# Risk assessment template

## Company name: Stockport NHSFT- Stepping Hill Hospital Assessment carried out by: Helen Kershaw

## Date of next review: June 2021 Date assessment was carried out: March 2021

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| **There is a risk of staff exposure to Covid19 as a consequence of work related healthcare activities** | Staff  By cross infection and contamination | All staff are expected to follow the Infection Prevention and Control policies that are in place  Occupational health risk stratification has been undertaken with risk assessments resulting in individual management plans for colleagues who are at greater risk.  These incorporate support for shielding if necessary.  BAME risk assessments have been completed. These incorporate support for shielding if necessary.  Fit testing has taken place for staff who are required to wear FFP3 masks  PHE guidance in relation to PPE has been implemented and any changes communicated  PHE guidance has been assessed communicated and implemented when staff are conducting Aerosol generating procedures and full PPE is to be worn  Incident policy is in place. Staff report incidents with PPE and other issues relating to covid 19. These are escalated to Gold Command  Close monitoring of PPE supplies is in place which includes the daily monitoring of stock levels, push stock control and mutual aid as required.  Contingency plans in place for staffing and PPE shortfalls approved through WAG and CAG  Introduction of lateral flow testing for clinical staff for 12 weeks  Roll out of vaccine programme for staff | Review if guidance or principles change  Review if guidance or principles change  Individual risk assessments must be reassessed if circumstances change  Individual action plans to be undertaken if circumstances change  Continue to deliver fit testing.  Business groups to release staff to support the rota  Re-Fit Test staff if certain masks become un-available  Provide respirator hoods for staff who do not fit the available masks  Continue to review any changes through CAG and WAG and communicate changes through Communication cascade  Continue to review any changes through CAG and WAG and communicate changes through Communication cascade  Ongoing review of incidents and learning implemented as necessary  Ongoing review as per plan  Implement plans when trigger points reached  Monitoring of results  Monitoring of delivery | Infection prevention and control team  Occupational Health Team  Line Managers  Line managers  Covid 19 hub  Business Group Directors  Procurement team  Clinical Advisory Group  Workforce Advisory Group  Clinical Advisory Group  Workforce Advisory Group  Governance teams  Procurement team  Procurement team  HR team  HR team | As required  As required  As required  As required  Ongoing  As required  As required  As required  Daily (weekdays)  As required  As required  Ongoing  Ongoing |  |
| **Exposure to COVID-19 through**  **lack of PPE** | Staff  Greater risk of exposure to the virus without the correct PPE | Close monitoring of PPE supplies is in place which includes the daily monitoring of stock levels, push stock control and mutual aid as required.  Contingency plans in place for staffing and PPE shortfalls approved through WAG and CAG | Ongoing review as per plan  Implement plans when trigger points reached | Procurement team | Daily |  |
| **Exposure to COVID-19**  **Staff who may not be competent in the safe practice with donning and doffing** | Staff  Greater risk of exposure if staff are not competent in donning and doffing | All staff are expected to follow the Infection Prevention and Control policies that are in place  Training for staff in the safe donning and doffing of PPE | All staff areas should ensure that staff are educated and competent in the safe donning and doffing of PPE | AND’s  Matrons  Ward managers  Shift leaders | On-going |  |
| **Exposure to COVID-19**  **In areas where aerosol generated procedures are carried out** | Staff and Patients  By contamination and cross infection | Fit testing of all staff who work in areas where aerosol generated procedures must be carried out  Patients cohorted in ultra-green, green, amber and blue zones to reduce the possibility of cross contamination  AGP’s only to be carried out in side rooms or HACA | Continue to Fit Test staff  Re-Fit Test staff if certain masks become un-available  Provide respirator hoods for staff who do not Fit the available masks  Review zoning as circumstances change  Continue to ensure AGP’s are only carried out in appropriate areas | Those who are qualified to Fit Test  Staff referred for Testing by line managers or self-nominated  Chief Operating Officer  Clinical Teams | On-going  On-going  On-going |  |
| **Reduced staffing levels due to exposure to COVID-19, self-isolation, shielding etc.** | Staff / patients | Daily sit rep report re staff sickness completed for all areas  Staffing levels are captured on a heat map and RAG rated  Utilisation of the staffing in extremis policy | Continue to monitor staffing levels  Continue to review the ability to flex the bed capacity against available staffing | Ward managers  Matrons  AND’s  1090 bleep holder  Department managers | On-going |  |
| **Exposure to COVID-19 through lack of knowlege**  **Staff may not be aware of the changes and refreshed policies and guidelines** | Staff  Through lack of awareness and knowledge | Production and circulation of a bi weekly Coronavirus Briefing paper  Communication cascade of information through the command structure | Continue to produce and circulate the briefing paper to all staff  Continue to communicate changes of practice through command and control and social media | Communications team  Line Managers | On-going |  |
| **Inability to maintain 2 metre distance in some work offices and departments** | Staff  Greater risk to exposure and cross contamination from others | Encouraging working from home where possible  Appropriate spacing of desks for staff remaining in the workplace  Risk assessment for all areas to ensure safe working  Mandatory wearing of face masks at all times when unable to socially distance | Continue with home working and social distancing in the workplace  Complete additional Covid-19 workplace risks assessment for individual work areas based on Government guidelines  From the 15 June 2020 implement revised guidance for wearing face coverings whilst in hospital settings | Department managers  Department managers  Covid 9 hub | On-going  19 June 2020  15 June 2020 | Complete  Complete |
| **Increased risk of the transmission of coronavirus due to contaminated surfaces / areas** | Staff and patients | Increased cleaning regimes in place across all the clinical areas  Reducing footfall within the site, and restricting visitors  Implementing government guidance around PPE and face coverings  Workstations to be cleaned after use  Reduce frequency of hot desking  Posters in place to remind staff to decontaminate hands properly | Implement changes in guidance as required | Department Managers | Ongoing |  |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)