



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	Basildon Centre (including Offices and SHU)
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 <small>Select the correct form for your needs. For risk assessments this should be in accordance with your training.</small>
Title	Basildon Pandemic Specific Workplace RA
Reference Number	HSW/COVID-19/001/Basildon <small>E.g. BD/RA/Gen/001 or D-HR-01</small>

Identifier	
<small>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.</small>	
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
<small>Please identify all the substances involved in the process that you are assessing.</small>	

Hazardous Substance 1	
Substance 1 - form/amount/concentration (Hazardous Substance 1)	Respiratory Viruses <small>Provide as much information on the substance used and try and identify the main hazard here (but list all below).</small>
Substance 1 - Hazard (Hazardous Substance 1)	Blood Borne/Infection/Biohazard Harmful <small>Select all the hazards associated with this substance.</small>
Substance 1 - route of entry (Hazardous Substance 1)	Mucus Membranes <small>Select all the viable ways the substance can cause harm to those involved.</small>

Documents			
Created	Type	Description	ID
11/05/2022	Document	Basildon Centres - Workplace Pandemic Controls	32159
25/04/2022	Document	Basildon Centres Pandemic Workplace RA	32058
07/04/2022	Document	Display Poster	31975
23/11/2021	Document	Airborne.Cam	31198
23/11/2021	Document	Controls - Basildon SHU [Wilbur House]	31196
23/11/2021	Document	Controls - Phoenix House Basildon	31195
29/04/2021	Document	Basildon SHU Specific Secure Workplace Control	29903
29/10/2020	Document	Symptoms poster	28077
20/06/2020	Document	Toilet Poster	26341

20/06/2020	Document	Hand Washing Poster	26340
20/06/2020	Document	National COVID-19 Secure Workplace Controls	26338
20/06/2020	Memorandum	IPC Guidance May 2020	26337

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

Likelihood	Impact				
	Negligible	Minor	Moderate	Major	Catastrophic
Almost Certain	●	●	●	●	●
Likely	●	●	●	●	●
Possible	●	●	●	●	●
Unlikely	●	●	●	●	●
Rare	●	●	●	●	●

Rating (initial): 20
 Extreme

Risk level (initial):

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 Basildon (SHU and Office) specific pandemic workplace controls. A summary is as follows:

- If you need to work at a desk in the agile area you will now need to book a space using the shared Brentwood +Basildon meeting rooms calendar (if you need access please contact Cambridge Facilities or Head of Centre)
- When booking please add your name and time you will need the desk.
- Spaces are on a first come first served basis. If all desks are booked then there is no room for you that day.
- You are not booking a particular desk only a desk space.
- The breakout rooms can be used as desk space.
- Please follow good hand hygiene while on site. Hand sanitizer is provided at the entrance door.
- Visitors are not allowed other than for essential maintenance or MHRA related work.
- Desks should be cleaned at the start and end of your session with the wipes provided.
- Please follow social distancing rules in communal areas such as Rest rooms etc.
- Meetings with colleagues not based at the SHU are not allowed.
- The Large meeting room is being used as a rest area. If you need a 121 meeting it can be booked for an hour at a time. Please use the form on the door to book and try to avoid busy periods of the day.
- A PC has been set up on a desk in the Large meeting room this is for general use and is not able to be booked
- 2m distances marked on flooring
- New handwashing signage - copy attached.

29/10/2020. Review carried out, as dated.
 Social distancing signage added.
 Room capacities have been reviewed and signage in place on doors stating maximum numbers
 Perspex screening added in agile office area.
 Face masks recommended in corridors and rest areas, when not eating/drinking.
 External visitors must wear face coverings when entering the building

29/03/2022; Following on from the UK Governments announcement in February 2022 the UK is now 'Living with COVID-19' and from this Pandemic controls which were implemented into UK society and well as healthcare settings are now decreasing.

There is a risk of transmission of COVID-19 with any risk control relaxation. The risk reduction measures here are in accordance with IPC guidance for the healthcare sector, along with a reduced level of respiratory prevalence in society. For vaccinated colleagues the severity of symptoms and the risk of infection transmission is reduced, therefore, to reduce the control measures as below is considered acceptable.

The controls in place in each department within the centre is subject to a quarterly review by the Head of centre, Ben Pawsey; Local Health and Safety Advisor, Belinda Holder. The latest review was undertaken on 29/03/2022 and the below controls are now in effect within our NHSBT centres – including departments within our centres; and replace all other pre-dated controls, where applicable;

- Increased hand hygiene (colleagues, visitors, and donors) will continue to be implemented in line with current guidance
- Cleaning stations are to still be made available in workplaces / departments.
- Face masks for colleagues in contact with donors/patients will still be required. IPC will continue to monitor, and the guidance will be reviewed end of April 2022
- Face coverings in communal areas (canteens, kitchens, corridors, and stairs) in centres are to be made a personal choice and where colleagues wish to continue to wear them, they are free to do so
- Centres with areas that currently wear face masks when working closer than 2m can now be changed to only those working closer than 1m should wear face masks. IPC will continue to monitor, and the guidance will be reviewed end of April 2022
- Where Perspex screens are in situ within the centre and if not impeding work or causing obstructions can remain in place
- Please see the attached for full list of controls.

Emergency Preparedness

Storage and disposal / accidental release and fire fighting requirements N/A

First Aid Measures

If individuals are displaying any symptoms of respiratory viruses 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

Likelihood	Impact				
	Negligible	Minor	Moderate	Major	Catastrophic
Almost Certain					
Likely					
Possible					
Unlikely					
Rare					

Rating (current): 5 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) 09/11/2022

Performed by

Approval status

Current approval status **Final approval**

ID 26470

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			