

Risk Matrix and Rating Guidance.

The assessor shall assign values for the hazard severity **(a)** and likelihood of occurrence **(b)** (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give rating band:

Hazard Severity (a)		Likelihood of Occurrence (b)	
1 - Trivial	(e.g. discomfort, slight bruising, self help recovery)	1 - Remote	(almost never)
2 - Minor	(e.g. small cut, abrasion, basic first aid need)	2 - Unlikely	(occurs rarely)
3 - Moderate	(e.g. strain, sprain, incapacitation > 3 days)	3 - Possible	(could occur, but uncommon)
4 - Serious	(e.g. fracture, hospitalisation >24hrs, incapacitation >4 weeks)	4 - Likely	(recurrent but not frequent)
5 - Fatal	(single or multiple)	5 - Very Likely	(occurs frequently)

Risk Assessment Matrix						
(B)↓	(A)→	Trivial	Minor	Moderate	Serious	Fatal
Remote		1	2	3	4	5
Unlikely		2	4	6	8	10
Possible		3	6	9	12	15
Likely		4	8	12	16	20
Very likely		5	10	15	20	25

Risk Rating Bands		
LOW RISK (1 - 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue,	Continue,	Stop the activity
but review periodically to ensure controls remain effective.	to implement additional reasonably practicable controls where possible and monitor regularly	Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

Risk Assessment for St Barnabas Hospices (Sussex) Ltd.

Assessment carried out by: John Hodges Date assessment carried out: 19/10/2020

Location: St Barnabas House What is being assessed: Covid Environment

Department responsible for assessment: Compliance

Hazards	Potential Harm and who may be harmed	Existing measures	Hazard Severity	Likelihood of Occurrence	Risk	Additional Controls/Actions Required	Person Responsible	Action Date	Completed	Signature
Working in all open plan office areas	Getting or spreading coronavirus. Staff working in open plan offices.	Work from home if your able. Minimal number of people onsite. Social distancing measures in place	2	3	6	People displaying symptoms should not go to work. Social distancing in the office areas may change. 2m at present. If this cannot be achieved, then mitigating measures need to be in place i.e. facemasks	Non-clinical and clinical line managers	14/07/20	14/07/20	JCH
Commuting to work.	Getting or spreading Coronavirus. All staff commuting to work.	Encourage cycling, walking, running or car, public transport, adhere to PPE guidance and control measures.	2	3	6	Staff must take personal responsibility with the commute to work and follow national guidance. Further information on the covid comms located on the heart	Individual Commuting to St Barnabas	14/07/20	14/07/20	JCH
Working from home.	Mental health and wellbeing concerns. Working in a safe environment All staff working from Home.	DSE assessments should be carried out on everyone working from home.	2	3	6	Managers to be aware of their staff needs and requirements. Regular contact advised.	All non-clinical line managers and in some special cases clinical line managers	14/07/20	14/07/20	JCH
Open office areas	Getting or spreading coronavirus. All staff working in an open plan office area at St Barnabas House	Hand sanitising stations and wipes are strategically placed for all to use. Cleaning	2	3	6	Revised cleaning schedules in place for all areas and adequate supplies of wipes and sterilizing products are	All line managers	14/07/20	14/07/20	JCH

St Barnabas Hospices (Sussex) Ltd

Risk Assessment

		schedules to be made visible.				monitored daily. Appropriate chemicals to be used. 2m SDG to be observed 1m if 2m can't be achieved.				
Use of company vehicles	Getting or spreading coronavirus All staff who use company vehicles.	Independent covid risk assessment has been carried out, identifying appropriate cleaning requirements for vehicles.	2	3	6	Independent risk assessment reviewed weekly if updates are required. Fleet Manager to monitor. Refer to the transport covid risk assessment	Fleet manager and Head of Estates	14/07/20	14/07/20	JCH
Air con units	Transmission of coronavirus	Independent risk assessment to identify the hazards/ risks as per HVAC covid HSE guidelines.	2	3	6	Set of instructions by control units explaining how to use the air con during the pandemic.	Estates	14/07/20	14/07/20	JCH
Delivery drivers	Getting or spreading coronavirus. Delivery drivers and staff Talking to the delivery drivers.	Welfare facilities assigned to delivery drivers. Opposite the lift ground floor. Soap and drying facilities available	2	3	6	Extra caution required when handling deliveries. Anyone expecting delivery must make the driver aware that there is control measures in place and welfare facilities are available. Refer to transport covid risk assessment	Head of Estates and Facilities Manager	14/07/20	14/07/20	JCH
Common areas (dining areas)	Getting or spreading coronavirus. All staff using the canteen facilities	All departments to stagger break times to maintain social distancing requirements for this area.	2	3	6	Encourage staff to bring their own lunch, Seating facilities are available in the gardens if weather is fine. Check for staggered break times with your line manager. Observe the social distancing measures in place on the ground floor and PPE requirements as these could change daily.	All line managers	14/07/20	14/07/20	JCH

