

# Specialist Nurse – Organ Donation

## Site Assessment Checklist

This Checklist must be kept at the hospital site in a readily accessible location e.g. 'Site File' for reference along with relevant NHSBT H&S Documents. It only needs to be updated should anything change such as completion of the action plan, changes to work location etc.

In addition to the site checklist, each individual must complete their own workplace self assessment for their regular workstations. Certain requirements of the Site Assessment may form part of the individual's action plan. Training information from the self assessment may provide information to meet NHSBT mandatory training needs.

Visitors should make themselves familiar with the content of this site assessment, as it contains important emergency information.

Copies of both assessments must be kept by the manager.

<b>Site (Work Location):</b>	
<b>Team:</b>	<b>Manager:</b>

### FIRE PROCEDURE & TRAINING

Is there a local fire procedure which must be followed ?

Yes

No

If yes, please state.....

Local Fire Marshal:

Fire Assembly Point:

#### Summarise procedure

Intermittent Alarm:

Continuous Alarm:

Is there a requirement to attend local Hospital fire training ?

Yes

No

If yes, please state .....

Frequency:

#### Note:

**Individual training records should be available and provided to NHSBT as part of Mandatory training requirements.**

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### FIRST AID

Are there local first aid arrangements that can be used by on-site NHSBT staff ?

Yes  No  If yes, please state.....

First Aiders:

First Aid Kit:

**Note:**

**All needlesticks / contact with blood injuries must use NHSBT Occupational Health.  
24 hour sharpeline: 0845 371 0572**

### ACCIDENT REPORTING

**All accidents / near misses MUST be reported in line with NHSBT Accident / Near Miss reporting procedures.**

**In addition, they must be reported to the Hospital as appropriate (e.g. in relation to areas of their responsibility such as environment – slips and trips).**

Are there local hospital accident reporting arrangements?

Yes  No  If yes, please state.....

**Summarise procedure (including Hospital H&S contact):**

### ADMIN / WORKSTATION LOCATION

Do you have lockable storage facilities for files and personal belongings ?

Yes  No  If yes, please state.....

Storage:

Locking mechanism:

Location:

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**Note:**

**Keys / access to these facilities must consider 'out of hours' requirements.**

Do you have a dedicated workstation ?

Yes

No

If yes, please state.....

Where exactly is the NHSBT workstation located ?

Location:

If no, please state.....

Which areas are available. They must be compliant with regard to seating, desk and lighting ?

Location:

Who provides the facilities within the workstation ?

NHSBT

Hospital

Both parties

What are these ?

NHSBT:

Hospital:

Who owns the electrical equipment used at the workstation?

NHSBT

Hospital

Both parties

List NHSBT equipment:

List Hospital equipment:

Is electrical equipment routinely checked for safety (portable appliance testing – PAT) ?

Yes

No

If Yes, state who does this:

Last checked:

Next test date:

(note this should be displayed on the equipment)

### MANUAL HANDLING AIDS / SYSTEMS OF WORK

Are there local manual handling procedures (related to donors) which must be followed ?

Yes

No

If yes, please state.....

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### Summarise procedures

Is there a requirement to attend local Hospital manual handling training ?

Yes  No  If yes, please state .....

Frequency:

**Note:**

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### WELFARE ARRANGEMENTS

Are there toilet / wash facilities nearby to which NHSBT staff have access whilst on site ?

Yes  No

If yes, please state location:

Are there rest room facilities to which NHSBT staff have access whilst on site ?

Yes  No

If yes, please state location:

Are there canteen facilities to which NHSBT staff have access whilst on site ?

Yes  No

If yes, please state location:

Are there local security arrangements to which NHSBT staff have access whilst on site ?  
e.g. security guards escorting staff to cars out of hours

Yes  No

If yes, please state what these are and how to access:

