

COVID-19 Risk Assessment

Person responsible for completing the Risk Assessment: Angélique Dalton, Chief Operating Officer

Date: 28/05/2020 revised 08/06/2020 revised 01/07/2020 revised 21/08/20 revised 19/10/20 revised 08/01/2021 revised 19/03/2021 revised 29/06/2021 revised 1/12/2021

Ref No	Hazard	Who might be harmed and how?	What is being done to reduce risk?	What else needs to be done to control the risk?	Action by whom and when ?	Completed and date
1	Spread of COVID-19	Staff, volunteers, patients, visitors, contractors	Handwashing: <ul style="list-style-type: none"> • Handwashing facilities and soap and water in place • Stringent handwashing taking place • See Handwashing Guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands • Drying of hands with disposable paper towels • Staff encouraged to protect hands by applying hand cream regularly (available upon request) • Hand sanitizer stations available at entrances and within hospice 	<ul style="list-style-type: none"> • Employees to be reminded on a regular basis to wash their hands for 20 seconds with soap and water and the importance of proper drying with disposable towels. • Encourage staff to report any problems to a member of SLT • All line managers to complete the 'Return to work after homeworking / furlough checklist' with staff and volunteers to ensure they are aware of processes and procedures. 	SLT SLT	Ongoing Ongoing
2	Spread of COVID-19	Staff, volunteers, patients, visitors, contractors, cleaning contractor	Cleaning: <ul style="list-style-type: none"> • Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches using appropriate cleaning methods and products • All staff to launder their own uniform at 60 degrees 	<ul style="list-style-type: none"> • Checks will be carried out to ensure that the necessary procedures are being followed. • Staff to be made aware of their own personal responsibilities in respect to cleaning (e.g. shared computers, door handles, water dispensers, hot water boilers, etc.) 	SLT SLT	Ongoing Ongoing

				<ul style="list-style-type: none"> • All line managers to complete the 'Return to work after homeworking / furlough checklist' with staff and volunteers to ensure they are aware of processes and procedures. • Additional cleaning routines introduced in toilet areas. • Further guidance issued to all staff 06/01/21 following government guidance regarding cleaning of touchpoints. 	COO	
3	Spread of COVID-19	Staff, volunteers, patients, visitors, contractors	<p>Social Distancing:</p> <ul style="list-style-type: none"> • Reducing the number of persons in any work area to comply with the 2-metre rule. <ul style="list-style-type: none"> • Steps taken to review work schedules including working from home aimed to reduce staff on site at any one time. • Redesigning processes to ensure social distancing in place. • Online conferences/meetings (MS Teams, WebEx or Zoom) to be used instead of face to face meetings where possible • Restricting numbers of staff present in any office to ensure social distancing can be maintained. • Assembly Point procedures in the event of an emergency evacuation from the building <ul style="list-style-type: none"> • Steps are to be taken to ensure staff on reception desks are adequately protected with special equipment to enforce social distancing and safety of staff. Screens in place to protect reception and till staff. 	<ul style="list-style-type: none"> • Staff to be reminded of the importance of social distancing both in the workplace and outside of it in accordance with Government guidelines: • https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing • Use of IT systems to allow home working where possible. • Offices/rearranged to ensure social distancing guidelines complied with • Restrict number of volunteers on site – permission to be sought from a member of SLT prior to return • All staff, and in particular Fire Wardens, are to ensure that social distancing measures are adhered to at the Hospice fire assembly point • All reception cover staff to be briefed in respect to COVID-19 precautions and questions to visitors. 	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>COO</p> <p>COO</p>	<p>Ongoing – regular updates to staff</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

			<ul style="list-style-type: none"> • Staff to work from home where possible during times of lockdown and follow government guidelines. • Social distancing also to be adhered to in staff rest areas 	<ul style="list-style-type: none"> • All line managers to complete the 'Return to work after homeworking / furlough checklist' or the "Staff / Volunteer on site checklist' with staff and volunteers to ensure they are aware of processes and procedures. • Phone pick up groups to be utilised where possible to prevent multiple staff using same phones. 	Line Mgrs	Ongoing
4	Spread of COVID-19	Staff, volunteers, patients, visitors, contractors	Wearing of Gloves/Aprons: <ul style="list-style-type: none"> • Where task requires the wearing of gloves/ aprons as a requirement of the job, an adequate supply of these will be provided 	<ul style="list-style-type: none"> • Staff to be reminded that wearing of gloves is not a substitute for good hand washing 	SLT	Ongoing
5	Spread of COVID-19	Staff, volunteers, patients, visitors, contractors	PPE (Personal Protective Equipment): <ul style="list-style-type: none"> • Staff to ensure they have full knowledge of the appropriate PPE relevant to the roles they undertake. • The Hospice to ensure appropriate supplies of PPE are available and safe systems in place for disposal / cleaning. 	<ul style="list-style-type: none"> • Staff and visitors to be given instruction on the donning and doffing of PPE in accordance with current guidance. • Contractors and visitors to wear face mask when on site. • Visitors on site to wear a mask when entering and moving through the site. Once inside a meeting room 2-metre distancing must be adhered to however masks can be removed if all parties are in agreement. • Further guidance issued 06/01/21 all persons on site to required to wear a mask at all times <u>unless</u>: <ul style="list-style-type: none"> ○ Behind a screen ○ In an office / room on their own ○ In a <u>staff only seated</u> meeting / setting where a minimum of 2 metres apart and all present have agreed that masks can be removed 	Care Team SLT	Ongoing Ongoing
6	Spread of COVID-19	Staff, volunteers, patients, visitors, contractors	Symptoms of COVID-19: <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough, a high temperature or suffers from a loss or change to their sense of 	<ul style="list-style-type: none"> • Individuals to be reminded ongoing of current guidance: https://www.gov.uk/government/publicati 	SLT	Ongoing

