of results. We have plastic screens throughout the laboratory, but the majority still wear surgical masks. Everyone in the lab whilst working must wear surgical masks if no screen, only face coverings if entering and leaving the laboratory.
- The department is aware social distancing must be maintained during breaks.
- Signs at entrances, we did have spaces marked on the floor, but it was beginning to become a trip hazard, so we removed. We have signs on the office doors to limit to 2 people only.
- Limited visitors we only have engineers for equipment, and they wear a surgical mask.
- We encourage people starting/leaving computers/workstation to use Clinell wipes. We also have sanitiser by surgical mask stocks and have told the team if they collect a mask, they must sanitise hands first.
- The department has been issued Lateral flow tests
- Staff working from home whenever possible.

Meetings are held every 2 weeks with HR, Business Continuity, Estates and Facilities, Health, Safety and Wellbeing and the Head of Centre to discuss any Covid related issues.

Stoke Gifford

- Office working environment. main reception area has screen at front desk.
- Reduced amount of staff on site, most staff are working from home. Hub is the only department working throughout the pandemic
- Washing facilities, sanitiser, and cleaning equipment available.
- Staff able to maintain social distancing. Screens have been fitted in the hub to help with social distancing controls.
- Face covering are worn when in the center. these can be removed when sitting at workstation and social distancing.
- Social distancing is maintained during breaks, controls in place in common room, break out areas.
- Covid-19 signage throughout the building, controls on lift, room occupancy, kitchen areas.
- Signing in book used to control staff and visitors in the building
- Cleaning increased, touch point cleaning in operation.
- Some essential staff taking Lateral Flow tests.
- Working times have been adjusted where required.
- Regular Covid-19 meetings with Head of center.

Cardiff Offices

- Office area in a shared building. All shared areas controlled by landlord
- Reduced amount of staff due to Pandemic, booking system for workstation space.
- Washing facilities/Hand sanitiser/ cleaning product available.
- Due to the reduced workstation staff can socially distance in area.
- Face covering are worn when in the center. these can be removed when sitting at workstation and social distancing
- Social distancing is maintained during breaks.
- Signage to control social distancing, room occupancy and hygiene
- Offices have evening cleaner, equipment available for staff to clean own working areas.
- Staff use Lateral flow test kits
- Staff have adjusted working patterns and work from home when possible.

Bristol Emerald Park Stores

- The open plan office is sufficiently large enough to ensure social distancing is maintained, the main touch points in the building are regularly cleaned by the contractor whilst on site, we no longer sign for material at the back door from multi drop drivers to reduce the risk of hard surface cross contamination.
- The team practice social distancing where possible during the day and have their own area during breaks & lunchtimes.
- Access to the building has been restricted to NHSBT staff & Contractors only & all routine users of the 1st floor facility have been working from home.
- Each member of staff has been given a personal hand gel for own use and encouraged to wash hands regularly, disposable gloves have been made available.
- Covid-19 posters have been displayed around the building
- Rear loading doors opened to help with ventilation when possible
- Face masks worn when social distancing is difficult to maintain
- Touch points are regularly cleaned on manual handling equipment, Fork lift trucks, pallet trucks and trolleys.