



Risk Assessment

To be used in conjunction with the following:

- Site Specific Information
- Risk Evaluation Chart
- COSHH Assessments
- Communication Sheet
- **Safer Working Administrative Staff**

Activity: Safer working on IPU – Covid 19

Site: IPU

Supervisor

Date: 14th May 2020 **UPDATED 29th June 2020**

Hazard Identification and Risk Evaluation

	Hazards	Who is affected?	Risk Evaluation	Residual Risk
1.	Spreading of Virus – communal areas; staff room, coffee/tea bar, nursing office	Staff Patients	High 16 – likely potential of virus continued to be spread remains high	Moderate 9 – Remains moderate but minimised if control measures below put in place where possible
2.	Spreading of virus – Cleaning communal areas	Staff Patients	Moderate 9 – due to multiple staff using communal areas	Low 6 – remains possible but increasing frequency of cleaning reduces risk
3.	Spreading of virus – social distancing where possible	Staff Patients	High 16 – impossible to socially distance when caring for patients, however, could be improved in communal areas.	Medium 9 – with social distancing and use of larger spaces risk reduced.
4.	Spreading of virus - PPE	Staff Patients	Medium 9 – reduced risk with PPE of virus spreading but only if worn correctly.	Low 6 – risk of spread reduced further if PPE worn correctly
5.	Increased levels of staff anxiety and reduced wellbeing	Staff Patients	High 20 – very likely to happen and high severity in	Medium 9 – priority to clinicians/patients.

		impact	Non clinicians to remain at home if necessary.
Control Measures			
The hazards (problems) above relate to the control measures (solutions) below. Implementing these measures will reduce the risk.			
1	<p>Regular wiping down with antibacterial wipes/spray communal tea bar, handle of urn, door handles of cupboards and other areas frequently touched (tea and coffee canisters, fridge door/handle) - antibacterial wipes/spray and cloths to be left for staff to use frequently post individual use.</p> <p>To limit the number of people at any one time in staff room to ensure 2m social distancing can be maintained wherever possible – alternative, additional space to be provided for staff break times – garden room or Day Hospice to be made available for staff breaks also.</p> <p>Nursing office – to limit the number of people in the nursing office at any time – aim of which is to reduce virus spread and protect ward clerk who is based in this office. No more than three people in the office at one time to uphold social distancing as far as possible. Only enter nursing office for a specific purpose.</p> <p>This Risk Assessment should be read in conjunction with the Safer Working Administrative Staff document.</p>		
2	<p>Cleaning – to increase the cleaning of all communal areas and hard surfaces – especially consider telephones/handsets and computer keyboards. All surfaces and touch points that are frequently touched by multiple people to be wiped down after use.</p>		
3	<p>To ensure social distancing wherever possible – limit number of people in each communal space in order to uphold social distancing wherever possible – we acknowledge it is impossible to uphold this while working with patients and very difficult at other times due to the space and nature of the work, however, during break times and in the office area on IPU, numbers should be limited. Additional space to ensure room is available for all at break times can be offered via garden room/Day hospice space.</p> <p>Hand overs will also need to take place in a larger space such as day hospice lounge in order to uphold social distancing where possible.</p>		
4	<p>Correct use of PPE – this is essential in order to protect patients, staff and visitors.</p> <ul style="list-style-type: none"> • Masks must be worn at all times and must cover mouth and nose at all times. • Sessional use of masks is encouraged, but masks must remain in situ covering face, not hang from ears. Masks of course can be removed for breaks as 2m social distancing will be observed. • Gloves and aprons to be worn into all patient rooms at all times. • Please see PPE Guidance and PPE risk assessment. 		
6	<p>It is recognised that staff anxiety may grow at this time and general wellbeing decrease as a result. For all staff to be aware of the following resources available for support;</p> <ol style="list-style-type: none"> 1) Oakhaven Counselling Team – Mon-Fri 9am-5pm on their email addresses/mobiles 2) Employee Assistance programme (EAP) – number available via HR 3) Coates Centre website resources via blog 		

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| | <ul style="list-style-type: none">4) Line Manager and colleagues – make time for a socially distanced chat and coffee!5) Keeping connected – at home and in work via zoom meetings, slack, emails, break times when socially distancing. |
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Completed By: Lucy Smith	Date: 14/5/2020