

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 are able to return to work from the 1st August but are able to work from home wherever possible. Employees and volunteers in the vulnerable group can return to the work place, providing control measures are in place and the employee/volunteer is satisfied they are not at risk. Individual discussions held with staff who are in the extremely vulnerable/vulnerable groups to assess their suitability/ability to work on site, from home or in a temporary alternative role. Members of the public and business visitors are not encouraged to visit the main Hospice unless absolutely necessary. Visitor numbers to the In-Patient Unit are strictly limited and are assessed on a case-by case basis. All employees/volunteers are instructed to follow the most recent Government guidelines on development of symptoms, self-isolation and Covid testing. All employees/volunteers must inform their line manager as soon as possible if they are require to self-isolate for any reason. Signage is displayed at the main Hospice entrance instructing people who are displaying symptoms of Covid-19 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 those working off site Continue to review situation through SMT meetings Continue to monitor practicality of control measures 	<p>24/09/2020</p> <p>Weekly</p> <p>13/07/2020 30/07/2020</p>

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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 at close proximity i.e. 1m +, suitable control measures are implemented such as face masks, side-by-side working, fixed partnering and keeping the activity time as short as possible. Tasks that must be completed when closer than 1m are appropriately assessed and controlled i.e. patient care. 	<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 	<p>19/06/2020</p> <p>Weekly 30/07/2020</p>

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3	Exposure to COVID-19 – Physical contact with virus or contaminated materials.	<ul style="list-style-type: none"> 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 are 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. Housekeeping undertake thorough cleaning of all door handles, push plates and key pads once in the morning. This is repeated in the afternoon for all communal area door handles, push plates and key pads. Office staff take responsibility for cleaning their own doors and office surfaces at the end of their shift or day. 	<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 	<p>Weekly</p> <p>30/07/2020</p>

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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 and based on present minimum provision due to staffing. This will be reviewed as more staff return to work. All RNs on the unit are fire wardens. From 24/08/2020 the "Out of Hours" fire procedure has been adopted as it is not always possible to ensure sufficient fire wardens are in the building to maintain cover. 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 and on the In-Patient Unit. Updated information giving guidance on First Aid during Covid-19 has been distributed to all first aiders and appropriate additional PPE provided with first aid boxes. Existing risk assessments are reviewed and updated where there are significant changes to specific working arrangements. PPE has been increased in first aid boxes to meet Government guidelines. 	<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 	<p>Weekly</p> <p>30/07/2020 24/08/2020</p>
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 	<p>Weekly</p>

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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. Where this cannot be avoided the driver and passenger wear a face mask or covering. Where sharing vehicles is essential i.e. H@H, employees are paired together as much as possible to avoid mixing staff throughout a shift. Fluid-repellent masks are worn by healthcare staff travelling together. 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 measure 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 have undergone a workstation assessment covering all the hazards.Equipment may be provided where practicableWhere 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 meetingsContinue to maintain contact with employees and volunteers	Weekly

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Links to Further Support & Sector Specific Information		
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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