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**UN Climate Change Conference (COP26) 31st October to 12 November
2021**

Checklist for HSCP Managers

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Please read and complete the checklist, to ensure your service and staff are COP26 ready.

Area	Considerations	RAG Status R=Serious Issue and no solution identified A = Issue, action identified to mitigate G = No issue	Actions required	Actions completed
Travel and Transport	Are you aware of the main transport and travel restrictions including road closures, diversions and parking restrictions?			
	Which journeys are essential and if they can be rescheduled?			
	How you, your staff and service users are going to travel, taking note of the most recent Public Health guidance on Covid.			
	Estimated journey times on key routes			

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	Considered the most appropriate mode of transport for your journey			
	Encouraged staff to plan ahead; allow extra time and have alternative routes planned			
Workforce and Service Planning	Whether your service is likely to see increased or decreased demand, given the increase in visitor numbers and transport difficulties			
	If essential supplies can be ordered in advance and stored for use during the period			
	Can staff work from home? Work flexibly?			

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	Whether shift patterns/rotas can be temporarily adjusted to start at different time			
	How to maximise attendance, particularly in critical areas, by reviewing and managing planned and other leave effectively			
	Have the current contact details of staff?			
	Staff know who to contact if they are affected by disruption and there could be an impact on service delivery?			
Patient/Service User Arrangements	Have the current contact details of service users/patients/carers?			

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	Can telephone appointments/video calls be maximised?			
	Have identified patients/service users in exclusion zone and carried out assessment of access and appropriate ID if required			
Business Continuity	Are your business continuity plans up to date?			
	Are all staff aware of them and understand how they are actioned?			
	Do you need to rehearse any aspects of your Business Continuity Plans?			

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Emergency and Security Procedures	Ensure that all staff's statutory and mandatory modules are up to date; including Fire Safety; Safe Information Handling; Security and Threat and relevant IT policies			
	Review and rehearse any specialist fire training required for your area, including evacuation procedures			
	Make sure all staff have current ID badges for their area of work – and wear them when on HSCP business			
Further information	Staff are aware of where to get current travel and transport information.			

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12 Summary RAG

Area for Review	RAG status
Travel and Transport	
Workforce and Service Planning	
Patient Arrangements	
Business Continuity	
Emergency & Security Procedures	
Further Information & Communication	

If, after undertaking review you consider that your service remains at risk, please categorise as RED; detail what the outstanding issues are and escalate to your service manager initially. If the matter remains unresolved raise to locality Senior Management Team. Only if it continues to be a high-risk issue without solution, should it be escalated to the HSCP COP26 Planning Group.

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