

# Our hospital management pledge

## To keep staff working as safely as possible

### We have carried out a COVID-19 risk assessment and shared the results with the people who work here

The risk assessment is available on the intranet. We are taking all reasonable preventive measures to reduce risk to the lowest practicable level.

### We have cleaning, handwashing and hygiene procedures in line with national guidance

- Infection control policies and procedures are published on our intranet
- Intranet has posters, videos and instructions for staff with the most up-to-date guidance for cleaning and handwashing
- Infection Prevention and Control (IPC) team are on site and available
- Online training in IPC is accessible for all staff
- 10 IPC 'super users' have been trained in the use of PPE and have been used to cascade training to all staff
- We have access and regular specialist input from three Consultant Microbiologists
- We have a Multi disciplinary team 'COVID-19 Working Group' that meets a minimum of three times a week to review new guidance and assess any changes to practice which may be required
- IPC mandated audits have been implemented in all areas ensuring compliance
- The traffic light cleaning identification system is in operation with cleaning schedules across the site

### We have taken all reasonable steps to help people work from home

- The majority of office staff are working from home and will continue to work from home for the foreseeable future
- 40 pieces of IT equipment have been issued since the start of lockdown to facilitate this
- We have invested in new equipment and online tools such as Microsoft Teams and Zoom to facilitate collaborative working from home
- We have provided guidance to staff working remotely on ergonomics and retaining work life balance and mental health support
- We have reduced the numbers of staff on site where there is a reduction or cessation in the type of duties performed
- Clinical staff have moved to a "Stand By" or "On call" working patterns where practicable
- We provide regular communications to all staff and consultants to keep everyone updated

### We have taken all reasonable steps to maintain 2m social distancing in the workplace

- Social distancing signage is displayed throughout the hospital
- Perspex screens are in place in patient facing areas
- Communal public areas are temporarily closed
- Casualty First has changed operationally to an appointment only service to facilitate social distancing requirements
- Telephone and video conference calls are used where possible

### Where people cannot be 2m apart, we have done everything reasonably practicable to manage transmission risk

- For the lifts we have implemented signage to only allow one person, or family, in a lift at any one time
- We have staggered work times to avoid peak times
- Staff have access to sufficient quantities of PPE from the IPC team.

**It is our pledge to keep staff working safely as possible. We are one of the first healthcare organisations in the country to provide antibody testing to staff and over 350 members of staff have already been tested. If there is anything more we could be doing please speak with your line manager, your head of department or your director.**

**Thank you for providing our patients' excellent care every day.**



Caroline Fox,  
CEO



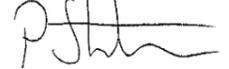
David Mitchell,  
Medical Director



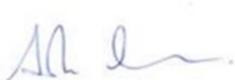
Andrew Gallini,  
Chief Nursing Officer



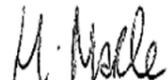
Sally Green,  
Director of Clinical Services



Paul Stanton,  
Director of People



Andrew Holmes,  
Chief Finance Officer



Hayley Marle,  
Director of Governance & Risk



Rupinder Brar,  
Director of Estates and Facilities



Steve Kimp,  
Director of Projects



Victoria Hatcher,  
Head of Marketing