

| Persons at Risk | | Employees, volunteers, visitors, contractors, members of the public, vulnerable workers, pregnant workers | | |
|-----------------|--|--|---|--------------------------|
| Hazard | | Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable) | Further Action | Date Completed |
| 1 | Exposure to COVID-19 - Contact with infected persons | <ul style="list-style-type: none"> All employees who can work from home are doing so to limit numbers working on site. Employees and volunteers who have been notified by the NHS that they are extremely vulnerable should be supported in staying at home as per the Government guidelines. Employees and volunteers in the vulnerable group can be considered for work, providing control measures are in place and the employee/volunteer is satisfied they are not at risk. Hold individual discussions with staff who are in the vulnerable group to assess their suitability/willingness to work. All non-essential visitors, clients, guests and customers are not permitted to visit the location. All employees/volunteers are instructed to stay at home for a period of 7 days from the onset of symptoms of a new continuous cough, high temperature or loss of taste and smell. All employees/volunteers are instructed to stay at home for a period of 14 days from the onset of symptoms of a new continuous cough, high temperature or loss of taste and smell in a member of their household. All employees/volunteers instructed to stay at home for a full 7 days in the event that they develop symptoms of a new continuous cough, high temperature or loss of taste and smell, during the 14 day period of staying at home due to a member of their household being symptomatic – even if this takes the entire period beyond the initial 14 days. All employees/volunteers must inform their line manager as soon as possible if any of the above scenarios occur to ensure any further actions can be implemented. All Hospice employees are eligible for Covid-19 testing and this will be undertaken as soon as possible after notification. All visitors prohibited from site and instructed to stay at home for a period of 7 days from the onset of symptoms of a new continuous cough, high temperature or loss of taste and smell. All visitors prohibited from site and instructed to stay at home for a period of 14 days from the onset of symptoms of a new continuous cough, high temperature or loss of taste and smell in a member of their household. All visitors prohibited from site and instructed to stay at home for a full 7 days in the event that they develop symptoms of a new continuous cough, high temperature or loss of taste and smell, during the 14 day period of staying at home due to a member of their household being symptomatic – even if this takes the entire period beyond the initial 14 days. Visitor numbers to the In-Patient Unit are strictly limited and are assessed on a case-by case basis. Signage is displayed at the main Hospice entrance instructing people who are displaying symptoms not to enter the Hospice. | <ul style="list-style-type: none"> Review Government/ Public Health Guidance which is likely to change on a regular basis. Continue to maintain contact with furloughed staff and those working off site Continue to review situation through SMT meetings Continue to monitor practicality of control measures | Weekly 13/07/2020 |

Assessed By:

Katy Millard

Date:

24/5/2020

Authorised By:

Val Stangoe

Date Next Review Due:

As guidance changes

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| 1 | Exposure to COVID-19 - Contact with infected persons (Cont....) | <ul style="list-style-type: none"> Starting times of employees vary, so it is not expected that numbers of staff will be using the entrance at any one time. Employees and potential visitors to site are briefed on these measures immediately and reminded regularly. Posters are displayed before the main Hospice entrance and around the Hospice environment. It isn't considered that there are sufficient numbers entering and leaving the main Hospice at once to limit the access/egress use. This will be reviewed as numbers begin to return. Customers visiting the Orangery are discouraged from entering the Hospice via main reception and directed to the door of the Orangery. Where possible, the same employees/volunteers work the same shifts to minimise inter-household contact Groups of employees are maintained as isolated as possible – do not mix with each other, do not enter each other's working areas. Non-clinical staff may only enter the In-Patient Unit to undertake essential tasks. Kitchen staff no longer enter the In-Patient Unit for patient meal requirements (from 13th July) Staff kitchens are only used by one person at a time. Meetings/contact with staff to be held by telephone or online service only. Where face to face meetings are unavoidable, social distancing must be adhered to and meetings only held where employees would otherwise be; no gathering of personnel from multiple work areas Training and education to be delivered only when absolutely necessary and if social distancing in the Education Room is practicable Social distancing requirements fully implemented, 2m distance maintained between workers, posters displayed throughout the Hospice. Lift passengers are limited to one person at a time, unless from the same household. This is relaxed for ambulance crew transporting passengers and funeral directors. Starting times of employees vary, so it is not expected that numbers of staff will be using the entrance at any one time. Contractors are permitted to enter the Hospice, provided they observe hygiene rules, social distancing and PPE when required to enter patient areas. Local infection rates are be monitored. | | |

