

COVID-19 Secure Workplace Risk Assessment

General Controls for Colindale Centre

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

Main 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.

If using public transport wear a face covering

Wash hands or sanitize regularly as per government and NHSBT advice.

- Upon entering and prior to leaving a workplace and home.
- before entering and leaving 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 all staff-facing noticeboards, receptions, and toilet areas.

There are a combination of wall and floor signs in place in all areas of the building reminding employees to maintain the required social distance as per government guidance. Stand / work here signage is also being implemented to help guide colleagues on distances.

Maintain social distancing as per government guidance from others whenever possible. Where the required distance 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 and wash hands immediately after.

Recycling Air conditioning units have been switched off unless in temperature-controlled areas. These are the units that recirculate air within a specific room. They are usually wall mounted. All main air conditioning units which draw fresh air from outside are low risk of transmitting the virus.

Increased cleaning of all toilets, all hard surfaces and all regular touch points such as door handles in all communal areas and lower use areas such as kitchenettes, training rooms and break out rooms

Signage on doors of toilets / locker areas and canteen (including over flow seating) identifying maximum occupancy at any given time, importance of social distancing

and encouraging use of alternative facilities if occupied. Some toilets, particularly urinals taken out of use.

Colleagues discouraged from congregating in toilets / kitchenettes. Preferred layouts will be established to meet social distancing requirements for training rooms.

HS&W and Head of Centre have visited all departments and reviewed positioning of desks / work benches changed to ensure social distancing and 2 metre requirement is achieved. Where this is more challenging recommendations have been provided by HS&W to managers for immediate modifications and longer-term solutions.

It is now mandatory to wear face coverings in communal areas such as corridors and rest areas; face coverings can be removed to eat and drink.

Individuals who identify themselves as being in any of the vulnerable groups have individual risk assessments completed by the HS&W team. These are arranged through contacting HR Direct.

Departmental Managers have also reviewed their areas and implement the below controls:

- 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.
- Avoidance of all face to face working within 2m
- Set up workstations to avoid working face to face
- Avoid sharing workstations and equipment wherever possible
- Where equipment has 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.
- Rearranged work areas to allow more space between individual processes and workstations.
- 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.

The departments currently working on site (June 2020) are Transport, Hospital Services, Manufacturing, Microbiology Services Laboratory, Tissue and Eye Services, Cord Blood Bank, RCI, H&I and Facilities. Occasional office / support colleagues are on site, from other departments, primarily on the 3rd floor.

Controls are as follows:

- **London Middlesex Team Base**

Personal controls at the team base.

- Colleagues know not report for work if showing any symptoms of COVID-19 symptoms include high temperature and/or new and continuous cough or a loss of, or change in, your normal sense of taste or smell. Colleagues aware of other symptoms. Colleagues know to avoid contact with someone who is displaying symptoms of coronavirus (COVID-19).
- Colleagues know to avoid use of public transport, when possible.
- Avoid touching the face, particularly mouth, nose and eyes.
- Colleagues Wash hands regularly as per government and NHSBT advice:
 - Upon entering and prior to leaving a workplace.
 - Before and after eating or smoking.
 - After coughing or sneezing.
- Colleagues maintain social distancing of 2m from others, whenever possible.
- Colleagues know how to implement good respiratory hygiene measures when coughing, sneezing, wiping or blowing nose removing and putting on face coverings
- Colleagues take temperature on arrival and clean thermometer thoroughly after use.
- Colleagues use disposable tissues when coughing or sneezing and dispose of immediately after use into the nearest waste bin or clinical waste bin.
- All donor carers and nurses to be trained in how to wear, use and remove masks and training package to include information on the hazard, risk and controls.
- Colleagues wear an appropriate Fluid Repellent Surgical Face Masks (FFP2) as required
- When on site, all Visitors / Contractors to sign in and out.
- Hand sanitiser stations / automatic dispensers are located around the team base for all colleagues and visitors / contractors to use whilst on site

