

Oxford Centre COVID-19 secure workplace risk assessment general controls:

1, Do not report for work if you are showing any symptoms of COVID-19. Symptoms include

- high temperature
- new and continuous cough
- loss of sense of smell/taste

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

3, Avoid use of public transport when possible.

4, 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.

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

6, 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.

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

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

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

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

11, 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:

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

2, Increased cleaning of IT and communications equipment

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

4, Avoid all face to face working within 2m using floor tape to mark areas to help people keep to a 2m distance

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

6, Avoid sharing workstations and equipment wherever possible

7, Increased cleaning of shared equipment.

- 8, Provide alternative work areas that allow the individual to work either in isolation or maintain 2m social distancing.
- 9, Rearranging work areas to allow more space between individual processes and workstations.
- 10, If possible, move or rearrange equipment to create larger walkways to help with social distancing.
- 11, 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.
- 12, 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.
- 13, Where possible consider one-way systems around the department.
- 14, Adjust work patterns to facilitate potential for shifts through 24 hours enabling production to continue nonstop.
- 15, Staggered breaks and finish times.
- 16, Implement Staff rotation and arrange for staff to work in cohorts where possible.
- 17, 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.
- 18, Reduced number of meetings but if held reduce numbers attending to maintain social distancing
- 19, Daily communications to emphasise social distancing
- 20, 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.

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.

Local controls are included in the attached word document called **Local Control Measures**.

As per HSW Advisor review on site the additional following controls are required

- 1, Installation of screen in the reception area

September 2020 Review

Following on from a review of the Centres CV19 Secure risk assessment the below additional controls are also now in place on centre

Reduced number of meetings but if held reduce numbers attending to maintain social distancing. Additional controls below are to be taken into consideration also;

- facility to dial in of video conference
- to add the maximum numbers for meeting rooms into the system and ensure posters are displayed on the doors

- Estates & Facilities are to check with meeting room bookers to ensure correct capacity booked for the room required
- social distancing signage up within the room along with sit here stickers / layout requirements.
- Ventilation also needs to be considered in the size / capacity especially if no means to windows or external air conditioning.

Some departments on site have had a review with Health, Safety & Wellbeing and departmental CV19 secure risk assessment are in place. Those departments with individual CV19 secure risk assessment on site are as follows

- Hospital Services – ID 26420
- CMT – ID 26780
- Research – ID 26356
- TAS – ID 27029

October 2020

IPC Guidance has been updated and is attached to this risk assessment

26th October 2020

As part of our work to minimise the possible impact of coronavirus (COVID-19) infection, NHSBT are strengthening our alignment to the government's *Hands. Face. Space* campaign by adopting the following from Monday, 26 October within all NHSBT centres:

- Face coverings* will be mandatory in areas of work where colleagues cannot socially distance effectively or do not have a Perspex screen between them. For any colleagues who cannot wear a face covering due to a health reason eg asthma, you are advised to speak to your line manager who should raise this with HR Direct and one of the Health and Wellbeing team will be in touch to carry out a risk assessment and help find a suitable solution. We do appreciate that some departments will need to identify areas where this is going to be implemented and risk assessments carried out in due course so not all departments will be in a position to adopt these change instantly.
- If you are required to work on site and require a face covering*, our Facilities team will have a supply available on reception on a daily basis. Colleagues can also bring their own if they would prefer to do this.
- In all other areas of our buildings eg shared hallways, shared open plan office spaces, we encourage colleagues to support this campaign by wearing face coverings*, but this is not mandatory. If you are using our canteen services you do not need to wear a mask when eating or drinking.
- If you are a remote worker and due to attend a site in the near future eg to have your laptop, hybrid upgraded, we encourage you to support our efforts by bringing a face covering with you and wearing on site.
- **All colleagues working on site should also continue to socially distance where possible and wash their hands on a regular basis**

The risk assessment for COVID-19 in our centres shows us to be a lower risk environment owing to our current control measures. We therefore do continue to consider our premises as COVID-19 secure workplaces.

*In the context of COVID-19, a face covering is something which safely covers the nose and

mouth. You can purchase a reusable or single-use face coverings. You may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face. Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19).*

March 2021

New controls are in place organisation wide with reference to the wearing of face masks and coverings in centres. These are as follows;

- Fluid Repellent Surgical Face Masks Type II (FRSMII) will be provided to laboratories and centre departments for use in work activities, where 2m social distance is not possible and not protected by a Perspex screen. This will replace the face coverings currently in use. It is important to remember that they are only needed if 2m social distancing is not possible as this is the safest measure.
- Face coverings in shared areas are now mandatory, for example when you come into the centre and moving round corridors and shared offices, when you are at your agile office desk and not within 2m of another person you may remove your face covering.

Where individuals have issues wearing surgical masks we have provided a top tips document, that also covers best use of screens and other safety issues. Managers who have individuals within their departments who express issues in wearing surgical face masks must undertake a risk assessment for those staff and record on Datix. A 'Top Tips' presentation has been sent out which assists in alternatives to a face masks and other guidance on undertaking the risk assessments. These assessments are to be recorded on Datix by the manager

Where it has been concluded by risk assessment that an individual cannot wear a face mask then these individuals can request a Sunflower Lanyard via E&F. This is only when all other alternatives have been tried and assessment is in place.

Review of Oxford Centre risk assessment has taken place and all controls noted are in correct and in situ on site and no amendments required.