



**WOODLANDS HOSPICE COVID-19 RISK ASSESSMENT
UPDATED 6 JANUARY 2022**



ALL RISKS TO BE REVIEWED REGULARLY - MEETINGS TO BE HELD WEEKLY AS OF 30/12/2021

Area	Risk	Controls in place	Outstanding actions/Updates	Consequence with controls	Likelihood with controls	Current Risk Score
Woodlands Hospice Inpatient Unit	Risk of transmission of COVID-19 to or from the patient or staff/volunteers	<p>Actively not accepting patients known with COVID-19.</p> <p>Swabbing regime remains in place - swab on admission, day 3 swabbing, day 6 swabbing and weekly thereafter (for home leave, PCR on return and lateral flow test for 7 days thereafter).</p> <p>COVID-19 Prevention education available and completed by all staff (WHCT on Training Tracker and LUHFT staff on ESR)</p> <p>Categorisation of patient and related PPE requirements guidance available and patient status signage (LUHFT Guidance - silver/green/high-low yellow/red) in place. Guidance can be found on the COVID-19 HUB.</p> <p>Enhanced cleaning in place - two hourly touch point (including kitchen surfaces) cleaning process in place and records of this kept on the nurses station. Housekeeping Team to complete this until 2PM and then nursing team to complete thereafter. Workstations, including phones and wipe able keyboard covers to be cleaned after each use.</p> <p>No unnecessary personnel permitted onto the inpatient unit (besides key personnel required e.g. Facilities Manager etc.)</p> <p>PPE requirements - surgical mask worn in all areas and enhanced PPE requirements in place according to patient COVID status.</p> <p>Increased sanitising stations available throughout the ward.</p> <p>Increased deep cleaning of patient's rooms post death/discharge in accordance with IPC guidelines.</p> <p>Social distancing of staff when possible to be maintained.</p> <p>Visiting & Catering (see below risks)</p>	<p>06/01/2022 Breakdown of LUHFT IPC guidance to be sent to Volunteer Co-ordination (KF)</p>	4	2	8
IMPACT & ASPCT	Risk of transmission of COVID-19 to or from the patient or staff/volunteers	<p>Emergency face to face appointments - processes maintained, to be accompanied by a member of staff to treatment room and provided with appropriate PPE. Patients coming in for appointments to IMPACT to come in through IMPACT entrance and sign in on fire register. Therapy patients to enter through reception and be escorted through to the Gym.</p> <p>Video and telephone consultations available.</p> <p>Enhanced cleaning in place - two hourly touch point (including kitchen surfaces) cleaning process in place and records of this kept in the hub. Workstations, including phones and wipe able keyboard covers to be cleaned after each use.</p> <p>PPE requirements - surgical masks required in all public spaces and where social distancing can not be maintained robustly.</p>		4	2	8
Visiting	Risk of transmission of COVID-19 to or from visitors	<p>All visitors to the hospice to show a negative lateral flow test taken on the day before visiting the hospice. Lateral flow tests available for visitors from the Hospice for those who require them to be completed off the premises.</p> <p>PPE requirements to be followed by visitors at all times. Staff are encouraged to challenge visitors not wearing the correct PPE.</p> <p>Current visiting for inpatient unit: 14:00-16:00 and 18:00-19:00 daily. Only one visitor per patient permitted per day - visitor must be the same for either or both slots per day. Clinical judgement to be used in exceptional circumstances.</p> <p>Open visiting available for patients at the end of life (only a maximum of two at any one time) from a nominated bubble of 6. LFT Tests available in the hospice to be given by nursing team to EOL visitors who are arriving as an emergency.</p> <p>COVID-19 positive patients are not permitted to have visiting unless end of life, in which case one nominated visitor is permitted.</p> <p>Leaflets and signage for visiting available around the hospice and on the hospice website.</p>		3	2	6