Local Controls

- SOCIAL DISTANCING
 - Daily communications to emphasise social distancing.
 - Social distancing signage in place to remind staff about “hands face space”
 - Office-based colleagues working from home, wherever possible
 - Occupancy limits in place for maintaining social distance in separate areas to include where applicable
- Garage area;
 - With both the vehicles inside - limited to 8 persons.
 - With one vehicle inside - limited to 10 persons.
 - Stores - limited to 3 persons.
 - Main Office - limited to 2 persons.
 - Kitchen/ Staff Area - limited to 1 person.
 - Other Offices - limited to 3 persons.
 - Meeting Room - limited to 2 persons.
 - Computers arranged to allow space between workstations - N/A to this team base.
 - Computers arranged to avoid face to face working.
 - Equipment moved to create wider walkways - N/A to this team base.
 - Alternative work areas available for colleagues to work either in isolation or maintain 2m social distancing.
- CLEANING
 - Cleaning equipment is available in work areas
 - Gloves and apron worn when cleaning
 - Ensure all shared touchpoints, inclusive of all items on cleaning checklist, are cleaned as detailed.
 - Cleaning logs to be completed, signed, dated and records retained.
- OTHER
 - Good housekeeping and hygiene to be maintained in the workplace.
 - Ventilation within the shared office areas
- Managers must;
 - Ensure these measures are implemented and maintained at all times.
- **Manufacturing** – adequate space within the department to allow colleagues to social distance whilst moving around the department, some opportunities within the department to increase further 2 metre social distancing
 - Staggered working hours and breaks to reduce overall numbers and limit multiple colleagues being in the locker area / hand washing sink on entry / exit of the department (as only one entrance route into laboratory)
 - Office area – Team Managers instructed not to sit opposite or directly next to each other to achieve 2 metre distance. Working patterns and ample workstations in department ensure this can be adhered to.
 - Encourage all colleagues to be more flexible in how they are working, choosing the right terminal / location to work rather than ‘normal terminal’ to avoid working next to someone or face to face (human factors).
 - Main Laboratory

- 1 or 2 colleagues maximum per processing pod. Defined areas within the pod as to where colleagues to stay within to achieve 2 metre social distancing if working together.
 - Apheresis pod faces pod 3 of processing pods. Whilst over 2 metres, screen is being considered as additional measure when it is not possible to not use pod 3 and apheresis is in operation.
 - Quality Monitoring – max 3 colleagues in area, to meet 2 metre requirement only two of the terminals should be used. The terminal facing the lab, between the other two is not to be used. If a third terminal is required, alternative terminals in the laboratory to be used.
 - Old Methylene Blue Room / Temporary Storage Area – will be cleared out with additional benches put in (if required) so that up to 2 colleagues returning from shielding can work in this area, away from the main laboratory if they prefer this environment.
 - Bacterial Screening - Colleague numbers (up to 3) and work processes mean that social distancing can be more challenging within the Bacti Alert area. Recognising this, face coverings are provided that colleagues can wear. Minor adjustments to the location / run of the 3 side by side workstations within this area may improve social distancing for those in the area.
 - Cryo pooling / CVP sample sorting / CVP processing area – repositioning of the terminal that faces secondary to face the wall instead improves social distancing.
 - Granulocyte processing – no concerns as one person working
 - Platelet Pooling / Cryo Processing – reviewing the position / run of equipment towards QM and repositioning of Platelet pooling terminal and scales to face the window to avoid face to face working the Cryo processing terminal and need for screen. In interim trying to avoid working opposite at same time.
 - Reception
 - up to 3 colleagues can potentially be in this area although should be kept to the minimum required. Social distancing can be adhered to if colleagues practice situational awareness. Placement of stand / work here signs will further enhance this. Alternatively colleagues can take packs from this area into the main laboratory for pack entry.
 - Restrictions in place so only one delivery received at a time and need for colleague to step back when bags and paperwork placed on bench, then ask driver to step back as they go to check.
- **Hospital Services** - adequate space within the department to allow colleagues to social distance whilst moving around the department some opportunities to increase further 2 metre social distancing
 - Staggered working hours to reduce overall numbers.
 - Tape on floor to inform supervisors where to stand to talk to colleagues to comply with social distancing requirements

