

COVID19 RISK ASSESSMENT

Ladywell Campus

Car park & grounds, Offices, Chapel, Visitors, Nursing and Residential floors

Activity: Various

Exposure: Y/N

Risk: High/Medium/Low

Hazard: SARS COV2 contamination & transmission

At Risk: sisters, mission partners, external contractors and visitors

Harm: COVID19, physical & mental deterioration, death, financial burden, time off work

Scope – minimize the nCoV transmission and its impact on health, control the COVID19 outbreak

SMART objectives, planning and implementation scheduled with risk management meeting.

Notes and abbreviations: MP – mission partners, HC – healthcare staff

Control measures:

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- 1) Communication – guidelines, meetings, handover, email, phone, signs on doors, notes on boards
- 2) Symptom & temperature screening – Q&A, thermo-scan
- 3) Social distancing – continuous whilst the outbreak
- 4) Testing – PCR and/or antibody as required and as available
- 5) Training and education – regular and on demand
- 6) Risk management group activity – regular and on demand
- 7) New circuits – in place and on demand whilst the outbreak
- 8) Room isolation – whilst outbreak, possible/confirmed COVID cases
- 9) Room catering and healthcare service – whilst outbreak
- 10) Enhanced cleaning & disinfection – Milton, Dettol, Clinell, Hoover, Steam
- 11) Laundry segregation – circuits and hand hygiene
- 12) Uniform facility – whilst outbreak
- 13) Enhanced PPE and rational use – whilst outbreak
- 14) Stores enhancing amendments – whilst outbreak
- 15) Waste enhancing amendments – whilst outbreak

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Ladywell – La Verna
Car park & grounds, Offices, Chapel, Nursing and Residential floors

Activity	Exposure	Risk	Control Measures	Scope Risk
Outdoor	Y	L	<p>1, 2, 3, 5, 6, 13, 14, 15</p> <ul style="list-style-type: none"> - Encourage social distancing, keep 2 m away from others - Wear face mask if closer than 2 meters - Use meeting areas accordingly, observe signs - Keep shed clean and tidy - Do not overfill bins - Segregate rubbish appropriately in the smoking area 	L
Driving	Y	M	<p>1, 2, 3, 4, 5, 6, 10, 13</p> <ul style="list-style-type: none"> - One passenger per car only, sitting at the back, nearside - Wear face masks, driver and passenger - Clean/disinfect car as required, use Dettol wipes - Observe social distancing where possible - Ensure a small white/lilac rubbish collection bag is available in the car to discard tissues or others safely - Ensure the above gets thrown in a yellow/orange back once back in La Verna, ask HC for assistance - Use hand sanitiser/wash hands before and after the journey, make available in the car where possible 	L