			<p>smell or taste in the workplace, they will be sent home and advised to follow the stay at home guidance</p> <ul style="list-style-type: none"> From November 2021 any staff or volunteer who is a close contact to anyone who tests positive is required to stay away from the Hospice until they have a negative PCR test (this is following D0H guidance) 	<p>ons/full-guidance-on-staying-at-home-and-away-from-others should they or a person living in their house become ill with suspected COVID-19.</p> <ul style="list-style-type: none"> All line managers to complete the 'Return to work after homeworking / furlough checklist' with staff and volunteers to ensure they are aware of processes and procedures. 		
7	Spread of COVID-19	Staff	<p>Shielding of Vulnerable Groups:</p> <ul style="list-style-type: none"> Those staff that are classed as clinically extremely vulnerable, or vulnerable to be furloughed or work from home (where possible) for their own wellbeing 	<ul style="list-style-type: none"> SLT / COO to keep the status of these individuals under constant review to ensure current guidelines are followed. Linked here is the guidance in respect to 'Clinically Extremely Vulnerable' Individuals: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Guidance for those classed as 'Clinically Vulnerable' is contained in the guidance linked under Social Distancing above. Keep under review any recommendations that come from the Public Health England investigation into potential links between ethnicity and Covid-19. 	SLT / COO	Ongoing
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8	Spread of COVID-19	Staff	<p>Mental Health:</p> <ul style="list-style-type: none"> SLT will promote mental health & wellbeing awareness to staff during the COVID-19 		SLT	Ongoing

			outbreak and will offer whatever support they can to help.	<ul style="list-style-type: none"> Staff to be informed of the support available to assist them in maintaining good mental health. 		
9	Spread of COVID-19	Staff	Changes to Official COVID-19 Guidance: <ul style="list-style-type: none"> Staff are to be kept informed as/when official guidance in respect to COVID-19 is changed/adapted. 	<ul style="list-style-type: none"> SLT are Team to meet regularly to discuss official guidance and ensure this is followed and publicised as necessary to Hospice staff All line managers to complete the 'Return to work after homeworking / furlough checklist' with staff and volunteers to ensure they are aware of processes and procedures. 	SLT	Ongoing
10	Spread of COVID-19	Staff, volunteers, patients, visitors, contractors	Sharing of Equipment <ul style="list-style-type: none"> Sharing of equipment to be avoided at all times where possible. 	<ul style="list-style-type: none"> Volunteer gardeners not to share tools. Staff and volunteers to clean all equipment before and after use if a shared resource wearing appropriate PPE if required. 	SLT	Ongoing
11	Spread of COVID-19	Staff and Volunteers	Vaccinations <ul style="list-style-type: none"> Staff and volunteers encouraged to have vaccination when available. Frontline staff offered vaccination via services offered to hospices (Jan 21) 	<ul style="list-style-type: none"> Hospice to monitor vaccine availability for non-frontline staff and volunteers who are on site and make arrangements for them to be offered the vaccine at the earliest opportunity. 	CEO	Ongoing
12	Spread of COVID-19	Staff and Volunteers	Asymptomatic Testing <ul style="list-style-type: none"> Staff and volunteers who have direct contact with patient or clients are self-testing weekly from 7 January 2021. Monitoring opportunity to expand testing if appropriate Lateral flow testing twice weekly for staff on site from Monday 1 March 2021. From June 2021 All volunteers working inside the Hospice buildings are required to have a negative lateral flow test performed within the 3 days before attending the Hospice and 	<ul style="list-style-type: none"> Results reported to individuals and logged on spreadsheet in admin office in Coppice or Care Office in Hospice. From June 2021, all staff, volunteers and visitors are asked to annotate the signing in book with the date of their last negative lateral flow test. Testing is not mandated but is encouraged and monitored. 	CEO	Ongoing

			<p>preferably the night before or the morning of attendance.</p> <ul style="list-style-type: none">• Staff continue to test with PCR and Lateral flow as per Hospice guidance.• Visitors are encouraged to have a negative test before attending. especially if they are likely to have face to face contact with patients.• Any staff or volunteer who tests positive is exempt from testing for 90 days from positive test unless they develop new symptoms of Covid 19 during this period. This is due to risk of false positive results.• If any member of staff test positive for Coronavirus, then all staff at the hospice will need to undertake daily Lateral flow tests for 7 days.• From December 2021, patient facing volunteers are required to have a PCR test weekly when they are attending. ("Patient facing" is defined as volunteer drivers, therapists, counsellors, and day therapy)• From December 2021, anyone exposed to the Omicron variant will need to isolate for 10 days regardless of their vaccination status.			
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