




Risk score : Likelihood = Unlikely (2) / Severity = Moderate (3) : Risk score is 2 x 3 =6

Residual risk[‡] = Low

Official guidance from the Government, Public Health England, Health and Safety Executive and other relevant bodies has been used as the basis of this assessment.

Hazards / Dangers	Who is Affected	What is the harm	Controls	By Who / When
Exposure to coronavirus	<ul style="list-style-type: none"> ▪ Employees ▪ Volunteers ▪ Visitors ▪ Contractors 	COVID-19	Hand Washing and Hand Sanitising	Everyone <i>On-going</i>
			<ul style="list-style-type: none"> ▪ Staff reminded of need for regular and thorough hand washing during shift ▪ Hand washing facilities (fully stocked) available for staff in all toilet facilities/tea points ▪ Hand sanitiser points provided at all entrances and other key points around the building – all clearly signed ▪ Adequate supplies of sanitiser currently available and replenishment procedures in place 	
			Low hand sanitiser supplies and/or stock will increase the risk level	
			Social Distancing	Everyone <i>On-going</i>
<ul style="list-style-type: none"> ▪ Clear 2m social distancing signage at entrances and around the Hospice ▪ Clear floor markings around key areas, such as the Reception desk and Dining Room servery ▪ Table/chair numbers reduced in Dining Room, Coffee Shop and patio areas to ensure 2m distancing ▪ One way route introduced in Dining Room at lunchtimes 				

			<ul style="list-style-type: none"> ▪ If 2m distancing cannot be adhered to, then 1m+ restrictions will come into effect, ie additional mitigating measures will be introduced (mitigating measures may include : use of face masks/coverings; use of screening, etc - all mitigation measures will be discussed and agreed with the Manager/Director) ▪ Social distancing adherence will be monitored and managed – staff will be regularly reminded ▪ Visitors limited to essential visits only – visitors to patients managed through the IPU and the ‘IPU Visitor Co-ordinator’ and considered in the IPU risk assessment ▪ Children to be closely supervised by a responsible adult at all times and refrained from touching items 	
			PPE	
			<ul style="list-style-type: none"> ▪ PPE for Clinical staff is covered in detail by the IPU risk assessment ▪ Housekeeping staff to wear disposable gloves when cleaning public contact points ▪ No specific requirement for other staff to wear PPE in the non-clinical areas [<i>staff wishing to wear face masks may do so but these will not be provided by the Hospice unless identified and required by an appropriate risk assessment</i>] 	Staff On-going
			Low PPE supplies and / or stock shortages will increase the risk level	

		<p style="text-align: center;">Offices / Meeting Rooms</p> <p>Offices</p> <ul style="list-style-type: none"> ▪ Staff to continue to work from home as agreed with their manager and safe to do so [<i>homeworking DSE survey carried out</i>] ▪ Office doors clearly marked with maximum number of occupants at any one time ▪ Desks have been measured for 2m social distancing and are clearly marked with the following symbols to indicate desks that can be used together, eg all blue circles  or all yellow circles  but not a mixture of each and those that cannot  be used at all ▪ If 2m social distancing cannot be achieved, back to back or side by side working (with maximum possible gap between) will be considered ▪ Managers will rota returning staff so teams remain constant to reduce number of different people at any one time, and, to manage the number of people on-site ▪ Staff are responsible for wiping down their own desks and office equipment with the disinfectant wipes at the start and end of use ▪ Hot desking/office sharing will be avoided unless absolutely necessary – if necessary, thorough disinfectant cleaning of common touch points, eg mice/keyboards/phones/desk surfaces by each user before and after use – appropriate disinfection wipes provided in all offices <p>Meeting rooms</p> <ul style="list-style-type: none"> ▪ All meeting room surfaces are cleaned thoroughly at the start of each day ▪ Disposable disinfectant wipes available in all meeting 	<p>Staff On-going</p>
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			rooms for users to carry out interim cleaning of touch points after their sessions	
			PPE	
			<ul style="list-style-type: none"> ▪ All communal contact/higher risk touch points will be cleaned / wiped regularly with disinfectant wipes ▪ Public areas will be thoroughly cleaned at least once daily and cleaned generally throughout the day ▪ All cleaning will be carried out according to an agreed cleaning schedule 	Staff <i>On-going</i>
			Other	
			<ul style="list-style-type: none"> ▪ Westender products not to be touched unless actually purchasing – clear signage in place to this effect ▪ The ‘Contractor’ COVID-19 guidance sheet is provided to all contractors/trainers visiting site ▪ The Hospice will follow current Government advice and guidance and expects its staff and visitors to do so as well 	Staff <i>On-going</i>

Residual Risk[‡]

The residual risk is based on implementation of the control measures above, and the most likely scenario on current known information concerning coronavirus spread. The likelihood of harmful exposure to coronavirus within the non-clinical areas of the Hospice is considered to be ‘unlikely’ with the above control measures in place. The severity is considered ‘moderate’ as a reasonable average assumption, given the wide range of potential outcomes associated with the virus, and the wide range of other influencing factors, many of which are out of the Hospice’s control.

People classified as clinically ‘extremely vulnerable’ or clinically ‘vulnerable’ may have a higher severity level so the risk for them will be higher, although they have their own wellbeing responsibilities under specific Government guidance.

Simplified Risk Matrix

Likelihood	Severity / Impact				
	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Certain (5)	Low (5)	Low (10)	Moderate (15)	Very High (20)	Very High (25)
Likely (4)	Low (4)	Low (8)	Moderate (12)	High (16)	Very High (20)
Occasional (3)	Very Low (3)	Low (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Very low (2)	Very Low (4)	Low (6)	Moderate (8)	High (10)
Rare (1)	Very Low (1)	Very Low (2)	Low (3)	Moderate (4)	High (5)