



ST WILFRIDS HOSPICE RISK ASSESSMENT FORM

TITLE: COVID-19

Risk Reference: (Will be completed centrally) SWH_RA_ORG 041	Date: 16 march 2020
Hazard description of Work Activity, Process, Function Covid-19 is an infectious agent transmitted person to person through respiratory droplets and contact with contaminated surfaces or objects. There is a risk becoming infected and / or transmitting this disease within the Hospice environment from reservoir to host. Symptoms include a temperature greater than 37.8 degrees celsius and/or a new continuous cough. Site / Location: Hospice – Retail – Home visits	

Risk group (who or what might be harmed?) Please indicate ✓	Patient	X	staff	X	Contractor	X	Organisation	X
	Carer/volunteers	X	Visitor	X	Property or Premises		Environment	X

Describe the risks of what could go wrong	Impact (actual or potential)	Likelihood (Of Occurrence)	Risk Score = I x L Low (1-5); Medium (6-9); High (10-25)
HOSPICE ENVIRONMENT			
The risk of transmission of COVID-19. At risk group	5	4	20
Poor hand hygiene by staff and visitors resulting in contaminated of surfaces and cross infection.	5	4	20
Risk to staff and patients with compromised immune systems such as, serious chronic medical conditions heart disease, diabetes, and lung disease are most at risk.	5	4	20
Potential risk of exposure from external contractors attending site such as NHS supplies, Catering supplies and service and support services.	5	4	20
Potential risk of reduced services and deliveries by external suppliers.	3	3	9
Reduction in cleaning and disinfection materials including hand sanitisers.	5	3	15



Possible contamination from any untreated surfaces for upto 72 hours including deliveries.	5	5	25
Clinical staffing levels reduced as a result of infection or isolation.	4	3	12
Management decision to reduce staffing levels impacting on the daily running of the Hospice.	5	4	20
Reduced support from agency, volunteer and bank services either through self-isolation or senior management decision.	5	4	20
Reduced catering services effecting the care of our patients and staff.	5	4	20
Patients transferred from NHS hospitals impacting on our staffing levels.	5	4	20
Potential impact on our services in cancelling <ul style="list-style-type: none"> - Training; - orientation programmes; - patients LWC; - Bereavement groups; - Meetings and - study leave. 	5	5	25
Lack of or no information or direction from management	5	5	25
Insufficient VPN access for working at home.	3	3	9
<u>No adequate ventilation allowing the virus to increase in enclosed spaces.</u>	<u>5</u>	<u>5</u>	<u>25</u>
RETAIL			
Risk of infection to our drivers visiting homes to collect or deliver goods.	5	5	25
Potential risk from deliveries as the virus can survive on surfaces for up to 72 hours.	5	5	25
Potential risk from customers spreading the virus in our shops.	5	5	25



Potential risk of infection as some of our retail outlets have limited floor space restricting social distancing.	5	5	25			
Risk of reduced staffing levels resulting in shop closures and reduced income.	4	4	16			
<u>Risk of contamination from visiting contractors</u>	<u>4</u>	<u>4</u>	<u>16</u>			
HOME VISITS						
Reduced clinical staffing levels as a result of an infected patient.	5	5	25			
Risk of infection whilst conducting home visits especially where family members are present.	5	5	25			
<u>Risk of infection to clinical staff car sharing when visiting homes in the community.</u>	<u>5</u>	<u>5</u>	<u>25</u>			
Prior to introducing control measures what is the overall risk rating? (Rate using the most severe hazard from the above description)	Impact	5	Likelihood	5	Total Score	25

Describe existing / new control measures: These can include training, existing controls/protocols, policies or external agencies.

