# 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** | StaffBy 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 masksPHE 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 CommandClose 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 CAGIntroduction of lateral flow testing for clinical staff for 12 weeks Roll out of vaccine programme for staff | Review if guidance or principles changeReview if guidance or principles changeIndividual risk assessments must be reassessed if circumstances changeIndividual 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-availableProvide respirator hoods for staff who do not fit the available masksContinue to review any changes through CAG and WAG and communicate changes through Communication cascadeContinue to review any changes through CAG and WAG and communicate changes through Communication cascadeOngoing review of incidents and learning implemented as necessaryOngoing review as per planImplement plans when trigger points reached Monitoring of resultsMonitoring of delivery  | Infection prevention and control team Occupational Health Team Line Managers Line managers Covid 19 hub Business Group DirectorsProcurement teamClinical Advisory GroupWorkforce Advisory GroupClinical Advisory GroupWorkforce Advisory GroupGovernance teams Procurement team Procurement teamHR teamHR team | As required As required As required As required OngoingAs required As requiredAs requiredDaily (weekdays)As required As requiredOngoingOngoing |       |
| **Exposure to COVID-19 through** **lack of PPE**  | StaffGreater 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 planImplement 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**  | StaffGreater 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’sMatronsWard managersShift 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 staffRe-Fit Test staff if certain masks become un-availableProvide respirator hoods for staff who do not Fit the available masksReview zoning as circumstances changeContinue to ensure AGP’s are only carried out in appropriate areas | Those who are qualified to Fit TestStaff referred for Testing by line managers or self-nominated Chief Operating Officer Clinical Teams  | On-goingOn-goingOn-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 areasStaffing levels are captured on a heat map and RAG rated Utilisation of the staffing in extremis policy | Continue to monitor staffing levelsContinue to review the ability to flex the bed capacity against available staffing  | Ward managersMatronsAND’s1090 bleep holderDepartment managers | On-going |       |
| **Exposure to COVID-19 through lack of knowlege****Staff may not be aware of the changes and refreshed policies and guidelines** | StaffThrough lack of awareness and knowledge | Production and circulation of a bi weekly Coronavirus Briefing paperCommunication cascade of information through the command structure | Continue to produce and circulate the briefing paper to all staffContinue to communicate changes of practice through command and control and social media | Communications teamLine 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 possibleAppropriate spacing of desks for staff remaining in the workplaceRisk 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 workplaceComplete additional Covid-19 workplace risks assessment for individual work areas based on Government guidelinesFrom the 15 June 2020 implement revised guidance for wearing face coverings whilst in hospital settings  | Department managers Department managers Covid 9 hub | On-going19 June 202015 June 2020 | CompleteComplete |
| **Increased risk of the transmission of coronavirus due to contaminated surfaces / areas**  | Staff and patients  | Increased cleaning regimes in place across all the clinical areasReducing footfall within the site, and restricting visitors Implementing government guidance around PPE and face coverings Workstations to be cleaned after useReduce frequency of hot deskingPosters 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/)