

Mary Stevens Hospice COVID-19 Risk Assessment



What are the hazards?	Who might be harmed and how?	What are we doing already to control the risks?	What further actions do we need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of COVID-19	Staff Volunteers Patients Visitors Contractors	<p>Hand Washing:</p> <p>Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>See hand washing guidance linked here.</p> <p>Drying of hands with disposable paper towels.</p> <p>Staff encouraged to protect the skin by applying hand cream regularly, available throughout the Hospice.</p> <p>Hand sanitiser dispensers distributed in areas throughout the Hospice.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p>	<p>COVID-19 PG</p> <p>Line Managers</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
		<p>Cleaning:</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>All staff uniforms to be laundered and ironed on Hospice premises to lessen risk of infection.</p>	<p>Checks will be carried out to ensure that the necessary procedures are being followed.</p> <p>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.).</p>	<p>Line Managers / Room Occupants</p> <p>Via Risk Assessment / Line Managers</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p>

Spread of COVID-19	Staff Volunteers Patients Visitors Contractors	<p>Social Distancing:</p> <p>Reducing the number of persons in any work area to comply with the 2-metre rule.</p> <p>Steps taken to review work schedules including working from home aimed to reduce staff on site at any one time.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Online conferences/meetings (MS Teams or Zoom) to be used instead of face to face meetings.</p> <p>Restricting numbers of staff present in any office to ensure social distancing can be maintained.</p>	<p>Staff to be reminded of the importance of social distancing both in the workplace and outside of it in accordance with Government guidelines linked here.</p> <p>Use of It (MS Teams) for some patient consultations and MDTs. All necessary staff/Trustees instructed on the use of such IT programmes.</p> <p>Offices/areas that need extra vigilance in respect to limiting staff numbers are:</p> <p>Finance Office - Maximum of x 2 staff Oak (Nurses) Office - Maximum of x 3 staff IPU Changing Room - Maximum of x 2 staff DSU Changing Room - Maximum of x 1 staff</p> <p>All staff, and in particular Fire Wardens, are to ensure that social distancing measures are adhered to at the Hospice fire assembly point (located on the grassed area opposite the Day Unit Reception).</p> <p>All reception staff to be briefed in respect to COVID-19 precautions and questions to visitors.</p> <p>Sneeze-guards to be fitted to both reception desks.</p> <p>Line Managers to ensure adherence.</p>	<p>Via Risk Assessment / Line Managers</p> <p>BDO</p> <p>Line Managers</p> <p>All staff</p> <p>Fire Wardens / All staff</p> <p>Vol Co-Ord</p> <p>BDO</p> <p>Line Managers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>26 May 20</p> <p>Ongoing</p> <p>12 Jun 20</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
		<p>Assembly Point procedures in the event of an emergency evacuation from the building,</p> <p>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.</p> <p>Social distancing also to be adhered to in staff rest areas.</p>	<p>All reception staff to be briefed in respect to COVID-19 precautions and questions to visitors.</p> <p>Sneeze-guards to be fitted to both reception desks.</p> <p>Line Managers to ensure adherence.</p>	<p>Vol Co-Ord</p> <p>BDO</p> <p>Line Managers</p>	<p>Ongoing</p> <p>12 Jun 20</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p>
		<p>Wearing of Gloves/Aprons:</p> <p>Where task requires the wearing of gloves/ aprons as a requirement of the job, an adequate supply of these will be provided.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>COVID-19 PG / Line Managers</p>	<p>Ongoing</p>	<p>Yes</p>
		<p>PPE (Personal Protective Equipment):</p> <p>Guidance has been provided separately for use of PPE in areas where there are patients.</p>	<p>Staff and visitors to be given instruction on the donning and doffing of PPE in accordance with current guidance.</p> <p>Separate guidance will be provided for this process in Aerosol Generating Procedure environments.</p>	<p>COVID-19 PG</p> <p>COVID-19 PG</p>	<p></p>	<p>Yes</p>

Spread of COVID-19	Staff Volunteers Patients Visitors Contractors	<p>Symptoms of COVID-19:</p> <p>If anyone becomes unwell with a new continuous cough, a high temperature or suffers from a loss or change to their sense of smell or taste in the workplace, they will be sent home and advised to follow the stay at home guidance.</p>	Individuals to be reminded Ongoing of current guidance, linked here , should they or a person living in their house become ill with suspected COVID-19.	Via Risk Assessment / COVID 19 PG / Line Managers	Ongoing	Yes
		<p>Shielding of Vulnerable Groups</p> <p>Those staff that are classed as clinically extremely vulnerable, or vulnerable to be furloughed or work from home (where possible) for their own wellbeing.</p>	<p>COVID-19 Planning Group 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.</p> <p>Guidance for those classed as 'Clinically Vulnerable' is contained in the guidance linked under Social Distancing above.</p> <p>Keep under review any recommendations that come from the Public Health England investigation into potential links between ethnicity and Covid-19.</p>	<p>COVID-19 PG</p> <p>COVID-19 PG</p>	Under Regular review by the COVID-19 PG	Yes
		<p>Mental Health</p> <p>The COVID-19 Planning Group will promote mental health & wellbeing awareness to staff during the COVID-19 outbreak and will offer whatever support they can to help.</p> <p>Raise staff awareness of the availability of the Employee Assistance Programme (EAP) and other mental health programmes.</p> <p>Cocoon rooms made available to staff.</p>	<p>Staff to be reminded of the various programmes available to assist them in maintaining good mental health.</p> <p>Display posters reminding staff of the availability of the confidential Employee Assistance Programme (EAP).</p> <p>Publicise the availability of the Cocoon rooms.</p>	<p>BDO</p> <p>BDO</p> <p>CVS Co-Ord</p>		<p>Yes</p> <p>Yes</p> <p>Yes</p>
		<p>Changes to Official COVID-19 Guidance:</p> <p>Staff are to be kept informed as/when official guidance in respect to COVID-19 is changed/adapted.</p>	COVID-19 Planning Group to meet regularly to discuss official guidance and ensure this is followed and publicised as necessary to Hospice staff.	COVID-19 PG	Under Regular review by the COVID-19 PG	Yes

Assessed by: **COVID-19 Planning Group**

Signed: **Original Signed**

Date: **22 May 2020**