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| 2 | Exposure to COVID-19 – Contact with or inhalation of aerosols / airborne virus. | <ul style="list-style-type: none"> The Hospice has been divided in to two areas – Non-Covid-19 secure area on In-Patient Unit; Covid-19 secure area the rest of the Hospice. From 22nd June All staff and visitors to wear a face mask when entering the In-Patient Unit, or in office areas where staff numbers exceed the permitted limit for any reason. Good ventilation of all workspaces ensured by opening doors and windows (when and where possible). This must not compromise fire safety measures. Employees and volunteers ensure that where they need to pass in corridors or narrow areas, they do this quickly and do not stop to talk until the 2m distance is reached. Sneeze screen fitted at main reception and Orangery counter, both cleaned regularly; 2m area hatched marked out in front of main reception. Employees and volunteers are permitted to wear face coverings if they so wish. These must not be used as substitute for all the control measures above, but in addition to. Good face covering hygiene must be observed. Where face to face meetings are unavoidable, meetings can be held outside where possible or in well-ventilated rooms, observing room capacities. Where working in close proximity is unavoidable, the task must be completely as quickly as possible, working side-by side rather than face to face. 15 minutes is the maximum time a task should take at a distance of less than 2m. | <ul style="list-style-type: none"> Review Government/ Public Health Guidance. Continue to review situation through SMT meetings Continue to monitor practicality of control measures in terms of customers and work spaces | 19/06/2020 Weekly |

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| Hazard | | Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable) | Further Action | Date Completed |
| 3 | Exposure to COVID-19 – Physical contact with virus or contaminated materials. | <ul style="list-style-type: none"> All employees who can work from home are doing so. All non-essential visitors, clients, guests and customers are not permitted to visit the location. Signage to be displayed at the main Hospice entrance instructing people who are displaying symptoms not to enter the Hospice Only essential documents are printed where use of electronic documents is not practicable. Paper file handling reduced to absolute minimum; electronic/online systems used for managing data/information. All employees and volunteers instructed to use hand sanitiser on arriving at, and leaving, the workplace. Compliance with this requirement is monitored / supervised at reception. All employees instructed and reminded to wash hands regularly for a minimum of 20 seconds. Adequate facilities provided and maintained to ensure this can occur. All employees instructed and enabled to wash hands for a minimum of 20 seconds at the beginning and end of breaks. All employees instructed and enabled to wash hands for a minimum of 20 seconds before and after eating. All employees instructed and enabled to wash hands for a minimum of 20 seconds in the event they cough or sneeze. All employees reminded to wash hands for a minimum of 20 seconds after using the toilet. Where equipment sharing is unavoidable through introducing safe working procedures or providing additional equipment, equipment is cleaned and sanitised regularly. Computers are sanitised at the start and end of a shift changeover. Hot desking and shared work spaces is limited where possible. Where hot desking is unavoidable, such as IN-PATIENT UNIT and main reception, workstations should be sanitised before and after use and employees/volunteers. Workstations, kitchen areas and hard surfaces regularly cleaned and disinfected. Employees instructed to avoid touching face, eye, mouth with hands and regularly reminded. Employees are encouraged to avoid sharing cups, cutlery and crockery. Where cups, cutlery and crockery are communal it is important they are washed in hot soapy water promptly after use. Cloth tea towels removed and replaced with paper hand towels or kitchen paper towel. Breaks are staggered to ensure only one person is in the kitchen area at any one time. | <ul style="list-style-type: none"> Review Government/ Public Health Guidance. Continue to review situation through SMT meetings Continue to monitor practicality of control measures | Weekly |

