

## **COVID-19 Secure Workplace Risk Assessment**

### **General Controls for Newcastle 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 to enable social distancing.

Colleagues are required to wear a face covering whilst in communal areas. This is displayed in reception. Sunflower lanyards available for Colleagues with exemptions. Hand sanitiser is available at reception.

Donor Centre 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 Newcastle

### Estates and Facilities

- Reception desk adjusted to allow 2 metres to main signing in area. Screens in place for additional mitigation.
- Area for whole blood donation not accessible to other staff in Centre, directions for staff signposted.
- Liaising with tenants on site regarding arrangements.
- Doors propped open where possible to reduce number of touch points.
- One person at a time in the lifts.
- E&F working proactively with office functions regarding layouts and capacity.
- Level 1 meeting room identified as location for any on site OH clinics. Requirement from OH for room to be cleaned day before each clinic.

### H&I

- Main Lab (Room 243). Number of workstations in administration area reduced from 3 to 2 to allow social distancing. General workstations at lab benches have sufficient space to allow distance between colleagues
- Lab 2 (Room 241) - 2 colleagues at a time in this room.
- Lab 3 (Room 239) - Equipment layout rearranged to allow distancing. Maximum of 3 colleagues, signage on door.
- Lab 4 (Room 237) – Sufficient space to allow distancing.
- Reporting room – maximum of 3 colleagues in here. Equipment layout rearranged.
- Lab Office (Room 234A) – Maximum of 2 colleagues in here to achieve social distancing. Signage on workstation not to be used.
- Platelets Office (Room 243) – Maximum of 3 colleagues in here. Equipment layout rearranged.

### RCI

- Reception/Quant (Room 229) – 3 active workstations in this room, sufficient space to achieve social distancing.
- Reference (Room 232) – 3 colleagues working in here with social distancing achieved. The face to face workstations have screens as additional mitigation.

### Hospital Services

- Sufficient space between workstations to achieve social distancing.
- Standby colleagues working at home when possible to keep minimum numbers on site.

### Training Lab (Room 327)

- Capacity limited to 5 delegates and 1 trainer
- Screens in place for face to face workstation areas

- Meeting room to be booked if possible on days when training lab to be used. This will allow space for delegates to take breaks and consume refreshments if the canteen capacity is reached.
- Delegates to be made aware of requirement to wear a face covering in communal areas.