

## Woodlands Hospice Charitable Trust 'COVID 19 Secure' Risk Assessment

Category	What are the hazards	Who might be harmed	What actions are being taken to control the risks.	Who needs to carry out the action	When is the action needed	Date completed.
Inpatients	The risk of transmission of COVID 19 to or from the patient	Patients, visitors, staff, volunteers	<ul style="list-style-type: none"> <li>Education programme for all staff on COVID 19 and how it is transferred</li> </ul>	GH/KHF	Immediately	28 May 2020
			<ul style="list-style-type: none"> <li>Swabbing patients on admission</li> </ul>	KM	Ongoing	In action and ongoing
			<ul style="list-style-type: none"> <li>Categorising patients into colour coding system to identify higher risks and subsequent management of patients in relation to PPE requirements</li> </ul>	KM	Ongoing	In action and ongoing
			<ul style="list-style-type: none"> <li>Heightened infection control procedures and the introduction of new PPE policy for COVID 19</li> </ul>	HC/GH/KHF	Immediately	28 May 2020
			<ul style="list-style-type: none"> <li>Education of all staff on revised Infection control procedures including 'Donning' and 'Doffing' of PPE.</li> </ul>	HC/KC/KD	In place already	April 2020
			<ul style="list-style-type: none"> <li>Reduction in numbers of people permitted contact with patients e.g. visitors and staff groups ( see further details in these categories below))</li> </ul>	KM/KC	In place already	April 2020
			<ul style="list-style-type: none"> <li>Layout of Ward area to ensure social distancing</li> </ul>	KC/BOP/RG	Immediately	31 May 2020
			<ul style="list-style-type: none"> <li>Wearing of surgical mask compulsory in all areas except when eating or drinking.</li> </ul>	KC.LE	WEF from 12 October 2020	12 October 2020 and ongoing
			<ul style="list-style-type: none"> <li>Increased sanitiser stations</li> </ul>	BOP	In place already	April 2020
<ul style="list-style-type: none"> <li>Increased deep cleaning of patients' rooms post death/discharge in accordance with Government guidelines</li> </ul>	BOP/KC/Hous ekeeping team	In place already	April 2020			

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Day patients (including medical, nursing, therapy and family support)	The risk of transmission of COVID 19 to or from the patient	Patients, visitors, staff and volunteers	<ul style="list-style-type: none"> <li>• Group therapies postponed</li> <li>• New procedures in place for emergency face to face appointments including wearing of PPE, allocated clinic rooms</li> <li>• Video and telephone consultations in place</li> </ul>	JR/KM/KD  KM/KD  KD/KM/EP	Cancelled already July 2020  12 June 2020	15 March 2020 July 2020 and ongoing  12 June 2020
Visitors	The risk of transmission of COVID 19 to or from visitors	Patients, visitors, staff and volunteers	<ul style="list-style-type: none"> <li>• Restriction on visiting hours to be introduced except for those in last days and hours of life</li> <li>• Restriction on numbers of visitors for all patients whether or not in last days and hours of life.</li> <li>• No visiting permitted for those with suspected or confirmed COVID 19 unless in last days and hours of life when 2 named visitors will be permitted in full PPE.</li> <li>• Access for visitors via Reception with reporting in to Receptionist with valid visitors pass. Surgical mask to be worn at all times</li> <li>• Full PPE to be worn by visitors to Inpatients rooms at all times to be issued by Reception</li> <li>• Visitors to remain in patients' rooms with no access to any other facilities. Visitors to use patients' en-suite bathrooms for toilet facilities where necessary.</li> </ul>	KM/KC  KM/KC/DB  KM/KC  KC/DB  KC/HC  KC	Already in place  Already in Place  Already in place  Already in place  Already in place  Already in place	March 2020  March 2020  Updated August 2020  March 2020 ( revised September 2020)  Revised September 2020  March 2020

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			<ul style="list-style-type: none"> <li>• Visitors information leaflets to be developed and consistently revised to reflect changing policies</li> <li>• Visitors Pass system to be developed and implemented to control numbers of different people entering the building</li> <li>• All visitors to adhere to the Hospice social distancing measures and signage.</li> <li>• Family Liaison service to be provided from Family Support Team to ensure patients and families stay connected.</li> <li>• Any visitors showing signs of COVID 19 to stay at home and self isolate in accordance with Government guidelines.</li> </ul>	<p>GH/KHF</p> <p>DB/GH</p> <p>All staff</p> <p>EP</p> <p>All staff</p>	<p>16 June 2020</p> <p>31 May 2020</p> <p>Immediately</p> <p>Already in place</p> <p>Already in place</p>	<p>Last revised 20 October 2020</p> <p>12 June 2020</p> <p>July 2020</p> <p>31 may 2020 ( revised June 2020)</p> <p>Ongoing</p>
Staff and volunteers	The risk of transmission of COVID 19 to or from each other	Patients, visitors, staff and volunteers	<ul style="list-style-type: none"> <li>• Education programme for all staff and volunteers on COVID 19 and how it is transmitted.</li> <li>• Individual risk assessments to be undertaken for all those staff and volunteers in the 'Shielding' category and the 'clinically vulnerable' category</li> <li>• All staff now to be risk assessed using NHS scoring system for identifying vulnerable staff</li> <li>• Home working agreed where possible to do so for all staff regardless of vulnerability to COVID 19</li> </ul>	<p><b>GH/KHF</b></p> <p><b>All line managers/RG</b></p> <p><b>All line managers</b></p> <p><b>All staff and line managers</b></p>	<p>Immediately</p> <p>Already undertaken but need regular review October 2020</p> <p>Already undertaken but need regular</p>	<p>28 May 2020</p> <p>Regularly reviewed as circumstance change</p> <p>October 2020</p> <p>Regularly reviewed as circumstance change</p>

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			<ul style="list-style-type: none"> <li>Any staff members showing signs of COVID 19 to stay at home and self-isolate in accordance with Government guidelines.</li> <li>Staff groups in the Hospice, separated where possible e.g. clinical and non-clinical</li> <li>Introduce one way system to avoid crossing of staff where possible</li> <li>All uniformed staff to bring uniforms to work and utilise allocated changing facilities and again when leaving a shift, all staff should change into their own clothes taking uniforms home to be washed in accordance with guidelines. Shower facilities are available for staff who may wish to shower before leaving the building.</li> <li>Strict social distancing in place with visible markings to guide individuals re the 2metre distance in public corridors, spaces and in individual offices</li> <li>Movement of offices and staff to ensure minimum numbers in each office and screens to be put in place between desks/ workstations where 2metre rule cannot be guaranteed. Masks can be worn as an exception if social distancing is not possible e.g. when undertaking hands on training with another staff member. (October 2020 New NHSE guidance issued and masks now worn at all times in shared offices regardless of social distance or mitigation such as screens. Where groups gather for</li> </ul>	<p><b>All relevant staff</b></p> <p><b>RHM/RG</b></p> <p><b>RHM/BOP/RG</b></p> <p><b>All staff</b></p> <p><b>BOP/RG/All staff</b></p> <p><b>All staff</b></p>	<p>review Ongoing</p> <p>Already in place</p> <p>Already in place</p> <p>Already in place</p> <p>31 May 2020</p> <p>31 May 2020</p>	<p>Ongoing</p> <p>March 2020</p> <p>March 2020</p> <p>Ongoing</p> <p>31 May 2020</p> <p>31 May 2020 with regular review. 20.10.20 WBSC clinical Office reviewed due to introduction of Daily Huddles.</p>
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			<p>MDT meetings/huddles staff can join these groups virtually from other offices along the corridor</p> <ul style="list-style-type: none"> <li>Hot desking to be avoided wherever possible. Where not possible, strict cleaning regimes of all areas and surfaces to be undertaken by outgoing and incoming personnel.</li> <li>Digital and remote transfers of information will be used where possible rather than paper format to avoid constant touching. This includes e-forms- e-signatures- e-approvals and e-banking.</li> <li>Maximum numbers of people per room agreed, and notices on doors to advise all staff and volunteers</li> <li>Increased sanitiser stations across the hospice</li> <li>Additional bins provided for tissues following coughing or sneezing and for disposal of cleaning wipes and gloves following additional cleaning regimes.</li> <li>Introduction of 2 hourly cleaning schedules across the hospice to ensure commonly touched surfaces kept as clean as possible throughout each day.</li> <li>Virtual meetings set up to avoid large group gatherings</li> <li>Introduce regular walk arounds by Chief Executive and Senior Leadership Team to ensure all standards being adhered to.</li> </ul>	<p><b>All staff</b></p> <p><b>All staff</b></p> <p><b>BOP</b></p> <p><b>BOP</b></p> <p><b>BOP</b></p> <p><b>All staff on rota</b></p> <p><b>GH/KHF/LA</b></p> <p><b>RHM/OLT</b></p>	<p>Ongoing</p> <p>Ongoing</p> <p>31 May 2020</p> <p>Already in place</p> <p>Already in Place</p> <p>Already in place</p> <p>Ongoing</p> <p>Already in place and ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>31 May 2020</p> <p>March 2020</p> <p>March 2020</p> <p>March 2020</p> <p>Ongoing</p> <p>Ongoing</p>
Staff requiring	The risk of transmission of	Staff and patients	<ul style="list-style-type: none"> <li>Review and adhere to PPE Guidance from Public Health England for Hospices.</li> </ul>	RHM/GH/KHF/KC/KD/HC/KM	Immediately	April 2020 and ongoing

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PPE	COVID 19 to or from patients and each other in clinical areas		<ul style="list-style-type: none"> <li>• Develop and implement a specific PPE Policy for COVID 19 management</li> <li>• Educate all staff on the policy and on 'Donning' and 'Doffing' PPE</li> <li>• Allocate a senior member of the team for controlling PPE stocks, ordering and collections</li> <li>• Keep local stocks on the ward and in Wellbeing ( For Hospice at Home, Family Support and Domiciliary visits) and a central stock with Quality and Improvement team.</li> <li>• Monitor usage of PPE</li> <li>• Prepare for Shortage of PPE if a national issue and observe Public Health England Guidance on management of shortages and reusable items.</li> </ul>	<p>GH/KHF</p> <p>HC/KC/KD</p> <p>GH/KHF/HC</p> <p>KHF/KC/HC/KD</p> <p>KC/HC/KD</p> <p>GH/KHF/KC/KD</p>	<p>Immediately</p> <p>Already in place and ongoing</p> <p>Already in place and ongoing</p> <p>31 May 2020</p> <p>Ongoing</p> <p>31 May 2020</p>	<p>May 2020</p> <p>April 2020</p> <p>April 2020</p> <p>31 May 2020</p> <p>Ongoing</p> <p>31 May 2020</p>
Individuals (visitors, staff or volunteers) developing symptoms of COVID 19 whilst on site.	The risk of transmission of COVID 19 to or from each other and to patients	Patients. Visitors, staff and volunteers	<ul style="list-style-type: none"> <li>• Advise a senior member of the team immediately</li> <li>• Arrange immediate return to home and staff member or volunteer to arrange a COVID test via government website or calling 119</li> </ul>	<p>All staff</p> <p>Line managers</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>
Staff and volunteers	The risk of transmission of	Patients. Visitors, staff	<ul style="list-style-type: none"> <li>• Staff members and volunteers must remain at home and self-isolate in</li> </ul>	All staff	Ongoing	Ongoing