- Validation area / use of 3 workstations requires some tweaks and preference as to where to work put in place to maximise space between individuals (work orientation is face to back)
- Where face to face workstations are unavoidable, distance is being made 2 metres, with screen as added precaution.
- Maximum occupancy is in place within certain areas. e.g. issuing hatch / room (2) and also cold room (2).
- Adequate space within telephonist's office for occupants to adhere to social distancing with good visual from lab / office to avoid 'crossing paths'.
- Redundant equipment to be removed to maximise space options, although electrics do restrict significant movement of workstations.
- Only one person in the irradiator room at a time
- All colleagues are required to clean terminals before use.
- Maximum occupancy in ground floor Hospital Services tea room, alternative areas on 2nd floor to be used if full
- Maximum capacity determined for meeting rooms and office spaces
- Face coverings mandated during frozen validation
- Face coverings mandated for all training exercises and trainer and trainee to be separated by a screen if training cannot be done remotely
- Document training to be completed remotely using IT support wherever possible
- Offices with no air conditioning ventilation will have windows open if more than 1 person occupancy
- Senior team limiting splitting time working from home and on site – 2 bubbles
- **Facilities (Ground Floor)** adequate space within the department to allow colleagues to social distance whilst moving around the department
 - Alternate workstations are in use to meet 2 metre requirements.
- **Microbiology Services Laboratory** – using R&D area as overflow and 3rd floor agile area (for office workstations), adequate space to achieve safe working
 - New rotas in place for the laboratory staff (commencing week of 27th July). Working with the 30 colleagues a work pattern has been created that should meet work demand and allow for social distancing.
 - Bacteriology laboratory have been rearranged to avoid, as far as reasonably practicable, face to face working and hot spots. As an additional control, where this is challenging, due to work timings, screens will be obtained as an additional control measure. Use of the R&D area, via additional benches and rearranging layout provides an overflow to the main laboratory. It will also be used to help support colleagues returning from shielding, with additional screens in this area to reduce any anxiety they may initially have as opposed to being an actual requirement, as 2 metre distance can be achieved.
 - Within the NTMRL laboratory, 2 metre distance and face to face working is being avoided, as far as reasonably practicable, through

rotas, working patterns, maximum occupancy (in side rooms) and workstation design. However, the Pulse Transfer Computer remains opposite the Sample Reception Computer and cannot be relocated. There is potential close proximity face to face working here. Colleagues need to actively avoid working on the one computer if the other is in use waiting until it is vacated. The addition of a screen between the computers (being obtained) will enable short term simultaneous working where this cannot be avoided whilst ensuring the wellbeing of colleagues.

- Within the office area (which is shared with other departments), alternate workstations are in use with colleagues working different days to support this. If face to face 2 metre social distancing is achieved. Additional space can be found on the third floor, if required.
- **Tissue and Eye Services (TES)** – adequate space within the department to achieve safe working
 - Office area reconfigured to ensure 2 metre social distancing achieved
 - Laboratory bench area being reconfigured to improve further working practices and social distancing for TES colleagues.
 - TES work bench in laboratory direct faces Cord Blood Bank bench. TES and Cord Blood Bank colleagues work different hours at the bench so no face to face working to address. Contingency, in case there are any changes, is for signage to be displayed on both sides to remind colleagues not to work if someone on the opposite side.
 - Maximum number of colleagues in store room at any one time (shared with Cord Blood Bank)
- **Cord Blood Bank** – adequate space within the department to achieve safe working
 - Modified working patterns means reduced numbers of colleagues are working in both laboratory and office.
 - In office area alternate workstations have been taken out of use avoid face to face working and comply with 2 metre requirements.
 - In laboratory staff numbers along with workstation locations and floor signage ensures 2 metre distancing is adhered to. Bench directly facing TES is only used by Cord Blood Bank when TES not working. Contingency, in case there are any changes, is for signage to be displayed on both sides to remind colleagues not to work if someone on the opposite side.
 - Maximum number of colleagues in store room at any one time (shared with TES)
- **RCI** – adequate space within the department to achieve safe working
 - Flexible hours of attendance available (due to 24/7 nature of work)
 - One-way system into / out of laboratory now in operation for colleagues
 - Workstations modified to avoid face to face working and achieve 2 metre distancing side by side or back to back.
 - A 'COVID' designated cleaner cleans shared equipment regularly.

