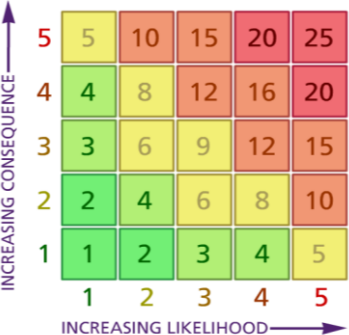


Who is going to be affected?	Patients, Staff, Volunteers and Visitors		
Assessor's name & role	Julie Halliwell, Chief Executive		
 <p>↑ INCREASING CONSEQUENCE</p> <p>INCREASING LIKELIHOOD →</p>	Likelihood 1 - Very Unlikely 2 - Unlikely 3 - Fairly Likely 4 - Likely 5 - Very Likely	Consequences 1 - Insignificant 2 - Minor 3 - Moderate 4 - Major 5 - Catastrophic	Rating 1 - 4 Acceptable 5 - 9 Adequate 10 - 16 Tolerable 17 - 25 Unacceptable

Hazards	Risk rating			Current Risk Controls	Additional Risk Controls	New Risk Rating		
	L	x	C = R			L	x	C = R
1) Cross contamination of virus (sub category – general)	3	3	9	<ul style="list-style-type: none"> Staff and volunteers who have to be on-site (at any Hospice site) must practice social distancing and hand hygiene. Individual Risk Assessments carried out for each staff member and volunteer, particularly in relation to individual vulnerabilities. Overall reduction in people contact enforced. Testing available for symptomatic staff & volunteers and their families. Doors and windows to be opened during office hours (when compliant with H&S guidance) to support good ventilation. Increased waste disposal – bins to be 	Disposable towel dispensers being installed in Hospice as additional control (June 2020)	3	3	9

				<p>emptied minimum daily, more frequently in clinical environments</p> <ul style="list-style-type: none"> • Disposable paper towels to be used in preference to hand driers in multi occupancy WC facilities (Craven) • CCG Infection Control team have delivered additional PPE training to all staff. Staff member now able to train in-house. 				
<p>2) Cross contamination of virus (sub category – displaying information)</p>				<ul style="list-style-type: none"> • Posters and guidance to be displayed re social distancing and safe working practices: <ul style="list-style-type: none"> - Hospice <ul style="list-style-type: none"> ○ Main entrance ○ Reception ○ Link corridor ○ Throughout the building - Craven and retail sites <ul style="list-style-type: none"> ○ On external front door for attention of visitors/deliveries ○ At back door (staff entrance) ○ At arrival area (inside) for visitors ○ At staff signing in area - All communal areas (kitchen/toilets) including guidance re handwashing • Risk Assessment to be circulated to office staff/volunteers. • All staff and volunteers to be briefed on social distancing and hand hygiene. Ensure these practises areas understood and adhered to. • Staff to be reminded of current guidance if they display symptoms. 				

<p>3) Cross contamination of virus (sub category – PPE, cleaning, sanitisation etc)</p>			<ul style="list-style-type: none"> • PPE in line with Government guidance to be provided for all staff appropriate to service provision. This includes: <ul style="list-style-type: none"> - Gloves for counting donations/receiving goods etc - Access to hand sanitiser - Access to face coverings if face to face meetings cannot be avoided and social distancing cannot be practised. • Cleaning schedules: <ul style="list-style-type: none"> - Domestics or staff responsible for regular cleaning through the day of high touch points: <ul style="list-style-type: none"> Door handles Keyboard Desk Photocopier Phone Signing in area Kitchen worktop/kettle Toilet taps and flush button - Craven - External cleaning contractors will visit once a week to provide a thorough clean of the building. Fundraising staff will be responsible for day to day cleaning of office space (cleaning materials to be provided). - Retail staff responsible for regular cleaning through the day of high touch points, and daily thorough cleaning of shops. A cleaning 				
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			<p>schedule is provided within each shop.</p> <ul style="list-style-type: none"> • Sanitiser in place throughout buildings and available to all staff, volunteers, visitors and contractors. • Frequent handwashing encouraged. • Staff clean re-useable medical equipment thoroughly in line with Infection prevention and control policy guidance. • Only specified number of staff allowed in Hospice changing room, staff room, dining room at one time. Poster displayed on the door to advise of maximum number. • Only 1 person allowed into Craven kitchen area at any one time. • Staggered break times encouraged. 				
<p>4) Cross contamination of virus (sub category – clinical practice)</p>			<ul style="list-style-type: none"> • Staff undertake screening questions of patients prior to visits. • Staff triage each patient contact and conduct over the phone where possible. Face to face visits/consultations only occur by clinical staff where essential. • Known COVID +ve patients are only admitted if their care needs are unable to be met outside of Hospice. • All patients are barrier nursed as if they are COVID positive regardless of COVID status. • Footfall on in-patient unit minimised. Only essential staff to access the ward. • Nurses cohorted to ensure those working 				

			<p>in the community, and more likely to come into contact with Coronavirus, to be separated from nurses on in-patient unit.</p> <ul style="list-style-type: none"> • Same Community team member visit same patients where possible • Clinical managers have a regular and reliable supply of PPE • Clinical staff and stewards follow safe waste management procedures. Community staff return waste to the Hospice and place in collection point 				
<p>5) Cross contamination of virus (sub category – general guidance on working)</p>			<ul style="list-style-type: none"> • Staff who are able to work from home are enabled to do so. • Skeleton cover in the fundraising office to allow for social distancing. • When staff need to work from the office this will be coordinated to adhere to social distancing guidance. • When moving around the building, attempt at all times to keep to the left in order to maintain 2m distancing. • If and when working from home begins to be phased out/reduced we will consider rota'd work patterns/ to reduce person-to-person contact • Meetings to take place using Zoom or Microsoft Teams where possible. • Preferred method of contact is via telephone and/or email as appropriate • Any face-to-face meetings must limit numbers of participants, and practice social distancing rules • Fundraising/retail staff encouraged to 	<ul style="list-style-type: none"> • If increased number of staff need to work from the office review requirements to install perspex screens between some desks where required. 			

			<p>reduce visiting the main Hospice site and only attend as necessary. Minimum of one coordinated visit should be made each day to deliver/collect post to meet the needs of the business. When at the Hospice, staff should follow appropriate procedures and risk assessment guidance specific to the main Hospice site.</p> <ul style="list-style-type: none"> • When more staff in the office - start/end/lunch times to be staggered • Car park - staff should leave at least one free space between their car and another parked car where possible • Coats/outerwear should be kept at individual's desks and not on the communal hooks • Staff to use own pen when signing in/out of the building (rather than communal pen) 				
<p>6) Cross contamination of virus (sub category – visitors to the building/office)</p>			<ul style="list-style-type: none"> • No general visitors are allowed. Only 1 visitor for patients at end-of-life. • Patients' visitors advised not to use communal areas. • PPE is provided for relatives during visiting and advised how to don/doff. • Volunteers, visitors and contractors informed of, and adhere to, safe working practices • Visitor area to be set up in downstairs area of the Craven to reduce risk of cross contamination. Visitors not to be allowed upstairs into the Fundraising Office 				

				<ul style="list-style-type: none"> • First contact with visitors (supporters) should be to establish if support can be provided remotely before arranging a face to face meeting, payment of funds etc • Deliveries should be scheduled and accepted in line with safe working practices, promoting contactless deliveries where possible 				
7) Cross contamination of virus (sub category – work related travel)				<ul style="list-style-type: none"> • Staff should limit work related travel where possible • Safe working practices should be followed at all times • Appropriate PPE/sanitiser should be taken on work related travel • Staff empowered to make a decision if they deem an environment unsafe to attend or continue with the meeting upon arrival • Any equipment or Hospice vehicles which must be shared are only shared by the smallest number of people and are sanitised between each use following .gov.uk cleaning processes 				
8) Loss of income	3	4	12	<ul style="list-style-type: none"> • Cancellation of events/campaigns to comply with Government guidance • Reviewing virtual alternatives • Reviewing future scope of fundraising • Maximising online platforms for giving and trying to make the process as easy as possible for supporters • Reopening of retail charity shops as and when safe to do so (and in line with high 				

			16	street activity) in line with Government guidance				
9) Reduction of staff due to COVID + testing	4	4	16	<ul style="list-style-type: none"> • Staff have all been co-horted into separate teams (Community, IPU, H@H). • All measures above being followed in order to minimise risk of reduction of large numbers of staff. • Staff in reserve from other areas will be co-opted as necessary (Day Hospice, Education, Management). • All staff were sent for testing at request of PHE on 28/05/2020. Pending return of results, no admissions into Hospice, patients being cared for in the community. Following return of results in May, staff will be tested on a Risk Assessed basis where there has been a breach of PPE or social distancing, whilst in the vicinity of symptomatic or diagnosed positive person. 				

Date: 25 th June 2020 (v.2)	Review Date: 25 th September 2020	Monitor Date: (controls to be checked) See action plan below.	Signature: <i>J Halliwell</i>
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No.	Further Action Needed / Training Required to Control Risk	Person Responsible	Action Date
N/A	A retail specific Risk Assessment to be produced.	Emily Kennedy	10.06.2020 (ACTIONED)