

COVID-19 SECURE RISK ASSESSMENT



Phase: Phase 1	Date: 29/05/20	Review Date: 30/06/20	Directorate: Pilgrims Hospice
Assessed By: Jon Sillett	Objective: Ensure that all Pilgrims workplaces are safe and COVID-19 Secure.	Deadline for Actions: 17 June 20	Department: Organisational

The risks identified are all to reduce the risk of the spread of COVID-19 in the workplace.

	RISK IDENTIFIED	MITIGATION IN PLACE	ADDITIONAL MITIGATION REQUIRED	Rag Rating (AS PER RISK ASSESSMENT POLICY)	FURTHER IMPACT / CONSIDERATIONS FOR OTHER TEAMS
01	<p>General approach</p>	<p>All members of the Pilgrims team have been fully briefed with current advice on staying protected through the pandemic. This has been supported by the introduction of a COVID-19 staff intranet page. http://intranet.pilgrimshospices.org/covid-19/ This contains advice for the clinical and non clinical teams on a range of topics. This is regularly reviewed and kept up to date.</p> <p>There is a cross functional COVID-19 Emergency Team in place that meet daily to review, lead and guide our response.</p> <p>There is an action plan in place that is accessible to all EMT/SMT/LMT members and is updated daily. This charts the actions we have taken as an organisation since the first week of March 20.</p> <p>Staff/volunteers in high risk groups have been further protected through a range of approaches and a line manager guidance document is in place to ensure consistency.</p>	<p>Legislation and guidance from Public Health England and the Government will continue to be reviewed and staff/volunteers updated.</p> <p>A COVID-19 Secure risk assessment will be in place and reviewed by the Executive Management Team before any additional staff, volunteers, retail premises is opened to ensure that we are confident that we can keep people safe.</p> <p>A briefing pack will be sent to all staff and volunteers returning to, or</p>	<p>6 M</p>	

		<p>There are a number of regular functional meetings (using Teams, Zoom and WHYPAY to keep people informed and manage change.</p> <p>There is regular and consistent communication in place across the organisation to keep staff and volunteers updated.</p> <p>Where possible, everyone that can work at home is currently working at home. The IT team has supported this process. We have also introduced a revised visitor policy to ensure the risk and footfall to our sites is reduced.</p> <p>All non-essential meetings have been postponed and the remainder are run virtually using the communication tools available, this includes governance meetings involving the organisations Trustees.</p> <p>There is a full range of the required PPE in place to protect all staff that come within 2m of all patients. An increased level of face protection has been made available to those staff at increased risk, including BAME staff.</p> <p>Any staff experiencing any symptoms or who has come into contact with someone who has symptoms should self-isolate and have access to testing.</p> <p>We have introduced a range of approaches and tools to support staff/volunteer wellbeing. These are all available on the intranet page for staff and line managers to use.</p>	<p>continuing to work in, the workplace. The briefing will cover the changes made by the organisation to make their site/work area COVID-19 secure and what is expected from them to keep themselves and their colleagues safe.</p>		
02	<p>Hand Hygiene Standards</p>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place across the site 	<p>Staff, volunteers and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water</p>		

		<ul style="list-style-type: none"> • Staff advised regularly to follow stringent hand washing regime • http://intranet.pilgrimshospices.org/wp-content/uploads/Staying-Safe-for-all-Health-Care-Workers-14.04.20.pdf • http://intranet.pilgrimshospices.org/wp-content/uploads/How-to-stay-safe-poster.pdf • Handwashing posters in all toilet areas on site • Staff encouraged to protect the skin by applying emollient cream regularly • Appropriate hand gel sanitisers available in any area where washing facilities not readily available. <p>Additional hand washing stations in place in:-</p> <ul style="list-style-type: none"> • Reception areas • Staff rooms • Café areas <ul style="list-style-type: none"> • Regular hand hygiene audits in place led by the infection control site lead. 	<p>and soap and the importance of proper drying with disposable towels.</p> <p>Posters will be refreshed every 3 months to keep the message fresh.</p>	8 L	
03	<p>Keeping sites clean</p>	<p><u>Cleaning</u></p> <p><u>Clinical areas</u></p> <ul style="list-style-type: none"> • COVID decontamination of rooms and equipment Operating Standard introduced and available to all staff on the intranet. Cleaning staff briefed. • http://intranet.pilgrimshospices.org/wp-content/uploads/Decontamination-of-equipment-and-rooms-during-COVID-19-situation_v1_07-04-2020.pdf 	<p>A cleaning regime will be needed in all retail outlets as part of any re-opening plan. This will be covered in each shops risk assessment.</p>		

		<ul style="list-style-type: none"> All non essential equipment removed for patient rooms to reduce domestic staff workload Support in place from the Lead Infection Control nurse and local infection control leads <p><u>Non Clinical areas</u></p> <ul style="list-style-type: none"> All non clinical areas will be cleaned in line with existing Cleaning operating standard that can be found on the HR Select system Frequently clean and disinfect objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, communal areas, café areas reception area using appropriate cleaning products and methods Antibacterial cleaning wipes, hand wash and sanitisers are available where required to ensure that staff can keep their workspace surfaces clean <p><u>Clinical staff uniform cleaning</u></p> <ul style="list-style-type: none"> COVID-19 Uniform standard introduced, staff briefed and information available on the intranet http://intranet.pilgrimshospices.org/wp-content/uploads/SOP_Uniform-recommendations-during-COVID-19-situation_v1_03-04-2020.pdf 	<p>Office based staff will be asked to operate a clear desk policy so work surfaces and equipment can be deep cleaned on a regular basis.</p>	<p>8 M</p>	
04	<p>Maintaining Social Distancing</p>	<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> We have briefed site teams regularly on the importance of social distancing. Staff have been advised to use available 			<p>Consider impact on</p>

		<p>spaces where this can't be achieved in their current office space.</p> <ul style="list-style-type: none"> • We have taken steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time • We have made our lifts single person only with clear signage. If a patient needs to be accompanied in the lift the staff member should use the appropriate PPE. • Reception areas have been appropriately marked to ensure that social distancing can be achieved • When stairs are being used staff should keep to right. Where possible, staff should allow others already on the stairs to complete their journey before going onto the stairs 	<p>Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>There is visible signage in place and posters will be refreshed every 3 months to keep the message fresh.</p> <p>We have completed a room by room risk assessment on the main hospice sites, Plender and the Ann Robertson Centre. The relevant risk assessments will be made available to all staff /volunteers.</p> <p>High risk rooms/communal areas should be identified separately and key actions required should be identified. These should be completed and returned to the EMT by Wednesday 10 June 2020.</p> <p>Risk assessment in each of the following areas to identify what actions need to be taken to meet COVID-19 secure guidelines:</p> <ul style="list-style-type: none"> • Retail outlets and warehouses • Vehicles 	<p style="text-align: center;">8 M</p>	<p>Catering & Domestic teams</p>
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			All risk assessments have been completed using the government and HSE guidance.		
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