- Reporting cells and office layout improved to meet 2 metre requirements. Some workstations taken out of use as a result of this.
- Cross matching activity was moved to a new location but this trial was unsuccessful so brought back into the department, no issues since return.
- **H&I** – adequate space to allow colleagues to social distance whilst moving around the department some opportunities to increase further 2 metre social distancing in specific areas
 - Reduced colleagues currently working on site with modified working patterns with 2 cohorts. Reviewing working patterns.
 - Maximum occupancy levels for different areas / cells.
 - Where colleagues require training to be undertaken in close proximity and are happy to continue, face shields are being used.
 - Visors are also used as standard control for certain activities as per H&I work activities risk assessments (post PCR liquid handling robot / MiSEQ area and demographics checking).
 - Ongoing review of layout / cells and traffic to assist in social distancing which could involve moving some benching / changing cells. This will be undertaken in consultation with colleagues.
 - H&I office area on third floor some workstations are too close, controls in place to avoid use (alternate workstations taken out of use) and considering screens, to address this. Further review of current configuration being undertaken to try and avoid this as < 2 metres trace and trace will apply. Additional seating / overflow is available at this time on the floor due to reduce office working on site.
- **Third Floor Office / Agile Areas** - minimal colleagues are currently working on this floor primarily colleagues associated with H&I or RCI (as their offices are here) or those who cannot work effectively from home. This means that there are available workstations / breakout rooms available to colleagues from other areas of the building to use if required.
 - Seating capacity reduced.
 - Alternate workstations have been taken out (creating a V configuration) to achieve social distancing guidelines. Signage put up on terminals not to be used.
 - Table and seating areas at end of corridors should be used for sole occupancy unless social distancing practiced by users.
- **Transport** – adequate space within the department to achieve safe working
 - Reduced numbers of management in area working rota system
 - Maximum numbers of colleagues allowed in office (1) and drivers rest room (4). Signage being displayed to reinforce this.
 - Masks to be worn by all staff when entering office.
 - Masks to be worn in drivers rest area when not eating and drinking.
 - Controls / signage and communications in place to avoid multiple individuals on staircase / in corridor to Transport Managers location with 'waiting' locations identified. This control will remain under review and is being adhered to by drivers.

- Regular cleaning of touchpoints in both office and Rest room.
- **Communal Areas (Restaurant / Meetings Rooms / Toilets & Circulation)**
 - Floor signage in place stating 2 metres apart in all main areas, corridors and stairwells, continuing into laboratories / office areas as flooring permits.
 - Maximum of 1 person allowed to travel in each lift (with signage in place)
 - Alcohol hand gel stations available on main staff entry / exit points to the building and prior to entry on each floor.
 - Reduced seating available in Reception to achieve social distancing, Reception monitor its use as required.
 - Maximum of one person in the post room with signage in place. Design (two access doors with vision panels) makes it easy for colleagues to adhere to, to avoid multiple colleagues being in this restricted space.
 - Maximum occupancy in the restaurant (11) with one way system, seating has been reconfigured to enable social distancing.
 - Colleagues are encouraged to bring their own food.
 - Communal milk for teas / coffees is being changed to long life individual cartons to reduce multi touch.
 - Meeting Room 1 and 2 opposite have been opened up to provide additional seating for colleagues from canteen. Again maximum numbers and one system in operation.
 - Further seating is available in corridor and outside balcony area.
 - Restrictions on eating at agile desks have been relaxed and colleagues encouraged to use other suitable spaces within the building for breaks e.g. breakout rooms, additional seating areas and outdoor spaces (off site).
 - Maximum numbers put on toilets with colleagues discouraged from congregating in these areas. Vision panel on inner door to toilets allows colleagues to see if suitable to continue, particularly on lower floors where lockers are also kept in these areas.
 - No additional signage required for 3rd floor kitchenette as space restricts to one user.

All controls are at this time deemed suitable and were reviewed by the Head of Centre and HS&W in partnership with local union H&S colleagues as part of walkaround on 14/07/2020.

These controls have had amendments made for the review 18/12/20. Amendments included are mandatory wearing of face coverings in communal areas (page 2), and in the Hospital services and Transport sections only. Participation of this review was completed via a physical walk round by Kevin Cartwright – Centre Manager and Martin Hill – HSW Advisor.

A Teams meeting was arranged with departmental leads and Trade Union Representatives to discuss any findings and associated added controls.

Martin Hill.

HSW Advisor. 11/01/2021