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Healthcare	Y	H	<p>1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15</p> <ul style="list-style-type: none"> - Social distancing where possible - Symptom and temperature screening before each shift - Symptom and temperature screening for sisters on the first floor once a day - Ensure sisters and fellow MP are well nourished and rested - Wear PPE as directed - Open windows and ventilate rooms as often as possible - Hand hygiene, wash hands and use hand sanitiser - Separate/schedule care for rooms in isolation - HC to disinfect rooms in isolation regularly - Use designated hoovers in rooms in isolation - Disinfect medical equipment with Milton - Prepare Milton every 24 hrs as directed - Use individual equipment for rooms in isolation, if possible - Test for COVID19 as required and as available - Room medication rounds - Provide clinical waste bins in isolation rooms - Use yellow bags in clinical waste bins - Collect and dispose yellow bags twice a day or as required - Use red bags for laundry in isolation rooms and place in clear bags before taking to laundry room - Keep multidisciplinary team communication open, GP, DN, Chiropodist, Parkinson nurses, OPA and specialist clinics - Attend training and specialist briefs - Wear scrub uniform 	L
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House keeping	Y	M	<p>1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 13, 14, 15</p> <ul style="list-style-type: none"> - Symptom and temperature screening before each shift - Use detergent followed by Milton to disinfect communal areas as directed (handrails, door handles, taps, switches, floors as permitted...) - Use and maintain new store room arranged in room 7 - Ensure clear access in the store rooms - Hand washing and hand sanitiser as required - Use PPE as directed - Hoover as scheduled - Observe signs for rooms in isolation - Notice notes on entry door in isolation rooms and proceed according to current guidelines and procedures - Open windows on corridor to ventilate and ensure are closed back before departure - Rooms in isolation to be dusted, disinfected by HC staff - Bed linen from rooms in isolation to be changed by HC - Empty black bins daily, Mo to Sat - Clean communal bathrooms daily, use Milton as directed - Use clinical waste bins provided in communal bathrooms and laundry room to discard possible contaminated equipment (mops, cloths, PPE...) - Use red alginate bags for soiled or from isolation rooms laundry and place in a clear bag before laundry room - Use the “red” laundry bin outside the laundry room - Collaborate with the clinical team as needed 	L
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Deliveries	Y	L	<p>1, 2, 3, 13, 14, 15</p> <ul style="list-style-type: none"> - Direct deliveries to St. Francis - Kitchen deliveries on the table outside the kitchen - Deliveries use the back door - Minimize contact between the delivery person and staff - Encourage social distancing 	L
External Professionals (visitors)	Y	M	<p>1, 2, 3, 13, 15</p> <ul style="list-style-type: none"> - Symptom and temperature screen in reception - Show hand washing/sanitising facilities - Offer and encourage to wear PPE accordingly - Assist with new circuits in place, as required - COVID19 safety induction on arrival - Encourage social distancing if/where possible - Use telephone/video calls where possible - Use designated area for specialist clinics (bloods...), ensure one sister at the time attending, wear PPE 	L
Laundry	Y	M/H	<p>1, 2, 3, 10, 13</p> <ul style="list-style-type: none"> - Observe/keep circuits in laundry room - Keep tidy and clean, disinfect with Milton - Observe/Use red bin by entry to deposit red laundry bags - Observe/use designated machine for red laundry bags - Use hand sanitising when leaving the laundry room - Use yellow bin to discard clinical waste (red bags, PPE...) 	L

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Hairdressing	Y	M	<p>1, 2, 5, 10, 13, 15</p> <ul style="list-style-type: none"> - one client per shift - only necessary hair trims to start with - clean, washed hair before cut - use PPE and visor, change/clean between clients - recommend face mask for client too, where possible - thorough hand hygiene - clean/disinfect handles, arm rests, chair and surfaces between clients - use individual tools where possible or - disinfect tools between patients (Milton, Dettol) - allow at least 20 min after cleaning, before client comes in - discard waste accordingly 	L
Activity rooms	Y	M	<p>1, 2, 3, 5, 10, 15</p> <ul style="list-style-type: none"> - observe social distance at all times - see additional phased SARS COV 2 quarantine lift - observe the new max capacity dictated by the 2 m rule - do Not congregate in big groups - open windows and ventilate rooms as often as possible - be mindful of others needing to use the room - allow space for others to pass by safely/2 m rule - clean/disinfect chairs with Dettol wipes before/after use - discard waste accordingly - use hand sanitiser provided from dispensers on walls - use a face mask if within 2 m from others 	L

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Religious services	Y	M	1, 2, 3, 5, 10, 15 <ul style="list-style-type: none"> - observe social distance at all times - see additional phased SARS COV 2 quarantine lift - observe the new max capacity dictated by the 2 m rule - do Not congregate in big groups - be mindful of others needing to use the chapel - allow space for others to pass by safely / 2 m rule - clean/disinfect chairs with Dettol wipes before/after use - discard waste accordingly - use hand sanitiser provided from dispensers on walls - use a face mask if within 2 m from others 	L
Offices	Y	M	1, 2, 3, 5, 10, 15 <ul style="list-style-type: none"> - observe social distance at all times - be mindful of others needing to enter/use the room - allow space for others to pass by safely / 2 m rule - clean/disinfect chairs, desks, phones, bleeps, handles, keyboards with Dettol or Milton, as possible, before/after use/service - use protective covers/sheets where possible - use individual equipment where possible - use hand sanitiser provided from dispensers on walls - use a face mask if within 2 m from others - care staff office and clinical room disinfected every shift and recorded by the shift leader 	