



## 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	Tooting 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 Tooting 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 all work environments within NHSBT Premises excluding Blood donation sessions and centres, workplaces embedded in hospitals and transport operations.  It is understood that it will not always be possible to maintain 2m social distancing in the workplace at all times. Anxiety around COVID-19 transmission is taken very seriously to ensure that all individuals feel safe whilst at work. This is why it is important for managers to use this risk assessment to assess all areas of work, taking into account individual concerns and NHSBT responsibility to comply with PHE guidance.

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
02/03/2022	Document	Tooting Covid secure Controls 29.10.21	31794
06/03/2021	Document	Updated Covid controls 18.02.21	29192
10/11/2020	Document	Control measures for CVP clinic	28193
30/07/2020	Document	Tooting Specific Review and Controls	26761
19/06/2020	Document	Covid19 secure workplace controls	26331
19/06/2020	Memorandum	IPC guidance May 2020	26330

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

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	Impact					
	Likelihood	Negligible	Minor	Moderate	Major	Catastrophic
Almost Certain	●	●	●	●	●	●
Likely	●	●	●	●	●	●
Possible	●	●	●	●	●	●
Unlikely	●	●	●	●	●	●
Rare	●	●	●	●	●	●
Rating (initial): 15		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.

Please see attached documents providing IPC guidance, national controls and local Tooting specific Covid 19 secure workplace controls.

It has been identified there are potential opportunities for improvement in RCI (currently being investigated), and there will need to be a further review in August / September prior to office colleagues returning to agile areas etc. At present minimal occupancy in these areas and overflow for admin activities of other colleagues to ensure social distancing adhered to within their areas.

The risk assessment was reviewed with controls updated further to reflect changes / improvements in Hospital Services and RCI on 30/07/2020. A team base document is also being produced to be added as an addendum to this assessment. This was ahead of planned review due on 31/07/2020. Next review planned for mid September, as office worker return now delayed. Controls document updated in September. Main change extension to include the Team Bases.

Martin Hill - I have reviewed this RA and found all areas are adhering to the current updated measures. I have also included a document outlaying the new CVP clinic situated on the 2nd floor. This clinic will be operated with the same precautions and control measures as the clinic on the ground floor.

Martin Hill - The CVP clinic has now closed down and returned to a meeting room for the centre.

I have updated the Control measures for 29/10/21 which were agreed by department heads.

The centre will also follow national guidelines to Covid Controls.

### 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	Impact					
	Likelihood	Negligible	Minor	Moderate	Major	Catastrophic
Almost Certain	●	●	●	●	●	●
Likely	●	●	●	●	●	●
Possible	●	●	●	●	●	●
Unlikely	●	●	●	●	●	●
Rare	●	●	●	●	●	●
Rating (current): 3		Risk level (current):				
Low						

### 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)

10/05/2022

#### Performed by

#### Approval status

Current approval status

Final approval

ID

26528

#### 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.

<b>Contacts</b>				+
<b>Linked Records</b>				+
<b>Notifications</b>				-
<b>Recipient Name</b>	<b>Recipient E-mail</b>	<b>Date/Time</b>	<b>Contact ID</b>	
No notification e-mails sent				