

Health and Safety Risk Assessment

Process or activity to be assessed	<p>The Health and Safety Team have worked with the Trust Oversight Groups for COVID-19 Response to produce a risk assessment which addresses how Liverpool University Hospital NHS Foundation Trust will restrict the transmission of the coronavirus in the workplace. Fundamentally, this has involved planning how work can continue at the hospital whilst following the government guidance on social distancing.</p> <p>As control measures are introduced to cope with COVID-19, Teams & Offices must review existing risk assessments in case the introduction of social distancing and changing work patterns/procedures gives rise to new or increased risks.</p>		
Date of Assessment	01/06/2020	Owner	Director of Estates & Facilities (Director Level HS Lead)
Date of Review	Weekly	Risk Assessor	Head of Compliance & Safety Health and Safety Manager Health and Safety Advisor

Document Control

Version	Date Reviewed	Changes made with rationale	Reviewed by	Risk Score
1	01/06/2020	Document Created	Head of Health and Safety & Compliance / Health and Safety Manager	MOD
2	09/06/2020	Added requirement to risk assess all wards and departments	Head of Health and Safety & Compliance	MOD
3	20/06/2020	Added use of face coverings and masks in hospital settings and updates to self-audit of areas.	Head of Health and Safety & Compliance	MOD
4	28/07/2020	Review and added supporting Communications events	Health and Safety Advisor	MOD

Hazard	Who could be harmed and how	All controls required <i>Put each control on a separate line Be as clear and specific as possible</i>	How controls will be checked <i>How will each control be checked – e.g. checklists, health surveillance, monitoring, inspections, further controls</i>	Risk Lead and confirm Risk Controls in place or further actions.	When
<p>Transmission of Covid-19 from person to person by aerosolised particles and touch.</p>	<p>Any person working, visiting or receiving treatment including inpatient and outpatients patients on the Trust site in any capacity could transmit the virus if they are infected.</p> <p>– persons may become infected with coronavirus (Covid-19)</p> <p>– persons identified by the government as increased risk due to pre-existing health complaints or BAME</p>	<p>Trust Response</p> <ul style="list-style-type: none"> Trust Covid-19 Workforce Restart and Covid-19 PPE oversight groups meet weekly to manage trust wide response to coronavirus and will feedback weekly to all staff and managers via communication routes. These groups report to the Executive Oversight Group. Colleagues identified as being in vulnerable groups or that had received a letter from the NHS instructing them to shield must remain at home Covid-19 website for developed for staff to access all information and guidance in one general place. <p>Social Distancing</p> <ul style="list-style-type: none"> Social distancing arrangements must remain in place while at work, 2 meters distance between each person to be maintained. Link Managers to implement control measures based on local risk assessment and where required reduce the number of persons in any work area to comply with the 2-metre gap recommended by the UK Government. Signage affixed to walls and floors across Trust sites. Weekly communications to all staff send out. Hospital is on lockdown to staff only; limited patients and visitors are allowed entry with prior permission and are apprised on social distancing and hand hygiene. One way system implemented at all entrance and exits which are maned by security. Managers to carry out person specific risk assessments for staff that fall into at risk categories as identified by the UK Government - Black, Asian, and minority ethnic staff groups, persons with pre-existing health complaints. Staff traveling to work must do so in accordance with latest UK government guidelines. Link 	<p>This COVID19 Risk Assessment to be reviewed weekly at Covid-19 Workforce Restart Group and monthly at the Trust Health and Safety Group led by Director responsible for health and safety.</p> <p>Weekly Meetings of Covid-19 PPE and Workforce groups to be carried out by Chief Nurse and Chief People Officer to tack all actions and mitigations and to provide briefing to all staff and managers via weekly communications.</p> <p>Update covid-19 hub regularly</p> <p>Weekly briefings on covid-19 awareness sent out from Chief Executive by the communication team.</p> <p>Head of Health and Safety & Compliance to continue to provide specialist health and safety advice to the organisation.</p> <p>Trust wide signage continues to be affixed to walls, floors and additional pull up banners to be installed at choke points and high traffic areas.</p> <p>Line Managers to undertake a local risk assessment and ensure that all the COVID-19 rules are complied with which will be measured through regular audit</p> <p>Workforce Reset Group to consider the use of social distancing advocates</p>	<p>Chief People Officer/ Director of Estates & Facilities</p> <p>Communications Team</p> <p>Communications Team</p> <p>Health and Safety / Communication Teams</p> <p>Line Managers</p> <p>Chief People Officer/ Director</p>	<p>Weekly</p> <p>Regularly</p> <p>Weekly</p> <p>Regular</p> <p>Under review weekly</p> <p>17/06/2020</p> <p>Weekly</p>

		<ul style="list-style-type: none"> Managers should take steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Consider relocating workers to other tasks. This will be factored into departmental assessments. Where social distancing is not possible in office environments, managers must rearrange the office space to ensure social distancing or contact Estates to install screens in between each desk. Conference Calls / Microsoft Teams to be used instead of face to face meetings. Public facing reception desks to install screens by contacting Estates. <p>Hand Hygiene</p> <ul style="list-style-type: none"> Positive hand hygiene culture in place led infection control Handwashing stations with soap and water / hand sanitizer installed near entrance and exit. Signage of how to wash hands is displayed. All employees undertakes infection control training which includes hand hygiene, this is periodically refreshed and part of a pre-existing mandatory training package. Hand washing, drying / hand sanitizer facilities are located in all public and staff spaces and periodically along hospital corridors Tissue viability team provided advice and information to staff on skin protection. Handwashing and infection control guidelines Link <p>Employee Awareness</p> <ul style="list-style-type: none"> All staff to undertake mandatory training related to Covid-19 which can be found on ESR. Link 	<p>throughout the Trust to:</p> <ul style="list-style-type: none"> Remind persons who breach social distancing rules of the guidance Monitor installed social distancing equipment (floor markings, signage) ensuring it is in place and not deteriorating. Ensure the latest information is in place on the local notice boards Report any breaches to management <p>Domestic/hotel services to maintain hand washing /hand sanitiser stations throughout the Trust to ensure supply is always available.</p> <p>Colleagues to report to line manager where soap / sanitiser may be running low.</p> <p>All trust staff to follow infection prevention and control policies.</p> <p>Education Team to provide updates on mandatory training compliance to oversight groups.</p> <p>Line Manager to ensure all employees completes mandatory training.</p>	<p>of Estates & Facilities</p> <p>Social Distancing Advocates</p> <p>Domestic/Hotel Services</p> <p>All staff</p> <p>All staff</p> <p>Education Team</p> <p>Line Managers</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Weekly</p> <p>Weekly</p>
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