Staff and Volunteers	The risk of transmission of COVID 19 to or from each other and to patients	<p>Education programme in place for COVID-19 security (WHCT - training tracker, LUHFT - ESR). All staff must complete this training module.</p> <p>Any staff members displaying signs of COVID-19 symptoms must not come into work and call their Line Manager to discuss.</p> <p>All staff working in Woodlands Hospice to adhere to LUHFT isolation guidance (see document)</p> <p>Uniformed staff must not enter or leave the hospice in their uniform - changing facilities are available in the hospice. Catering team to change uniform in the kitchen area.</p> <p>Social distancing to be adhered to where possible - maximum capacity of rooms to be adhered to - where staff have been in the hospice and tested positive deep cleaning to be arranged for that area.</p> <p>Surgical Face Masks must be worn in all communal spaces e.g. corridors, cafe, reception etc.</p> <p>Enhanced cleaning - 2 hourly touch point cleaning (including personal work spaces) process in place -records contained in local area. Cleaning of personal areas when vacating a communal space with Clinell wipes must be adhered to i.e. following a meeting.</p> <p>Asymptomatic Testing Regimes (PCR tests available for staff who are symptomatic/had contact available through LUHFT): WHCT - 1 LAMP test per week, 2 LFT tests per week (one on the same day as the LAMP test and one 3-4 days after the LAMP test - to be taken at home and negative result before coming into the work place) - LAMP Collection box located in Support Services (to be brought to Ward collection point once per day). Further one to one discussions with staff who do not routinely access email undertaken W/C 03/01/2022.</p> <p>LUHFT - 2 LAMP tests per week. - Ward collection point behind the nurses station, other LUHFT staff collection box located in IMPaCT (to be brought to ward collection point once per day).</p> <p>Homeworking to be encouraged if appropriate for job role.</p> <p>Additional bins provided for tissues following coughing or sneezing and for disposal of cleaning wipes and gloves following additional cleaning regimes.</p> <p>Virtual meetings to be encouraged where possible.</p> <p><u>Vaccination and booster vaccination of staff and volunteers working in the hospice strongly encouraged.</u></p>	<p>06/01/2022 Government guidance changing from 11/01/2022 re requirement for PCR testing. To be vigilant for healthcare workers/LUHFT guidance.</p> <p>IMPaCT collection point to be introduced - w/c 10/01/2022 and all staff to be aware of this (KF).</p>	3	3	9
Volunteer Services	The risk of volunteer service disruption due to COVID related issues.	<p>Reception volunteers to continue in twos provided PPE/screen available between them.</p> <p>Maintenance and garden volunteers to be resumed W/C 10/01/2022.</p> <p>Ward Helper role to continue to be suspended - subject to regular review.</p> <p>Patient & Family Services volunteers (see P&FS section below).</p>	<p>06/01/2022 Reception to return to two volunteers, maintenance and garden volunteers to resume W/C 10/01/2022. (DB)</p>	2	2	4
Public/Communal Spaces	The risk of COVID-19 transmission when moving around the hospice communal spaces	<p>One-way stair system in place - Clinical staff from IPU only to use stairwell near reception after changing into uniform and leave from Fundraising stairwell once changed.</p> <p>Café open to staff, volunteers, patient's visitors and patient carers only. Not open to general public - to continue to monitor and review.</p>	<p>06/01/2022 Signage with opening restrictions for Café to be implemented. (BOP)</p>	3	2	6
Personal Protective Equipment/Test Supplies	The risk of inadequate stock of PPE/Testing Supplies	<p>PPE stocks to be maintained by Inpatient Unit staff and overflow of stock to be maintained by Facilities Manager.</p> <p>PPE collection continues weekly from central stores.</p> <p>System in place for maintaining and monitoring staff testing stocks.</p> <p>LFT Test supply for emergency EOL visitors available on IPU. Individual LFT test given to visitors from reception to be completed off site i.e. car.</p>	<p>06/01/2022 LFT Hospice order re-open 08/01/22. (KF)</p>	3	1	3

Woodlands Hospice Shops	<p>Risk of COVID-19 transmission in and out of Woodlands Shops.</p> <p>Risk of shop closure due to government restrictions.</p>	<p>Individual COVID-19 risk assessments completed regularly by the Head of Income Generation. See individual risk assessments for further detail.</p> <p>Shops remain open within government guidance.</p> <p>Retail staff completing 2 x weekly Lateral Flow Tests.</p>		2	1	2
Housekeeping & Catering Service	<p>Risk of housekeeping and catering staffing levels being depleted and causing service delays.</p>	<p>Ward access restrictions for catering - Healthcare Assistants (HCAs) to take orders to Catering Team and food to be left in the space in between and then taken by HCAs to give out to patients.</p> <p>Deep cleaning of rooms post discharge/death.</p> <p>Successful recruitment to Chef post 05/01/22.</p> <p>Cafe staff can be relocated to kitchen in an emergency, further support available from AUH Catering agreed in exceptional circumstance.</p>		3	2	6
Patient & Family Services/Support Services	<p>Risk of patient and family service/support services staffing levels being depleted and causing service delays.</p>	<p>Enhanced 2 hourly cleaning of touchpoints and work stations to be completed - records kept in local areas.</p> <p>Social distancing to be maintained - maximum occupancy of rooms to be adhered to.</p> <p>Virtual work to be encouraged where possible - e.g. face to face for IPU patients</p> <p>P&FS Volunteers to be re-introduced in an office-based, telephone/virtual family support+ role in the Hospice w/c 10/01/2022 - to be regularly reviewed.</p> <p>Complementary therapy to be maintained as appropriate with use of PPE/COVID precautions on IPU.</p> <p>Refresher PPE/IPC training available from IPC Link/Q&I if required.</p>		3	2	6