Control Measures to reduce the risk			
<i>Control measures introduced or further action necessary to address risk:</i>	<i>Time scale (Short, Medium or Long Term)</i>	<i>Person co-ordinating implementation of remedial action</i>	<i>Date completed</i>
Following daily updates and relay to all staff any changes recommended by Government.	Weekly	Dir. Communications	Weekly
Hand Washing. Alcohol-based hand sanitiser deployed at both reception areas, inpatient and other entry points.	Daily	Monitored by reception and staff	
Infection Control Policy June 2019. Now includes all staff and visitors to wear face masks when on site. (Jan 2021)	In place	All Managers	
Staff training on infection control including 'breaking the chain of infection'	In House Training	Education	



Ability for some staff to work remotely.	In place	Ongoing	
All staff with underlying medical conditions have been identified and advised.	In place	Working from home	
Contacting patients and families prior to visiting.	On-going	When required	
Telephone triage in place.	On-going	Daily	
Personal Protective Equipment (PPE) available to clinical staff namely aprons, gloves, N95 respirator (mask) and safety glasses.	Check supplies	Daily. Good stock control by the House Keeping Manager	
Cleaning of frequently touched surfaces by housekeeping to reduce the risk of infection. Regular cleaning followed by disinfection using hospital disinfectants active against viruses, for rooms accessed by patients/visitors, furniture and frequently touched surfaces.	Daily and when away from your desk	All staff	
All staff and visitors are to wear face masks whilst on site. Sufficient alcohol hand gel and face masks are readily available at the two reception areas.	In place	Dail	Jan 2021
<u>SMT meets on a weekly basis and guidance issued as and when changes are considered essential or bought in by the Government.</u>	<u>In place</u>	<u>SMT and All staff</u>	<u>Jan 2021</u>
All staff are kept up to date through SMT emails and senior staff briefings.	Weekly	Weekly	Jan 2021
<u>Car sharing by clinical staff not permitted at any time until such time changes are considered essential by SMT or bought in by guidance updates by the Government.</u>	<u>In place</u>	<u>SMT and All staff</u>	<u>Dec 21</u>
Access Control. All staff, visitors and contractors must have an LFD test on each entry. Hand sanitising station and PPE is available on entering the building.	In place	All staff, visitors and contractors	Jan 2021



<p><u>Staff room. Table and chairs are arranged allowing for a max of 15 at a time. Staff are instructed to observe the seating plan not to sit face to face. Tables are to be wiped down by the individual after every use. Observe the social distance of 2 metres at all time.</u></p>	<p><u>In place</u></p>	<p><u>All Staff</u></p>	<p><u>Jan 2021</u></p>
<p><u>All enclosed work spaces are to be well ventilated with windows and doors open. This is also sign posed along all corridors.</u></p>	<p><u>In place</u></p>	<p><u>All Staff</u></p>	<p><u>Jan 2021</u></p>
<p>ACTION PLAN</p>			
<p>Ensure supplies from NHS supplies of stock such as face masks are available</p>	<p>Good ordering management in place by Housekeeping manager</p>	<p>On going</p>	
<p>All staff communication 23/03/2020 Main Hospice.</p> <ol style="list-style-type: none"> Contact and non-contact areas - The hospice building will be separated into three areas and movement between each area will be severely restricted. All support services to these areas will be separated. Visiting and visiting hours will be restricted and everyone entering the building will be checked for signs and symptoms of COVID-19. Setting up of a Command and Control Centre - A command and control centre is being set up in Meeting Room 1; where the clarification of responsibilities of staff will be conducted, the flow of information will be collated, developing protocols and other such tasks that the current environment may present. Workforce Planning – We are currently mapping where we there are available staff who may be redeployed into roles that will support our essential services. Working as part of ‘Team Wilf’ will be key as we all play our part for our community to ensure these services keep running when people need them the most. 	<p>Here</p>	<p><u>Closed. Due to return to work permitted.</u></p>	<p><u>19/07/2021</u></p>



<p><u>Retail</u>. Internal Communication 23/03/2020 retail operation, which will cease trading today in all shops until further notice. We will also stop accepting donations from this afternoon.</p>	<p style="text-align: center;">Here</p>		
<p><u>IFT to be completed on entry or show proof of negative test received prior to arrival date.</u></p>	<p style="text-align: center;"><u>In Place</u></p>		

With control measures implemented what the perceived overall risk rating?	Impact	4	Likelihood	2	Total Score	8
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Reviewed Record Below: Initial / Date at each review		Review Period: change in circumstances or legislation		
03/03/2020 SMT/SB/TF	24/03/2020 SMT/SB/TF	18/05/2020 Here	11/09/2020 Here	Nov 2020 Return to work flow chart for consideration
08/01/2021	26/10/2021 TF/SB	<u>9/12/2021 SB/TF</u>		

Signature of Assessor(s):	Date:
Line managers Signature:	Date:

