

PEACE HOSPICE CARE – RISK ASSESSMENT – COVID-19

Assessment based on current Government guidelines

Area Assessed:	Hospice Offices on all floors		No of staff & volunteers identified:	79 desks (25 on Ground / 35 on 1 st / 19 on 2 nd floor)		
Location:	Peace Drive, Watford WD17 3PH		Date of First Assessment:	15 th May 2020	Annual Review Date:	Continuous
ACTIVITY	POTENTIAL RISK	NUMBERS EFFECTED	EXISTING CONTROL MEASURES	ADDITIONAL CONTROL MEASURES	Reviewed following Government updates	
Office based working	Spread of Covid-19	79 – working spaces in offices around the Hospice	<ul style="list-style-type: none"> PHC are taking every step possible to ensure office-based staff are able to work from home. Where this is not possible, staff will be furloughed with 80% salary; or If a member of staff should need to work at the Hospice, the offices should not be over crowded and sufficient space between staff. Temporary office moves may be required. (See workstations section) All staff to have carried out a DSE assessment. Clear cleaning procedure in place to support. Prior to any member of staff being asked to work from home, Line Manager to meet and discuss working requirements with staff member and practicability of their role being carried out from home. If staff need to work from the Hospice, they are encouraged to work between the hours of 8am – 5pm only. <p>Cleaning:</p> <ul style="list-style-type: none"> Hand sanitiser at Reception where signing in solution is, use prior to signing in. Staff encouraged to wash hands regularly. 	<ul style="list-style-type: none"> Hand sanitising located at various points around the Hospice. A social distancing sign located at entrance. Outside seating around the Hospice site has been moved to 1-2 meters distancing. Benching in the courtyard has been yellow taped to not allow seating opposite one another. 	<ul style="list-style-type: none"> All Directors and Senior Managers to lead by example and encourage staff to <u>work from home</u> where possible. Where social distancing is not possible, face-to-face contact should be kept to a minimum of 15 minutes or less & masks worn at all times. Numbers in the Hospice should be dramatically reduced to under 30 (Ideally 20) at all times due to Lockdown 3. As per government instructions work from home if you can. 1 member of staff per team, one manager per Directorate and one Exec member on site per day. Clinical staff to remain as required. 	

			<ul style="list-style-type: none"> • Antibacterial wipes provided – for keyboards & telephones. • Hand sanitisers are located across the Hospice for use. • Cleaning of the Hospice offices to take place between the hours of 5pm and 8pm. 		
Coming to work and leaving work	Spread of Covid-19		<ul style="list-style-type: none"> • Hand sanitiser dispenser by the signing in solutions. • Encouraging and promoting the Hospice ‘Cycle to Work’ scheme through internal communications. • Staggering of staff arrival and departure times to reduce crowding in and out of the Hospice. • All staff to walk on the LEFT in all corridors • Yellow & Black tape dividing the wider corridors and staircases. • Black directional arrows on the floor showing which direction to walk in the wider corridors. 	<ul style="list-style-type: none"> • Introducing a one-way flow around the Hospice, all staff to enter the OOH entrance and go upstairs and round on the 1st floor to their working area, if working on Ground floor staff should go down the staircase at the end of the new building. • All staff & visitors to wear a face covering in the communal areas and corridors. 	<ul style="list-style-type: none"> • Display ‘Staying Covid-19 Secure in 2020 poster in main reception and out of hours reception. • Introduction of “team bubbles within work. All ground floor clinical staff together. First floor staff together. Second floor staff together. • Minimum numbers in the Hospice building to be adhered to at all times.
Workplace and workstations	Spread of Covid-19	79 – working spaces in offices around the Hospice	<ul style="list-style-type: none"> • All offices have been reviewed by CEO and Head of Facilities and some staff will be moved to other locations to ensure the compliance of social distancing. • Where staff cannot be sufficient distance workstations arranged so people work side by side or facing away from each other rather than face to face. • Hot desks have been revoked and are to no longer be used. • Printers will be wiped down regularly but staff to be encouraged to wash hands after use • Offices with Fire Dorgards should be left open when possible to aid with ventilation throughout the building 	<p>Additional desk space with social distancing measures have been identified in the:</p> <ul style="list-style-type: none"> • SCT Meeting Room • Counselling Rooms • Personal headsets provided to each admin staff member who use the phone frequently and are to be used by only them. • Office windows to be opened when possible 	<p><u>Review of all working spaces and numbers per office reduced as per government guidelines to restrict staff to working from home. Max of 1 member of staff per department to allow for calls to be answered.</u></p>
Meetings	Spread of Covid-19		<ul style="list-style-type: none"> • Staff are encouraged to use Teams or Zoom for meetings. 		<ul style="list-style-type: none"> • Face to face meetings to be avoided.



			<ul style="list-style-type: none"> Where meetings take place on site, social distancing of 1-2 meter will take place or face-to-face contact kept to a minimum of 15 minutes or less. Peace Board Room to have a maximum of 10 people. Peace Training Suite to have a maximum of 6 people. Peace Meeting Room to have a maximum of 4 people. 	<ul style="list-style-type: none"> Hand sanitiser is provided in all the meeting rooms. Exec & SMT to lead by example 	<p>Reduction of numbers per meeting room to the following</p> <ul style="list-style-type: none"> Peace Board Room to have a maximum of 6 people. Peace Training Suite to have a maximum of 4 people. Peace Meeting Room to have a maximum of 2 people.
<p>Working from home (Office staff)</p>	<p>H&S breach / safety hazards identified</p>	<p>? Number of staffs</p> <p>H&S equipment</p>	<ul style="list-style-type: none"> Line manager to decide if role can be carried out from home. Line manager to discuss WFH with staff member and to identify any additional requirements that may need to be put into place such as additional equipment such as screen, chair, riser, mouse etc. Laptops to be provided for staff where necessary. Working space should be away from others. Additional equipment can be obtained through contacting Facilities Manager/H&S Manager. Wires / cables to be kept tidy to avoid trips. 	<ul style="list-style-type: none"> Line manger to make regular contact with staff member to ensure health and wellbeing considered. Staff are asked to carry out an assessment that can also be found on forms on the Shared SharePoint site. All Staff Elevenses to be held weekly on Zoom hosted by a different Directorate each week. 	<ul style="list-style-type: none"> Managers to monitor the health and wellbeing of staff working from home – help them to stay connected with their team and the Hospice. Notes of discussions taken place and any actions taken to be kept by Line Manager. <u>All staff who are able to work from home to do so.</u>
<p>Cleaning offices</p>	<p>Spread of Covid-19</p>		<p>Office staff are encouraged to work between the hours of 8am to 5pm, Monday to Friday allowing time for Glenn to deep clean the space when clear of staff:</p> <p>Cleaning packs are available at these identified locations.</p> <ul style="list-style-type: none"> SCT Office (Ground Floor) Starlight Office (Ground Floor) Team Leads Office (Ground Floor) Housekeeper Office (Ground Floor) HR Office (1st Floor) Accounts Office (1st Floor) 	<ul style="list-style-type: none"> On remobilisation plan to introduce more staff back to the Hospice a deep clean will be completed of all communal areas and offices prior to this by Glenn. All offices to be deep cleaned after a Covid positive result. 	<ul style="list-style-type: none"> Antibacterial Spray COSHH sheet available in Facilities Office & Cleaning Cupboard. Deep clean of all offices on a rotational basis







			<ul style="list-style-type: none"> • PCRC Office (1st Floor) • Fundraising Office (2nd Floor) • Retail Office (2nd Floor) <p>The cleaning packs will include the following: Antibacterial Spray, a blue or white roll, small white waste bags (rubbish in bag and tied up for collection at end of day).</p> <p>Staff will be expected to undertake the following:</p> <ul style="list-style-type: none"> • Ensure they wipe clean their working area before starting work. • Turn sign on door to say 'To be Cleaned' when they leave for the day. • Staff encouraged to regularly clean hands on leaving the office and prior to entering the offices. • Wipes will be left for staff to clean keyboards, telephones where they will be working. • Cleaning of the office to take place between the hours of 5pm-8pm. • Glenn to clean those offices used. • Glenn will turn sign on door to say 'Clean' 	<ul style="list-style-type: none"> • Door hangers created 'To Be Cleaned' and 'Clean' on other side • Communication to Glenn that these signs will be in situ from 1st June 	completed by Housekeeper.
Staff Kitchens	Spread of Covid-19	60 members of staff +	<ul style="list-style-type: none"> • Two members of staff, in the staff kitchens at any one time. • Cleaning pack placed in the kitchen - Staff to wipe down/disinfect where necessary. • Glenn to deep clean kitchens on a twice daily/evening basis. 	<ul style="list-style-type: none"> • Signage to be installed to limit the use to two one person at a time and instructions to use cleaning pack provided. 	<ul style="list-style-type: none"> • Introduction of "team bubbles". Therefore, use of the 1st floor kitchen has been allocated to 1st & 2nd floor staff. • Reduction back to 1 person per kitchen.
Peace Café	Spread of Covid-19	60 members of staff +	<ul style="list-style-type: none"> • Five members of staff only, in the café at any one time. • Tables and chairs removed and reconfigured to allow for social distancing • Only one person per table at one time. • Cleaning pack placed in the café - Staff following use of kitchen to wipe down/disinfect where necessary. • Glenn to deep clean Cafe on a twice daily basis. 	<ul style="list-style-type: none"> • Signage to be installed to ensure all staff adhere to max 5-4 occupants in the café and one person per table and to use the cleaning materials provided. 	<ul style="list-style-type: none"> • Introduction of "team bubbles". Therefore, use of the Peace café has been allocated to the clinical staff on the ground floor of the building. 1st & 2nd floor staff to use the Meeting room for lunch breaks. • Reduction back to 4 people in café.


Toilets	Spread of Covid-19	60 members of staff +	<ul style="list-style-type: none"> • All toilets have clear hand washing guidance posters. • Staff encouraged to take time to wash hands thoroughly. • Toilets to be cleaned twice daily by Glenn. 	<ul style="list-style-type: none"> • Regular reminders on communications re personal hygiene standards. 	<ul style="list-style-type: none"> • Toilets on ground floor to be used by ground floor staff. First floor staff to use first floor toilets. Second floor staff to use second floor toilets.
Vulnerable staff (Office based staff)	Spread of Covid-19	?	<ul style="list-style-type: none"> • Extremely vulnerable staff will be furloughed • Vulnerable staff will be asked to work from home. • Where working from home is not possible: individual risk assessments will be carried out and clear guidelines provided for that individual. 	<ul style="list-style-type: none"> • This will be regularly reviewed following Government updates. • Managers to monitor the health and wellbeing of staff working from home – help them to stay in connected with their teams and the Charity. • Notes of discussions taken place and any actions taken to be kept by Line Manager. 	<ul style="list-style-type: none"> • Extremely vulnerable staff will be again be furloughed • Vulnerable staff will be asked to work from home at all times.
Office based staff:	Showing signs of Covid-19	60 members of staff	<ul style="list-style-type: none"> • Staff have been advised to stay at home and self- isolate for 7 days. • Staff to notify HR / Honeydew and their Line Manager as soon as conveniently possible. • If staff member shows signs of Covid-19 while working in the office the line manager should ask the staff member to immediately leave the building and inform them not to re-enter the building 	<ul style="list-style-type: none"> • Staff who are displaying or have notified of having symptoms, will not be permitted to enter any part of the Hospice. • Staff to contact their manager to ensure the Covid-19 reporting system has been completed. • Comms to go out to inform all staff of this procedure. 	<ul style="list-style-type: none"> • Hospice will arrange a Covid-19 test and results will be returned within 24 hours. • RIDDOR report completed if a staff member tests positive
Mental health and general wellbeing	Mental health and general wellbeing	110 members of staff	<ul style="list-style-type: none"> • Zoom / Teams meetings/catch-up sessions • All staff Elevesnes via Zoom with CEO • Working from home provision • Provision of counselling services to be booked through EAP 	<ul style="list-style-type: none"> • Managers are encouraged to contact members of staff who are potentially vulnerable/at 	

			<ul style="list-style-type: none"> Weekly updates via Comms Managers to split their teams to work alternative days to avoid too many in the office at once EAP can be accessed by all staff and their family members 24 hours a day. 	<ul style="list-style-type: none"> risk/showing signs of mental instability. Where social distancing is not possible, face-to-face contact should be kept to a minimum. 	
Communication		110 members of staff	<ul style="list-style-type: none"> Clear guidance on social distancing & hygiene to people on arrival Zoom / Teams meetings & catch-up sessions All staff Elevenses via Zoom with CEO Weekly updates via Comms Gold Command Team meeting regularly and cascading the relevant information to staff / volunteers / patients. 	<ul style="list-style-type: none"> Communication to all staff being reintroduced to work or brought back from furlough on the new procedures in place Consultation with staff sharing the Risk Assessment and welcoming comments via email or at Elevenses 	
Hospice Vehicles	Spread of Covid-19	3 members of staff	<ul style="list-style-type: none"> Limit the use of the Kangoo to ONLY Facilities staff Limit use of Transporter to Facilities Team & eBay Manager & eCommerce Manager. Keep a pack of antibacterial wipes in both the vehicles. 	<ul style="list-style-type: none"> Regular interior cleaning using antibacterial spray and blue roll 	
Contractors	Spread of Covid-19	Varies but on average 3-5 people	<ul style="list-style-type: none"> Limit contractors on site at any one time Ensure contractors adhere to social distancing Ensure contractors wash hands regularly and use hand sanitiser 	<ul style="list-style-type: none"> Ensure contractors all wear a facial covering while in the communal areas of the building. 	<ul style="list-style-type: none"> Restrict all contractors on site to urgent work or work in relation to H&S.
Inpatient Unit	Spread of Covid-19	25 members of staff 12 Patients 10-20 Visitors per day	<ul style="list-style-type: none"> Patients have been allocated an individual room with no sharing, restricting the patient numbers to 10. Contract cleaning company met with to discuss PPE and cleaning requirements at the start of the Pandemic. Training given to IPU cleaner. 	<ul style="list-style-type: none"> Visitors to IPU are all asked to wear a 11R mask. Suspected Covid-19 patients can have visitors via the garden and see the patient from the patio outside the room. 	<ul style="list-style-type: none"> All suspected Covid-19 patients to be treated by staff using gowns, masks, gloves and visors.

			<ul style="list-style-type: none"> • Cleaning frequency increased and high frequency areas highlighted for particular attention (e.g. door handles) • All patients suspected of Covid-19 swabbed and test results available prior to discharge particularly for nursing homes. • All PPE single use except goggles issued and named to individuals with a cleaning process in place. • If a patient is suspected of Covid-19 they are barrier nursed. • All patient rooms have windows and door to outside for increased ventilation. • All staff trained on donning & doffing. • All staff arrive in non-uniform, change and work their shift, then change and use the uniform laundry bag provided to take home to wash. • Non-essential staff have restricted access to IPU. 	<ul style="list-style-type: none"> • Each patient to have two nominated visitors and only these named individuals can visit the IPU. 	
Outpatients	Spread of Covid-19	15 members of staff	<ul style="list-style-type: none"> • Patients have been contacted and all groups cancelled. • Staff are keeping in touch with patients by phone. • Outside groups such as Nordic walking can continue. • Counselling services resume face to face and virtually in Covid secure environment. • Compassionate Communities continue to support patients via telephone. 	<ul style="list-style-type: none"> • Virtual groups to be used to engage patients at home. • Outpatients to keep regular contact. • Physio one to one appointments have resumed. 	

Assessment Carried Out By:		Verified by:	
Name: Hilary Lythgoe	Job Title: Facilities Manager	Name: Declan Carroll	Job Title: Chief Executive
Signed: 		Signed: 	
Date: 15 th May 2020		Date: 15 th May 2020	

May 2020	June 2020	July 2020	August 2020	September 2020	October 2020
Checked Conducted by: HILARY LYTHGOE	Checked Conducted by: HILARY LYTHGOE	Checked Conducted by: HILARY LYTHGOE	Checked Conducted by: HILARY LYTHGOE	Checked Conducted by: HILARY LYTHGOE	Checked Conducted by: HILARY LYTHGOE
Signed: 	Signed: 	Signed: 	Signed: 	Signed: 	Signed: 
Date: <u>29th May 2020</u>	Date: <u>24th June 2020</u>	Date: <u>7th July 2020</u>	Date: <u>19th August 2020</u>	Date: <u>17th Sept 2020</u>	Date: <u>20th October 2020</u>

November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Checked Conducted by: HILARY LYTHGOE	Checked Conducted by: HILARY LYTHGOE	Checked Conducted by: HILARY LYTHGOE	Checked Conducted by:	Checked Conducted by:	Checked Conducted by:
Signed: 	Signed: 	Signed: 	Signed:	Signed:	Signed:
Date: <u>17th Nov 2020</u>	Date: <u>16th Dec 2020</u>	Date: <u>5th Jan 2021</u>	Date: _____	Date: _____	Date: _____

