



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	Cambridge 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
<p>Select the correct form for your needs. For risk assessments this should be in accordance with your training.</p>	
Title	COVID-19 Secure Workplace
Reference Number	HSW/COVID-19/001/Cambridge
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?	<p>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.</p> <p>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.</p>

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
25/04/2022	Document	Cambridge Centre Pandemic Workplace Controls	32059
30/12/2021	Document	Controls - Updated	31401
04/11/2021	Document	Updated - Controls CambDC	31110
29/10/2020	Document	Revised symptoms poster	28081
29/10/2020	Document	Max capacity poster	28080
29/10/2020	Document	Covid 19 Plan - CDL	28079
20/06/2020	Document	Hand Washing Poster	26344
20/06/2020	Document	Toilet Poster	26343
20/06/2020	Document	Cambridge Specific Secure Workplace Controls	26335

20/06/2020	Document	National COVID-19 Secure Workplace Controls	26334
20/06/2020	Memorandum	IPC Guidance May 2020	26333

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): 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: Please see attached documents providing IPC guidance, national controls and local Cambridge specific Covid 19 secure workplace controls. The additional local controls are summarised below:

E.G. "Gloves available to wear- YES" For COSHH assessments please consider other controls e.g. Health Surveillance.

Cambridge Hospital Services department due to not being able to move some face to face equipment and meet social distancing requirements, to have Perspex screens erected to partition any face to face issuing terminals affected by this.

29/10/2020 Review carried out as dated - Updated to reflect guidance on face masks. Revised and updated symptoms poster. Maximum capacity signage displayed on doors Perspex screening within OTDT, Estates & Facilities and CDL.

19.03.2021. Full departmental review carried out, as dated. Please see the attached for full list of controls Next review scheduled; 24.09.2021.

17.09.2021. Full departmental review carried out, as dated. Amendments included are as follows;

- Perspex required in OTDT office Please see the attached for full list of controls

Next review scheduled; 18.03.2022.

27.10.2021; NCQT Sim Suite Review carried out, as dated. Amendments included are as follows;

- Maximum person capacity revised; 18 [16 x trainees / 2 x TPS's]

Next review scheduled; 18.03.2022.

All controls are deemed suitable and sufficient at this time.

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): 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) 24/10/2022

Performed by



Approval status



Current approval status **Final approval**

ID 26360

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			