

Area	What is aiming to be Achieved :	What are the hazards?	What control measures have been implemented?	Are any further control measures required?; state what they are	Action by when?
<p>Willow Burn Hospice main reception, café, day centre, counselling, Helen McArdle unit (IPU) Offices Retail premises and hospice garden.</p>	<p><b>Social distancing</b></p>	<p>High traffic and overcrowding in reception area</p>	<p>i Main Entrance has been de-commissioned and will be kept free from traffic and will be known as our "safe space" together with the café. The safe space is to separate clinical from non-clinical.</p>		
			<p>ii Sub teams utilising different areas to enter the building from (which is closed off from IPU "unit" and facilitates social distancing measures due to space available)</p>		
			<p>iii Visiting largely closed but IPU visitors entering via loved one bedroom as to maintain the integrity of the "safe space"</p>		
			<p>iv IPU supplies entering via main door, office supplies via back door</p>		
			<p>v Some people now WFH to minimize traffic</p>		
		<p>High traffic and overcrowding in corridor</p>	<p>i pedestal notices and wall notices on display</p>		
	<p>ii 2m floor markings in office environment</p>				
	<p><b>Hand washing, hygiene and use of PPE</b></p>	<p>Surface contamination</p>	<p>i Sanitizer dispensers in use together with hand sanitiser pumps available at individual work stations and within 30 steps of every room</p>		
			<p>ii pedestal notices and wall notices on display</p>		
			<p>iii Public are regularly reminded via national updates</p>		
			<p>iv Cleaning rota established to increase cleaning</p>		
			<p>v Reminders in handovers and at team meetings</p>		
<p>vi Instructions at main entrances and in all WCs</p>					
<p>vii PPE made available to all staff and volunteers</p>					

Personal Safety	Safety within Office , team rooms and shops	Potential for overcrowding in office/team rooms/shops	i	User limits have been identified and displayed on doors		
			ii	Working from home arrangements for those able		
		insufficient social distancing	i	Queuing mechanism within shops and maximum customers at any one time, 2m floor markings in use at hospice and shops		
			i	Cough screens implemented and sanitiser stations provided outside the shops		
		insufficient social distancing Potential for individuals to feel overwhelmed	ii	seating arrangements have been checked and adjusted to side by side if necessary		
			iii	Sanitizer within 30 steps of every room		
			iv	pedestal notices and wall notices on display		
			i	2m floor markings in corridors/circulation spaces		
Wellbeing	Good Mental Health	Potential for individuals to feel overwhelmed	ii	Management to promote the issue of mental health wellbeing		
			i	Management to signpost individuals who need support to:  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a>		
	Good Physical Health	Potential for individuals to develop symptoms of Covid-19	ii	If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of		

			the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a>		
			ii All employees returning from Furlough to have a return to work before recommencing work.		
			iii All employees and volunteers to be provided with this risk assessment before commencing work.		

I confirm receipt of the above risk assessment and to work within the control measures set out. Should I have any concerns that arise which are not covered within this risk assessment, I acknowledge that it is my responsibility to notify my line manager so that the risk assessment can be amended accordingly.

Signed by the employee/ student/volunteer:

Date :