

Hazards / Dangers	Who is Affected	What is the harm	Controls	By Who / When
Exposure to coronavirus	<ul style="list-style-type: none"> <li>▪ Employees</li> <li>▪ Volunteers</li> <li>▪ Visitors</li> <li>▪ Contractors</li> </ul>	COVID-19 <i>(death / serious illness / long term debilitating effects / mental ill-health)</i>	<b>Building Access</b>	Employees Volunteers Public  <i>On-going</i>
			<ul style="list-style-type: none"> <li>▪ No one should enter the Hospice if they or anyone in their household:                             <ul style="list-style-type: none"> <li>▪ Has tested and is currently COVID positive</li> <li>▪ Has any of the recognised COVID symptoms</li> </ul> </li> <li>Or they are:                             <ul style="list-style-type: none"> <li>▪ Required to self-isolate or quarantine in line with current Test and Trace guidelines</li> <li>▪ Awaiting the results of a PCR test</li> </ul> </li> <li>▪ A Hospice venue QR code is available for anyone wishing to check in via the NHS COVID app. Anyone wishing to check in who does not have the app can have their contact details taken manually</li> <li>▪ Numbers of people visiting the Hospice may need to be limited in certain situations</li> <li>▪ Access to certain areas of the Hospice may be restricted to minimise mixing and close contact situations</li> <li>▪ Visitors to patients are managed through the IPU and considered in the current IPU risk assessment and Visitor guidance in place at the time</li> </ul>	
			<b>Hand Washing and Hand Sanitising</b>	Employees Volunteers Public  <i>On-going</i>
<ul style="list-style-type: none"> <li>▪ Reminders of need for regular and thorough hand washing displayed in the Hospice - fully stocked hand washing facilities available in all toilet facilities/tea points</li> </ul>				

		<ul style="list-style-type: none"> <li>▪ Hand sanitiser points provided at all entrances and other key points around the building – all clearly signed</li> <li>▪ Adequate supplies of sanitiser currently available and replenishment procedures in place</li> <li>▪ Low hand sanitiser supplies and/or stock will increase the risk level</li> </ul>	
		<b>Safe Distancing</b>	
		<ul style="list-style-type: none"> <li>▪ Employees, volunteers and visitors reminded of Government guidance to maintain safe distancing from other people and avoid un-necessary contacts</li> <li>▪ Consideration should be given as to whether additional measures are appropriate in certain settings, eg use of face masks/coverings; use of screens, etc</li> <li>▪ Wearing of face masks / coverings in close contact work, enclosed and / or crowded spaces is recommended</li> <li>▪ Safe distancing will be monitored and managed</li> <li>▪ Children to be closely supervised by a responsible adult at all times</li> </ul>	<p>Employees Volunteers Public</p> <p><i>On-going</i></p>
		<b>Ventilation</b>	
		<ul style="list-style-type: none"> <li>▪ Use of external spaces is recommended in preference to indoor spaces</li> <li>▪ Adequate ventilation is provided in most areas of the Hospice via openable doors and windows - room users are reminded of the need to ensure effective ventilation during use</li> <li>▪ The Hospice's air conditioning is based on fresh air circulation and does not use re-circulated air – it is therefore safe to use</li> <li>▪ Areas where ventilation may not be effective will be identified and action taken to improve fresh air flow,</li> </ul>	<p>Employees Volunteers Public</p> <p><i>On-going</i></p>

			and / or limit numbers / use of those areas, as appropriate	
			<b>PPE</b>	Employees Volunteers Public  <i>On-going</i>
			<ul style="list-style-type: none"> <li>▪ PPE for clinical employees and volunteers is covered in detail by the IPU and Community Services risk assessments</li> <li>▪ Housekeeping employees to wear disposable gloves when cleaning public contact points</li> <li>▪ No specific requirement for other employees or volunteers to wear PPE in the non-clinical areas [<i>employees and volunteers wishing to wear face masks may do so but these will not be provided by the Hospice unless identified and required by an appropriate work-related risk assessment</i>]</li> <li>▪ Low PPE supplies and / or stock shortages will increase the risk level</li> </ul>	
			<b>Offices / Meeting Rooms</b>	Employees Volunteers Public  <i>On-going</i>
			<p><b>Offices</b></p> <ul style="list-style-type: none"> <li>▪ Employees and volunteers are responsible for wiping down the desks and office equipment they use with disinfectant wipes at the start and end of each use</li> <li>▪ Hot desking/office sharing should continue to be minimised, but 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</li> </ul> <p><b>Meeting rooms</b></p> <ul style="list-style-type: none"> <li>▪ Room occupancies must be appropriate to the safe delivery of the intended activities – additional measures may be appropriate, eg face masks / coverings in some situations</li> </ul>	

