

## COVID-19 Secure Workplace Risk Assessment

### General Controls for Barnsley Centre

Do not report for work if you are showing any symptoms of COVID-19

Symptoms include high temperature and/or new and continuous cough and or loss of sense of smell/taste

Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19)

Avoid use of public transport when possible.

Wash hands regularly as per government and NHSBT advice.

- Upon entering and prior to leaving a workplace and home.
- before entering laboratories and other GMP controlled areas
- Before and after eating or smoking.
- After coughing or sneezing.
- regularly throughout the day.

There are general hygiene and information posters on staff-facing noticeboards, receptions, and toilet areas.

Signage is displayed on entry and on doors throughout the building reminding colleagues to maintain the required social distance as per government guidance.

Maintain social distancing of 2m from others whenever possible. Where 2m cannot be maintained managers should consider whether an activity needs to continue for the business to operate.

Implement good respiratory hygiene measures when coughing, sneezing, wiping or blowing nose.

Use disposable tissues and dispose of immediately after use into the nearest waste bin or clinical waste bin.

Increased cleaning of toilets, hard surfaces and regular touch points such as door handles.

Reconfigured seating in canteen and ground floor rest room to enable social distancing and use of outdoor area for breaks. Colleagues who are not eating hot food are encouraged to eat in their own areas if they are office based.

Colleagues are required to wear a face covering whilst in communal areas, unless they have an exemption. This is displayed in reception. Hand sanitiser is available at reception.

Desks in agile office area to be used on diagonal basis in each bank to allow social distancing. Example displayed on entry.

Donation Clinic triaging donors on entry to building.

Individuals who identify themselves as being in any of the vulnerable groups must have an individual risk assessment completed by the HSW team. These are arranged through contacting HR direct.

Departmental Managers should also review their areas and implement the below controls:

- Avoidance of all face to face working within 2m
- Rearranged work areas to allow 2 metres social distancing between individual processes and workstations.
- Increased housekeeping and cleaning regimes in the workplace.
- Provision of appropriate sanitizing wipes to allow cleaning before and after use of shared equipment such as IT equipment and Lab equipment.
- Increased cleaning of IT and communications equipment.
- Reduce number of staff working in enclosed area depending on the size of the area.
- Set up workstations to avoid working face to face
- Avoid sharing workstations and equipment wherever possible
- Where equipment needs to be shared there is increased cleaning of said shared equipment and provision of appropriate sanitizing cleaning equipment to do this
- Provision of alternative work areas that allow individuals to work either in isolation or maintain social distance as per government guidance.
- Where possible managers have moved or rearranged equipment to create larger walkways to help with social distancing.
- All deliveries into and out of departments are received and dispatched within a pre-arranged area with rules in place to maintain social distancing.
- Any large deliveries are put into the vestibule/ collection area by department staff before the receiver is allowed into the area to collect it.
- Adjusted work patterns to facilitate potential for shifts working and staggered start times
- Cohort working and staff rotation.
- Staggered breaks and finish times.
- Displaying a variety of signs to remind staff about social distancing and good hand washing techniques and encourage them to maintain a COVID19 secure workplace.
- Face to face meetings should be avoided where this is not possible, choose a suitable environment and reduce numbers attending to enable good social distancing to be adhered to.

If after the review there are situations or circumstances identified within the department where work activity requires colleagues to work face to face, in enclosed spaces, for periods of fifteen minutes or more at distances of less than 2m, then please report these to HR direct for local HSW advisor to attend the department and assess the current controls.

HSW will advise on additional appropriate controls that may require adjustment of work area, work practices or in some instances provision of face coverings and or screens. Face coverings will be mandatory for activities within departments where social distancing cannot be achieved.

Individuals may wear appropriate face covering if they wish to do so to meet their concerns at this time.

## Department specific controls in Barnsley

### CMT (SCI)

- Office Areas. To maintain 2 metres social distancing a maximum of 4 colleagues in the main open area in the office. Signage displayed on workstations not to be used. Layout displayed on door on entry to office to indicate workstations to be used.  
Manager's office – 2-person occupancy. Borderline for social distancing so screen to be sourced for additional mitigation.  
Quite area office – maximum of 2 colleagues in here to achieve social distancing. Signage displayed on middle workstation to not use.
- Drivers pick up room. Workstation positions adjusted to achieve 2 metres, maximum of 2 colleagues.
- Closed Processing (CM34) – Maximum of 4 colleagues. Workstations located to achieve 2 metres social distancing. 2 workstations in donation receipt and 2 in closed processing.
- QC Lab (CMT33) – Maximum of 2 colleagues in here to achieve social distancing. Layout of room means colleagues work in different halves of the room.
- Development Lab (CMT26) – Maximum of 3 colleagues in here. Workstations positioned to achieve 2 metres social distancing.
- Store room (CMT25) – Single occupancy.
- QC Micro (CMT25) – Operationally 2 colleagues may be required to be in here at the same time. 2 metres not always possible to maintain so face coverings to be worn too in here. Layout of room means adding Perspex screen not feasible.
- Waste Treatment (CMT 23) – Operationally should only be 1 person in at a time.
- Handwash area (CMT28) – Additional hand gel dispensers to be sourced for this area for colleagues to use before entering main lab areas, TABs request in place by management.
- Clean room change area – hand gel to be positioned in this area in one of the lockers for colleagues to use.
- Achieving 2 metres where possible is the objective. Given the layouts of the main office and labs in CMT, adding screens would not necessarily allow for increased capacity.

### H&I

- Screen in place for face to face workstations in Sample Receipt room.
- Areas identifies where screens are needed based on current room occupancy, these are the Senior Managers Office, Reporting Room 2 and the Patient Management office.

- Occupancy of 3 in Support Office, agreed active workstations to maintain social distancing.
- Occupancy of 3 in Serology Analysis Reception room, agreed workstations to maintain social distancing.

#### Hospital Services

- Screens (x4) required for face to face workstations in red cell issuing area.

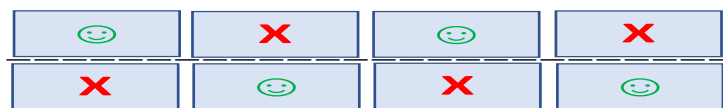
#### RCI

- Areas where screens have been identified are in the Specimen Reception area and for face to face workstations in the main lab area.
- Maximum occupancy of 3 in Crossmatch Handling area near Hospital Services. Ideally would be 2 colleagues in here, screen and back to back workstations in place if 3 people needed in area.

#### Agile office area

- Hand rubs and wipes located throughout area on Tambour units.
- Instruction on entry to building for office colleagues to use desks as per below to allow social distancing to be maintained.

**Please respect social distancing while on site.**



**Choose your desk with care.**

#### Meeting room capacities (Capacity in brackets) Signage displayed

- Bridle Path (10)
- Longley Lane (10)
- Dodworth (20)
- Meeting rooms 2 & 3 (3)

Desk booking trial for open plan office area commenced on 29/11/2021. Occupancy limits set so social distancing can be adhered to. Airborne.cam calculations undertaken to ensure transmission risk is minimal.