

## Covid secure workplace risk assessment general controls

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 all staff-facing noticeboards, receptions, and toilet areas.

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

reconfigure seating in canteens to enable social distancing, encouraging colleagues to bring their own food and use of outdoor area for breaks

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 area and implement the below controls wherever possible.

Increased housekeeping and cleaning regimes to be maintained in the workplace.

Increased cleaning of IT and communications equipment

Reduce number of staff working in enclosed area depending on the size of the area.

Avoid all face to face working within 2m

using floor tape to mark areas to help people keep to a 2m distance

Set up workstations to work back to back or side by side

Avoid sharing workstations and equipment wherever possible

Increased cleaning of shared equipment.

Provide alternative work areas that allow the individual to work either in isolation or maintain 2m social distancing.

Rearranging work areas to allow more space between individual processes and workstations.

If possible, move or rearrange equipment to create larger walkways to help with social distancing.

Arrange for all deliveries into and out of the department to be received and dispatched within a pre-arranged area with rules in place to maintain social distancing.

Any large deliveries are to be put into the vestibule/ collection area by department staff before the receiver is allowed into the area to collect it.

Where possible consider one-way systems around the department.

Adjust work patterns to facilitate potential for shifts through 24 hours enabling production to continue nonstop.

Staggered breaks and finish times.

Implement Staff rotation and arrange for staff to work in cohorts where possible.

Display a variety of signs to remind staff about social distancing and good hand washing techniques and reassure them of maintaining a COVID19 secure workplace.

Reduced number of meetings but if held reduce numbers attending to maintain social distancing

Daily communications to emphasise social distancing

Provide additional supervision to ensure these measures are always implemented

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.

If after HSW review it is deemed necessary, where sufficient stocks and equipment are available, 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.

Individuals may wear appropriate face covering if they wish to do so to meet their concerns at this time. NHSBT will provide these under the conditions outlined above.