

**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)
<b>Continue,</b>	<b>Continue,</b>	<b>Stop the activity</b>
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: Chestnut Tree 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
Virus transmission in open office areas.	Getting or spreading coronavirus  All staff using open plan office areas and offices with multiple occupancy.	Getting or spreading coronavirus  All staff using open plan office areas and offices with multiple occupancy.	2	3	6	People displaying symptoms should not go to work. 2m distancing currently in place. If this cannot be achieved, then 1m plus with mitigating actions. Guidance on PPE Raise more awareness.	All line managers	14/07/20	14/07/20	JCH
Commuting to work	Getting or spreading coronavirus	Encourage cycling, walking, running or car. Public transport difficult for CTH.	1	3	6	Staff need to be aware and keep updated with national guidance	All line managers	14/07/20	14/07/20	JCH
Working from home/ lone working	Could create psychological concerns with staff	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	2	3	6	Managers to be aware of their staff needs and requirements. Regular contact advised.	All line managers	14/07/20	14/07/20	JCH

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		<p>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.</p>								
Virus transmission through unclean surfaces and hands	Getting or spreading coronavirus	<p>Sterilizing stations and wipes are strategically placed for all to use. Cleaning schedules to be made visible.</p>	2	3	6	<p>Revised cleaning schedules in place for all areas and adequate supplies of wipes and sterilizing products are monitored daily. Appropriate chemicals to be used.</p>	All line managers	14/07/20	14/10/20	JCH
Use of company vehicles	Getting or spreading coronavirus	<p>Independent covid risk assessment has been carried out, identifying appropriate cleaning requirements for vehicles.</p>	2	3	6	<p>Independent covid transport risk assessment has been created and updated when necessary.</p>	All departments using fleet vehicles. Fleet Manager	14/07/20	14/10/20	JCH

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Air Con units	Coronavirus spread	Independent risk assessment by the facilities dept to identify the hazards/ risks as per HVAC covid HSE guidance.	2	3	6	Set of basic instructions should be by the control units explaining how use the air con during the pandemic.	Head of Estates and Facilities Manager	14/07/20	14/07/20	JCH
Delivery drivers	Getting or spreading coronavirus	Welfare facilities assigned to delivery drivers if required.	2	3	6	Extra caution required when handling deliveries. Follow local guidance.	All departments	14/07/20	14/07/20	JCH
Common areas (dining areas)	Getting or spreading coronavirus	Social distancing to be observed 2m or 1m if 2m can't be achieved. Departments to stagger break times to reduce the risk of transmission and adhere to guidelines if children are in residence. 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 meters can't be achieved.	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 as these could change daily.	All departments	14/07/20	14/07/20	JCH
Walkways and corridors. Potential crossovers	Getting or spreading coronavirus	Signing in book is available in the staff entrance lobby and must be used by all staff.	2	3	6	These guidelines are being monitored constantly. Staff using this entrance must adhere to Social distancing guidelines.	Line managers	14/07/20	14/07/20	JCH
Toilet facilities	Getting or spreading coronavirus. ALL staff and visitors using the facilities	Enhanced cleaning regime should be in place. Daily check sheet	2	3	6	Cleaning schedules should be laminated for infection control purposes and mounted on the wall.	Head of Estates. Facilities Manager	19/10/20	19/10/20	JCH

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		should be available by all toilets to inform staff the last time they were cleaned.				Estates/ infection control to carry out regular monitoring and auditing				
Not signing in when entering the building.	Unable to track and trace if there is an outbreak. All staff coming to site. All staff at CTH and STB	Control measures already exist	2	3	6	Line managers are to ensure Staff sign in and out.	All line managers	16/07/20	16/07/20	JCH
Main reception	Getting or spreading coronavirus	2m distancing in place. 2 x Sanitizing stations in place. Patients visitors and staff should not congregate in this area. This needs to be managed at local levels.	2	3	6	Plastic shield should be in place for the receptionists behind the desk. Situation is constantly being monitored.  Main reception CTH not fully operational.	CTH admin staff	24/07/20	24/07/20	JCH
Passenger lift	Getting or spreading coronavirus	Only 1 person should travel in the lift car unless there is medical concerns that needs another person to be present	2	3	6	Lift car should be part of the enhanced cleaning regimes.	Head of Estates Facilities manager	24/07/20	24/07/20	JCH
Not wearing PPE	Getting or spreading coronavirus	PPE to be worn in clinical areas and in areas where 2m social distancing cannot be maintained, which includes all office spaces.	2	3	6	Adequate PPE is stored in designated areas which is overseen by the Chestnut Tree House admin team weekly. They monitor stock levels and order stock accordingly. If your exempt from wearing PPE you should have an exempt badge on your phone or person. Line managers to assess individuals.	All line managers	10/08/20	10/08/20	JCH
Unsuitable	Could get skin reactions and	Stick to sanitisers	2	3	6	COSHH assessments need	All departments	19/10/20	19/10/20	JCH

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chemicals and hand sanitisers, due to oversubscription of companies selling these products.	any other allergic reaction including chemical burns.	and chemicals we are used to. Try and stick to the suppliers we know.				to be carried out on new products before use.	who use chemical based products for work activities.			
Main kitchen	Getting or spreading coronavirus	2m social distancing, must be adhered to, at all-times. Hand hygiene is essential. If 2m social distancing cannot be achieved, PPE must be worn.	2	3	6	Weekly monitoring undertaken.	Head of Estates. Facilities Manager	20/10/20	20/10/20	JCH
Clinical waste	Getting or spreading coronavirus	Clinical waste must be removed from the building to the outside secure area in a safe manner using the most safe and direct route. PPE must be worn	2	3	6	Monitoring/ auditing must be undertaken	Head of Estates. Facilities Manager	20/10/20	20/10/20	JCH