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| 4 | Interruption of existing emergency, first aid and supervisory procedures following implementation of COVID-19 controls. | <ul style="list-style-type: none"> First Aid needs assessment reviewed. Reception cover staff are all first aiders; EFAW trained staff also on IN-PATIENT UNIT, numbers depend on shift. This will be reviewed as more staff return to work. All RNs on the unit are fire wardens. During normal working hours, reception staff or other nominated staff are to assume duties of lead fire warden. Basic training and guidance is given where these staff are not normally fire wardens. Critical roles identified and changes to contact arrangements, emergency contacts, duty holders and procedures notified to all employees. Key health and safety information is readily available, to ensure continuity in the event of staff absence. All relevant staff made aware of where to find such information. First aid boxes and guidance leaflets available at reception, main kitchen lockers and on IN-PATIENT UNIT. Anyone giving emergency assistance of any nature should pay attention to sanitation measures immediately afterwards, including washing hands. Existing risk assessments are reviewed and updated where there are significant changes to specific working arrangements. | <ul style="list-style-type: none"> Review Government/ Public Health Guidance. Continue to review situation through SMT meetings | Weekly |
| 5 | Property/Premises/Work Equipment – Risks to employees due to lack of maintenance, test and inspection. | <ul style="list-style-type: none"> Fire system maintenance is carried out by Castle Alarms – this has not been interrupted by Covid restrictions. Routine Fire systems checks, and tests, have been carried out as normal. Emergency Lighting Test & Maintenance has been completed in accordance with required timescales. Carried out by Castle Alarms – this has not been interrupted by Covid restrictions. Monthly in-house test has not been interrupted. Legionella tests and checks have been ongoing as normal, by external contractor. This has not been interrupted by Covid restrictions. PAT testing was completed in February. A few missed items will be picked up when staff return to work with missed items they have for home-working. Statutory thorough examinations and maintenance of lifting and pressure equipment have been completed as normal. Any contractors arriving at site for maintenance or repairs are observing social distancing and wearing of PPE where required. | <ul style="list-style-type: none"> Review Government/ Public Health Guidance. Continue to review situation through SMT meetings Continue ongoing maintenance with contractors | Weekly |

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| 6 | Reduced occupancy & modified working procedures – Lone Working | <ul style="list-style-type: none"> All tasks now identified to include lone working as a result of COVID-19 measures are subjected to individual lone working risk assessment & appropriate controls implemented. Increased supervision in place for those lone working across the building i.e. housekeeping and gardener. | <ul style="list-style-type: none"> Review Government/ Public Health Guidance. Continue to review situation through SMT meetings | Weekly |
| 7 | Travel to Work – Travel For Work | <ul style="list-style-type: none"> Minimising non-essential travel – consider remote options first. Employees and volunteers should avoid using public transport where possible. Walking, cycling or single-occupancy car journeys should be encouraged as an alternative. Where public transport is unavoidable, face masks are compulsory from 15th June. If using a Hospice car for work purposes, wash hands before and after use and sanitise touched surfaces in the car before and after use. Avoid travelling with people in the car. If unavoidable, the passenger should consider sitting in the rear of the vehicle. Where sharing vehicles is unavoidable i.e. H@H, employees should be paired together as much as possible to avoid mixing staff throughout a shift. Ventilate vehicles well whilst car sharing. See separate risk assessment for Driving at Work | <ul style="list-style-type: none"> Review Government/ Public Health Guidance. Continue to review situation through SMT meetings | 14/6/2020 Weekly |
| 8 | Mental health and wellbeing | <ul style="list-style-type: none"> Provide employees and volunteers with guidance on mental health and wellbeing during the coronavirus outbreak Have very open and regular communication to help employees and volunteers understand and feel comfortable on how their safety is being looked after and to allow them to express their concerns, but also to involve them in how things can be done differently if they feel current measures are not practicable. | <ul style="list-style-type: none"> Review Government/ Public Health Guidance. Continue to review situation through SMT meetings Continue to maintain contact with employees and volunteers | Weekly |
| 9 | Training, instruction and supervision | <ul style="list-style-type: none"> All employees/volunteers returning to site are given an induction and sign an induction form. Specific guidance issued to all employees/volunteers on issues such as use of PPE and hand hygiene (including moisturising). | <ul style="list-style-type: none"> Review Government/ Public Health Guidance. Continue to review situation through SMT meetings Continue to maintain contact with employees and volunteers | Weekly |

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| 10 | Working from Home – DSE, slips trips and falls, fire, electricity, stress and welfare | <ul style="list-style-type: none"> All employees working from home are given a workstation assessment over the telephone, covering all the hazards listed Equipment may be provided where practicable Where home working cannot be continued safely, employees will return to work on Hospice premises | <ul style="list-style-type: none"> Review Government/ Public Health Guidance. Continue to review situation through SMT meetings Continue to maintain contact with employees and volunteers | Weekly |

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Links to Further Support & Sector Specific Information

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| The Health & Safety Executive (HSE) Coronavirus Advice Pages | https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm | |
| COVID Secure Workplaces – Office | https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres | |
| COVID Secure Workplaces - Home | https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes | |
| COVID Secure Workplaces - Shops | https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches | |
| Wellbeing and Mental Health During Covid-19 | https://www.every-life-matters.org.uk/ https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19 | |

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