

COVID-19 RISK ASSESSMENT

St Andrew's hospice would like to share the results of our risk assessment processes undertaken during the COVID-19 pandemic. We are and have always been committed to maintaining a safe workplace and meeting our duty of care.

This risk assessment is a summary of the broader risk assessment process and focuses on the practical risk controls that will ensure that staff, volunteers, partnership staff, patients, visitors and associated others are safeguarded.

These overarching principles and activities inform a range of function specific risk assessments and associated activities that sit within our risk management framework

Version 10/6/2020

***The term "Staff" refers to employees and volunteers*

Sub-Hazard	Current risk controls	Additional risk controls
Travelling to, from and during work on Hospice business (own and Hospice vehicle)	<ul style="list-style-type: none"> • Staff should travel on their own, using their own transport wherever possible and kept to a minimum. • If Staff have no option but to share transport: <ul style="list-style-type: none"> ○ Journeys should be shared by the same two individuals, with a maximum of two people at any one time ○ Maximum of three people when transporting a patient (including the patient). Wherever possible this will be in the minibus or in a car. Using appropriate PPE. 	<ul style="list-style-type: none"> • Staff should use their own vehicle as the first option over a Hospice vehicle, adhering the Hospice policy • Staff may want to consider appropriate cleaning and safety measures when sharing their vehicle • All patients will have a detailed individual risk assessment in place • Where this is not possible, staff should follow government guidance regarding appropriate safety whilst travelling. • Wipes and hand sanitiser are available in all

	<ul style="list-style-type: none"> ○ Passenger in the rear seat or with a spare seat between the driver and passenger. ○ Ensuring good ventilation (i.e. keeping the windows open) ● Staff should avoid public transport. ● Staff using Hospice vehicles are required to apply all appropriate cleaning and safety measures before, during and following use. 	<p>vehicles.</p> <ul style="list-style-type: none"> ● Gloves are available for the refilling of fuel. ● Where multiple journeys are required, the same Hospice vehicle will be used, by the same staff member(s) for the duration of their working shift.
<p>Accessing, working and moving around the workplace</p>	<ul style="list-style-type: none"> ● Social distancing will be maintained at all times, being respectful and practising 2m personal distancing. ● Avoid all non-essential surface contact where possible. ● Hand sanitiser and/or hand washing will be undertaken on entering and leaving the workplace and at regular intervals. ● All people entering the building, staff (including CPG), patient visitors and contractors will be assessed for potential symptoms of Covid-19 ● Limited movement of staff around the building. Using email and telephone will be the first option over face-to-face contact. ● The Hospice-site has clear zoning parameters in place to reduce footfall around the building ● Where necessary walkways and communal areas have been increased to support safe distancing ● Staff should work from home if at all possible ● Workspaces and communal areas have been reconfigured to maintain 2m distances (side-to-side and back-to-back working wherever possible) ● Smaller rooms (offices, store cupboards etc.) will be single use/occupancy as per distancing guidance ● Where communal desks are required, additional resources implemented to reduce the risk of cross contamination (cleanable technology) ● Attendance in the offices reviewed to afford 	<ul style="list-style-type: none"> ● Additional distancing signage is displayed throughout the Hospice Estate. ● Where 2m distancing cannot be maintained, appropriate PPE will be worn. ● Alternate and dedicated facilities have been made available – changing facilities, toilets, food and drink preparation areas. ● Equipment has been provided to facilitate home working ● DSE and Home Working assessments have been completed by “Home-workers” ● Anyone returning to the workplace will undertake a return to work risk assessment as per the Hospice return to work strategy ● All admin hot-desking will cease. ● Staggered hours/days to maintain safe working practices ● Additional protocols supporting altered business operations are in place for*: <ul style="list-style-type: none"> ○ Nursing teams and Specialist Drs ○ Household ○ Catering ○ Patients visitors ○ Retail ○ Working from home/returning to the workplace (JH)

	<p>workplace flexibilities</p> <ul style="list-style-type: none"> • Additional workplace measure for specific areas introduced 	
Meetings, training and external visits (professional/contractors)	<ul style="list-style-type: none"> • All meetings, visits and training will be conducted remotely as the first option, with only essential (urgent) visits taking place on site. 	<ul style="list-style-type: none"> • All essential meetings and visits with external people will be supervised by a Hospice representative, adhering to social distancing measures. • Larger rooms will be used where meetings are required to take place • All mandatory training will be either on-line or facilitated via video-conferencing. Where urgent essential face-to-face training is needed, this will be conducted respecting social distancing. • Meetings are carried out using video-conferencing, adhering to video-conferencing etiquette • All recruitment will be carried out remotely
Safe Staff and Environment	<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) is provided and will be used in line with the government guidance • All staff have repeated Infection Prevention and Control Training • Additional control measures introduced to reduce the risk of contamination and are detailed within the additional guidelines for specific named areas (see above*) • Enhanced cleaning procedures across the hospice estates, particularly in communal areas and at key touch points 	<ul style="list-style-type: none"> • The Director of Governance and Quality is responsible for the provision of PPE and is supported by the Premises Manager regarding storage, monitoring and distribution • Where PPE is required specific training is provided (including facemasks, Donning and Doffing, use of FFP3 masks) • Scrubs are available for staff welfare to be used in adverse weather conditions. These will be laundered on site and collected as needed (sufficient supply) • Specific cleaning protocols for room used by covid-19 positive patient / or highly suspected, including increased use of Ozone machine
Becoming unwell onsite	<ul style="list-style-type: none"> • If anyone becomes unwell and/or begins to display symptoms whilst at work, visiting a patient or undertaking an essential visit, they will remove themselves from the Hospice premises and follow government and NHSE guidelines. 	<ul style="list-style-type: none"> • Staff who become unwell will follow the Hospice guidelines, by contacting their line manager and removing themselves from the work place. • Tests will be arranged, as per the Hospice guidelines, by the manager via the North East Lincolnshire Community Hub (CHUB).

		<ul style="list-style-type: none"> • As part of the Government's Test/Track/Trace guidance, staff will adhere to any requests from the NHS Test and Trace service, following their guidance, and self-isolate at home, informing their line manager as per the Hospice Absence procedure.
<p>Staff Welfare and Wellbeing</p>	<ul style="list-style-type: none"> • Regular communication via Workplace, email, display notices and where necessary letter, to ensure staff are kept informed of any changes in practice, guidance or working conditions • All employees have completed a Covid-19 self-assessment • All employees invited to complete a staff survey • Positivity Patch created on Workplace to support staff wellbeing • Regular communication between staff member and manager, enabling any concerns to be raised • Team meetings facilitated using video-conferencing • Regular postings on Workplace covering mental health, whole range of support measures available and welfare activities • Socially distanced face-to-face support and wellbeing sessions facilitated by the Complementary Therapist • Additional breakout spaces created for staff down-time • Increased community support received to enhance staff welfare (gifts, meals, flowers etc.) 	<ul style="list-style-type: none"> • In line with the Return to Work Strategy, working from home and furloughed staff have been issued with return to work guidance