



## 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	National (for Risk Assessment use only)
Directorate	Blood Supply
Dept/Area	National (for Risk Assessment use only)
On/Off Site	Off-site None - NHSBT Property
Location	Travel - Public highway

Type of Form Required and its Purpose	
Form Required	COSHH Risk Assessment
<p>Select the correct form for your needs.  <b>For risk assessments this should be in accordance with your training.</b></p>	
Title	Travelling to Blood Donor Sessions Covid-19 in NHSBT MPV, Minibuses and Equipment Vehicles
Reference Number	BD/RA/Coronavirus/003
E.g. BD/RA/Gen/001 or D-HR-01	

Identifier	
<p>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.</p>	
Identifier	<p>This risk assessment is for travelling in NHSBT operated MPV, minibuses and equipment vehicles to Blood Donation sessions during Coronavirus Pandemic. It outlines the risk levels and subsequent controls for preventing spread of infection and providing confidence in safety of travelling in NHSBT operated MPV, minibuses and Equipment Vehicles to and from Blood Donation Session.</p> <p>This risk assessment covers both Minibuses and 7.5 tonne equipment vehicles and outlines the risk control measures necessary to reduce the risk of infection</p>
What might occur?	

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)	Transmission of infection between NHSBT colleagues when travelling in NHSBT MPV, Minibuses and 7.5 tonne equipment vehicles
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
Select all the hazards associated with this substance.	
Substance 1 - route of entry (Hazardous Substance 1)	Inhalation Mucus Membranes
Select all the viable ways the substance can cause harm to those involved.	

Documents			
Created	Type	Description	ID
18/07/2021	Document	MPV MINIBUS LAYOUT	30458

Description of the process	
Description of the process	<p>Colleagues working on Mobile blood donation sessions are required to travel to and from the session. Sessions are located all over the country in major cities, towns and villages. NHSBT provides travel arrangements through the use of MPV, Minibuses and the 7.5 tonne equipment vehicle. This means of travel has become more challenging due to the COVID19 pandemic requiring colleagues to maintain a safe social distance wherever possible. This risk assessment will outline the requirements for travel in NHSBT MPV, Minibuses and 7.5 tonne Equipment Vehicles. Seats are of bench-like construction allowing for individuals to sit at opposite ends. Window opening is controlled by individuals in the vehicle.</p>

Frequency/duration of exposure and who is affected?	
Frequency/duration of exposure and who is affected? (Frequency/duration of exposure and who is affected?)	Travel time to blood collections sessions can vary from between 15 minutes to over 2 hours. maintaining social distance in vehicles is challenging Therefore 1m+ additional mitigation is required to ensure a good level of safety is maintained during travel.

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
<b>Almost Certain</b>	●	●	●	●	●
<b>Likely</b>	●	●	●	●	●
<b>Possible</b>	●	●	●	●	●
<b>Unlikely</b>	●	●	●	●	●
<b>Rare</b>	●	●	●	●	●
<b>Rating (initial):</b> 20			<b>Risk level (initial):</b>		
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.

Colleagues must not attend work if they are feeling unwell and displaying any of the 3 main Covid symptoms which are

- High temperature
- New continuous dry cough
- Loss or change to sense of smell or taste

clear signage in vehicle to outline social distancing measures in place and where to sit not to sit single person or contactless refueling where possible  
Colleagues must sanitize hands prior to entering and upon leaving the vehicles  
Manager to ensure equipment is available to clean all touch points on the vehicle, this will be the responsibility of ALL STAFF using the vehicle.  
This will include but not be exclusive to:  
Door handles (interior and exterior)  
Window adjustment controls  
interior mirror and mirror adjustment controls  
Seat-belt buckles  
heating controls and switches  
Steering wheel  
Gear level  
Hand brake  
Indicator and headlight stems and switches  
In car entertainment systems  
Seat lifting device for the middle seat in the MPV  
seat adjustment controls  
Limit numbers in the vehicles to ensure social distancing at 1m+ additional mitigation please see attached document.  
MPV- 8 seats plus driver, Max capacity 5 people  
MINIBUS- 9 seats or more plus driver, Max Capacity 17 seater 9 people, 15 seater 8 people.  
7.5 TONNE EQUIPMENT VEHICLE, Max capacity 2 people. The passenger in this vehicle must wear a visor and a surgical type 2R face mask. Use a 'buddy system' where one driver and co-driver always work together and if one develops symptoms then they both have to go off until results are known and if positive 10 days self-isolation is completed.

All drivers must have the correct licence in order to drive these vehicles.

All staff must be facing forward when travelling in the vehicles with the exception of the driver who may look around in order to safely drive the vehicle

All windows that will open must be opened sufficiently to allow fresh air to enter the vehicle for the duration of the trip. Heaters should be used to maintain good temperature control within the vehicle whilst the windows are open. Passengers must wear a surgical type 2R face mask at all times whilst in the vehicle.  
Protective Eye wear is available upon request.

Review 19/07/2021. GN- Changes to the occupancy of the minibuses and the MPV. Travelling in the minibuses and MPV will remain optional and staff will still be able to use own transport.

Review 05/01/2022 discussed the controls in the risk assessment with Tracy Eastham Health and safety union rep and Sarah Humberstone lead nurse infection prevention control and all happy to extend risk assessment for another 6 months.

**Emergency Preparedness**

Storage and disposal / accidental release and fire fighting requirements

Not applicable for COVID-19 risk associated with travelling in vehicles.

First Aid Measures

Standard practice for body fluid splash to be followed. Flush affected area with plenty of water immediately and then contact 24 Hour Sharps Line.

**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
<b>Almost Certain</b>	●	●	●	●	●
<b>Likely</b>	●	●	●	●	●
<b>Possible</b>	●	●	●	●	●
<b>Unlikely</b>	●	●	●	●	●
<b>Rare</b>	●	●	●	●	●
<b>Rating (current):</b> 4			<b>Risk level (current):</b>		
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)

04/07/2022

<b>Performed by</b> <span style="float: right;">+</span>			
<b>Approval status</b> <span style="float: right;">-</span>			
Current approval status		Final approval	
ID	27258		
<b>Manager Details</b> <span style="float: right;">+</span>			
<b>E-mail communication</b> 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. <span style="float: right;">+</span>			
<b>Contacts</b> <span style="float: right;">+</span>			
<b>Linked Records</b> <span style="float: right;">+</span>			
<b>Notifications</b> <span style="float: right;">-</span>			
<b>Recipient Name</b>	<b>Recipient E-mail</b>	<b>Date/Time</b>	<b>Contact ID</b>
No notification e-mails sent			