St Barnabas Hospices (Sussex) Ltd

Risk Assessment

Staff who live and commute to work together	Getting or spreading coronavirus	Identify people who work and live together	2	3	6	Discuss with workers who live and/ or travel to work together to agree how to prevent the risks of spreading coronavirus.	Line managers	14/07/20	14/07/20	JCH
Walkways and corridors. Potential crossovers	Walkways and corridors. Potential crossovers	For infection control purposes non-clinical teams and clinical teams are working in controlled separate areas. Observe social distancing guidelines. 2m or 1m if 2m can't be achieved. Pinch points identified below.	2	3	6	These guidelines are being monitored constantly. If less than 2m the 1m rule guidance comes in to play with mitigating actions.	Estates	14/07/20	14/07/20	JCH
Entry and exit points	Getting or spreading coronavirus. All staff. Visitors. Delivery drivers	Revised cleaning schedules in place alongside restricted access guidance. Clinical and non-clinical staff have designated entry and exit points.	2	3	6	Monitored and reviewed weekly. You should not go to work if you're showing covid symptoms. Inform Your line manager.	Estates	14/07/20	14/07/20	JCH
Access to the first floor via the lift.	Getting or spreading Coronavirus.	Cleaning schedules in place. Only to be used by people who struggle with the stairs.	2	3	6	Only 1 person at a time may use the car.	Estates	14/07/20	14/07/20	JCH
Administering first aid	Getting or spreading Coronavirus. First Aiders	Follow HSE guidelines for administering first aid. PPE to be used by all first aiders. Using defib is for clinical staff only using level 3	2	3	6	Weekly monitoring. First aid boxes check monthly List of first aiders on site are on the emergency board outside education. Refer to the first aid policy	Estates	14/07/20	14/07/20	JCH

St Barnabas Hospices (Sussex) Ltd

Risk Assessment

		PPE								
Main reception area	Getting spreading coronavirus. Staff. Visitors. Delivery drivers. Contractors. Outpatients.	Protective screen in place for receptionists. Enhanced cleaning should be in place. Staff using the coffee shop tables should clean surfaces before and after use. Contractors and delivery drivers to be dealt with quickly to avoid congregating in the main reception	2	3	6	Do not allow gatherings in this area. Needs to be managed locally. Estates to carry out regular cleaning audits. Refer to the main reception covid risk assessment. Track and trace in place for visitors going into the In-patient unit.	Estates	14/07/20	14/07/20	JCH
Overcrowding in meeting rooms, training rooms	Getting or spreading coronavirus. Organisers of meetings. Education for training.	Strict control measures in place to control people numbers in training and meeting rooms Adhere to social distancing guidelines	2	3	6	All departments should have access to specific covid risk assessments for these areas	All line managers	20/07/20	20/07/20	JCH
Increase in clinical waste	Cross infection/ getting and spreading coronavirus	Clinical waste is removed from internal storage daily in a closed container. Housekeepers are instructed to wear PPE when carryout this operation.	2	3	6	Contactors collect clinical waste 2 x a week due to the increase of waste. Clinical waste stored in an external Secured area.	Waste manager Housekeeping supervisor	20/07/20	20/07/20	JCH
Pedestrian pinch points in the building are in the following areas. Staff entrance corridor which feeds into the main kitchen, laundry, staff room, male and female toilets, catering toilets and	Getting or spreading coronavirus. All staff using the main staff entrance at the rear of the building and adjoining corridors	Social distancing to be observed (2m). If this can not be achieved, PPE must be worn as part of mitigating actions.	2	3	6	This area can be extremely busy. Line managers are to raise awareness of the risks in this area and adopt the proper control measures.	Estates, Housekeeping Supervisor, Facilities Manager and Clinical leads.	19/10/20	19/10/20	JCH