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<p>who develop COVID 19 symptoms outside of work environment or have members of the household with symptoms</p>	<p>COVID 19 to or from each other and to patients</p>	<p>and volunteers</p>	<p>accordance with Government guidelines</p> <ul style="list-style-type: none"> <li>• Staff members and volunteers to arrange a COVID 19 test as a priority via government website or calling 119</li> <li>• Depending on results of the test for staff member or family member, staff members will either stay at home for the required period if positive results or should return to work if all are negative.</li> </ul>	<p>All staff  All staff</p>	<p>Ongoing  Ongoing</p>	<p>Ongoing  Ongoing</p>
<p>Staff members/ volunteers travel to and from work</p>	<p>The risk of transmission of COVID 19 to or from each other and to patients</p>	<p>Patients. Visitors, staff and volunteers</p>	<ul style="list-style-type: none"> <li>• Where possible staff and volunteers should avoid public transport</li> <li>• Staff and volunteers should travel alone in their cars wherever possible. Where staff members or volunteers do share the same vehicle the same people should continue to share all the time.</li> <li>• Those using public transport should wear face coverings at all times</li> <li>• Managers should agree flexibility to hours where the role permits to avoid rush hour if at all possible</li> </ul>	<p>All staff  All staff  All staff using Public transport  Line managers</p>	<p>Ongoing  Ongoing  Ongoing  Ongoing</p>	<p>Ongoing  Ongoing  Ongoing  Ongoing</p>
<p>Refreshments (Food and drink)</p>	<p>The risk of transmission of COVID 19 to or from each other s</p>	<p>Patients, visitors, staff and volunteers</p>	<ul style="list-style-type: none"> <li>• Café facilities closed following government guidelines</li> </ul>	<p>RHM/BOP/RG</p>	<p>Closed 23 March 2020</p>	<p>Will reopen when government guidance permits ( can reopen from 4 July 2020)</p>

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			<ul style="list-style-type: none"> <li>• Food can be ordered by visitors or staff and volunteers from Hospice Catering team following the new procedures</li> <li>• Return of crockery and cutlery for cleaning will follow new guidelines within the catering team</li> <li>• Staff and volunteers are encouraged to bring their own crockery and cutlery and take responsibility for its cleaning. Dishwasher facilities are available in the staff rest room.</li> </ul>	<p>BOP</p> <p>BOP and all staff</p> <p>All staff</p>	<p>Already in place</p> <p>Already in place</p> <p>Ongoing</p>	<p>March 2020</p> <p>March 2020</p> <p>Ongoing</p>
Welfare of staff and volunteers	The risk of psychological distress due to the impact of COVID 19	Staff and volunteers	<ul style="list-style-type: none"> <li>• Allocation of relaxation space away from the ward to be set up with input from Complementary Therapist to music, recordings, facilities etc</li> <li>• Introduction of morning reflection sessions with the Hospice's Pastoral Support</li> <li>• Support of on -site Family Support team to all staff</li> <li>• Invite 'messages of support' for the Hospice and display electronically on boards in various departments for staff to see.</li> </ul>	<p>KD</p> <p>MP/EP/JR</p> <p>EP/JR/MP</p> <p>KHF</p>	<p>Already in place</p> <p>Already in place</p> <p>Already in place</p> <p>31 May 2020</p>	<p>April 2020 ( closed July 2020 as not used but available to reopen as necessary)</p> <p>October 2020-On hold but can start up as necessary ongoing</p> <p>Started May 2020 ( on hold July 2020 but can reopen if needed)</p>



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			<ul style="list-style-type: none"> <li>• Ensure regular break periods for all staff and team support</li> <li>• Keep in contact with all staff working from home and send regular communication to all</li> <li>• Pay particular attention to those who are 'Shielding' and not permitted to leave their homes</li> <li>• Introduce a telephone support system for all volunteers at home to keep connected and follow escalation process to Family Support if concerned about individuals</li> <li>• Issue regular communication on COVID updates and practices/measures to be taken</li> </ul>	<p>Line managers</p> <p>RHM and all line managers</p> <p>RHM and all line managers</p> <p>DB with support of allocated staff working from home</p> <p>RHM and line managers. (includes DB for Volunteers)</p>	<p>Already in place</p> <p>Already in place and ongoing</p> <p>Already in place and ongoing</p> <p>Already in place and ongoing</p> <p>Already in place and ongoing</p>	<p>April 2020 and ongoing</p> <p>April 2020 and ongoing</p> <p>April 2002 and ongoing</p> <p>April 2020 and ongoing</p> <p>March 2020 and ongoing.</p>
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Prepared by Rose H Milnes, Chief Executive 20 May 2020 (Last updated 21 October 2020) All actions discussed and agreed in full at Hospice 'COBRA' Committee meetings consisting of staff representatives across the Organisation.