		<ul style="list-style-type: none"> <li>▪ All meeting room surfaces are cleaned thoroughly at the start of each day</li> <li>▪ Disposable disinfectant wipes available in all meeting rooms – all users responsible for wiping down any furniture / contact points they have touched after use</li> <li>▪ Portable ‘fogger’ disinfectant unit used to disinfect fabric surfaces in communal areas</li> <li>▪ Ozone room disinfectant unit available if deeper clean is necessary</li> </ul>	
		<b>Cleaning</b>	
		<ul style="list-style-type: none"> <li>▪ All communal contact/higher risk touch points will be cleaned / disinfected regularly – designated Housekeeper assigned to this daily</li> <li>▪ Communal areas will be thoroughly cleaned at least once daily and cleaned generally throughout the day – portable ‘fogger’ disinfectant unit will increase disinfection of difficult to clean items, such as fabric chairs, etc</li> <li>▪ Portable room ozone disinfectant machine available for use anywhere on-site</li> <li>▪ All cleaning is carried out according to an agreed COVID cleaning schedule</li> <li>▪ Areas where a positive COVID case is known on-site will be disinfected prior to re-use</li> </ul>	Employee <i>On-going</i>
		<b>Other</b>	
		<ul style="list-style-type: none"> <li>▪ Visitors, including contractors will be informed of the Hospice’s visitor COVID arrangements prior to any visits – there are patient visitor and contractor info sheets available</li> <li>▪ A risk-based approach will be taken to re-starting activities, approving and managing on-site events</li> <li>▪</li> </ul>	Employees Volunteers Public  <i>On-going</i>

			<ul style="list-style-type: none"> <li>▪ Contactless payments encouraged where possible</li> <li>▪ The Hospice strongly recommends all its employees, volunteers, contractors and visitors, etc are fully vaccinated when visiting the Hospice, in order to reduce the transmission and effects of COVID, especially to the vulnerable patients in its care</li> <li>▪ The Hospice will follow current Government advice and guidance and expects its employees, volunteers and visitors to do the same</li> </ul>	
Exposure to Coronavirus risk score : Likelihood = Occasional (3) x Severity = Moderate (3) : Risk score is 3 x 3 = 9			Residual risk <sup>‡</sup> = Moderate	

<p><b>Notes</b></p> <ol style="list-style-type: none"> <li>1. Risk reduced to 'moderate' (9) but will be reviewed in line with Government updates, national / local infection rates and as the effects of the vaccination programme become more apparent – this is subject to change re variants, etc</li> <li>2. Screening via LFD employee testing will help identify asymptomatic +ve cases and by association reduce transmission</li> <li>3. SLT responsible for approving returning activities and all such activities must be risk assessed.</li> </ol>
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## Residual Risk‡

The residual risk is based on implementation of all the control measures above, and the most likely scenario on current known information concerning coronavirus spread, particularly taking into account the impacts of the emerging new variants. The likelihood of harmful exposure to SARS COV-2 virus within the non-clinical areas of the Hospice is now considered to be 'occasional' and the severity is considered 'moderate'. This is based on the current situation nationally, locally and organisationally, and the wide range of potential outcomes associated with this 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.

### Risk Matrix

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

Colour	Score	Risk Rating
	1 - 2	Very Low Risk
	3 - 4	Low Risk
	5 - 10	Moderate Risk
	12 - 16	High Risk
	20 - 25	Very High Risk