St Barnabas Hospices (Sussex) Ltd

Risk Assessment

changing room, flower bay. Access/exit point for community teams lead into this area.										
Walking through clinical areas.	Getting or spreading coronavirus.	Non-clinical staff should not go into these areas unless there is a work-related need. PPE to be worn. Check clinical control measures before going into these areas.	2	3	6	Check with clinical leads before going into these areas.	All line managers	19/10/20	19/10/20	JCH
Mental Health and wellbeing affected through isolation or anxiety about coronavirus	Could create psychological issues with staff.	Line managers are going to be trained in mental health first aid and there is a mental health module on our e learning suite.	2	3	6	Have regular keep in touch meetings/ calls with people working from home to talk about any work issues. Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through. Involve workers in completing risk assessments so they can help identify potential problems and identify solutions. Keep workers updated on what is happening so they feel involved and reassured. Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours.	All line managers	19/10/20	19/10/20	JCH
Dirty surfaces like	Getting or spreading	Enhanced cleaning	2	4	8	Housekeeping supervisor,	Head of Estates.	16/10/20	19/10/20	JCH

St Barnabas Hospices (Sussex) Ltd

Risk Assessment

office desks, staff canteen tables, doors, main reception, coffee shop, toilets. Patient areas	coronavirus. All staff	regimes should be in place for all areas. All staff are required To clean tables before and after use regardless of use/ location.				Head of Estates and Facilities Manager, to monitor daily, with regular audits. Documentation required for audits	Facilities Manager Housekeeping supervisor.			
Patients who test positive for coronavirus	Getting or spreading coronavirus. Visitors coming through the main reception.	Visitors to these patients will be restricted. Entry to visit patients would be via the IPU gardens, which is a direct controlled route reducing the risk of spreading the virus.	2	3	6	These routes will be monitored closely by the In-Patient Clinical Teams. Visitors directed by reception staff adhering to social distancing guidelines.	Clinical team leads on the IPU and receptionists	16/10/20	19/10/20	JCH
Small tables in the IPU wing corridors. These are for clinical use when looking after patients during the pandemic.	Infection control	These tables are used for when administering patient care. Need to part of the enhanced cleaning regime.	2	3	6	Tables not to be removed unless permission is given from clinical leads.	IPU team leaders	16/10/20	16/10/20	JCH
Handling equipment clinical and non-clinical. This should include all equipment used by frontline staff	Getting or spreading coronavirus. All staff handling tools and equipment. Clinical Teams. Maintenance staff. Housekeeping staff and gardening staff	All equipment should be decontaminated after each use as part of the daily cleaning regime.	2	3	6	Line managers to monitor and carry out regular audits to ensure decontamination is being carried out.	Head of Estates. Facilities Manager. Housekeeping Supervisor	20/10/20	16/10/20	JCH
Lack of PPE	Getting or spreading coronavirus. All staff who are required to wear PPE	Clinical leads and estate leads are to ensure staff have enough PPE to carry out their roles safely	2	3	6	If any frontline staff who cannot wear PPE for medical reasons, need to be re-assigned. Line managers to carry out individual risk assessments and identify those staff members	Clinical and non-clinical leads	20/10/20	20/10/20	JCH
Unsuitable chemicals and hand	Could get allergic reactions and skin burns.	Stick to chemicals and hand	2	3	6	Line managers to make sure COSHH files and	Head of Estates. Facilities	20/10/20	20/10/20	JCH

St Barnabas Hospices (Sussex) Ltd

Risk Assessment

sanitisers, due to excess companies selling these products	Staff using chemicals. Housekeeping. Maintenance. Clinical teams.	sanitisers supplied by our suppliers. COSHH assessments to be completed on all new products				COSHH assessments are up to date. Auditing process in place.	Manager. Catering Managers Clinical Leads. Housekeeping supervisor.			
Main kitchen	Getting or spreading coronavirus. Catering staff Catering contractors Maintenance staff	2m social distancing must be maintained at all times. PPE must be worn if 2m cannot be maintained. Hand hygiene is essential.	2	3	6	Weekly monitoring undertaken.	Catering leads. Head of Estates. Facilities Manager	20/10/20	20/10/20	JCH
Piped oxygen	Risk of running out if demand increases nationally due to coronavirus. Patients on oxygen therapy.	All authorised AP's to monitor daily.	2	3	6	Monitoring carried out	All qualified authorized persons at St Barnabas Hospices Ltd.	20/10/20	20/10/20	JCH