



# Welcome

## Preparing for Winter: Keeping people and staff safe

Date: 8<sup>th</sup> December 2025

**This Session will begin shortly**





# Webinar Housekeeping

- This webinar is being recorded and may be used to create a video resource for our website.
- We have switched off your microphones. Please use the Q&A box to ask a question and we will switch your microphones on at appropriate times if we need you to elaborate. You will also need to unmute yourself once enabled.
- We have enabled your cameras. If you do not wish to feature in the recording, please leave your camera off.
- You will be issued a CPD Certificate for attendance at this event. Certificates will be uploaded to your Care Professional Academy.





# Agenda





# Peter Bullen & Jessica Smith

Relationship Manager & Senior Educator  
Hertfordshire Care Providers Association



# HCPA Seasonal Support

**Dedicated Resource Webpage** - Bringing together practical tools and information in one place.

**Winter Action Checklist** - A short list of essential tasks for providers to complete as soon as possible.

**Comprehensive Winter Guide** - Covering everything you need to consider during this period.

**New Training and Webinars** - including Wellbeing During Winter and Managing Deterioration.

**Directory of Support Services** - Helping you find alternatives to hospital trips.

**Up-to-Date Admission Avoidance Contacts** - Plus a printable poster so you have the information at your fingertips..



# HCPC Seasonal Support Webpage

[Click here for Quick Winter Checklist](#)

[Click here for your detailed winter action planning guide](#)

[Click here for the Staying Bright in the Dark Months Practical Strategies for Winter Wellbeing Toolkit for Care Providers](#)



FLU, COVID,  
OUTBREAKS &  
VACCINATIONS



BUSINESS  
CONTINUITY



HEALTH  
OBSERVATIONS &  
DETERIORATION



KEEPING PEOPLE  
ACTIVE



EDUCATION &  
WEBINARS



SERVICES TO  
SUPPORT YOU



# Quick Winter Checklist



## What is it?

A quick checklist with the immediate actions you should do to prepare for winter.

## What does it cover?

Vaccinations, PPE, Hand Hygiene, Cleaning schedules, Medication management, Nutrition and Hydration, Early deterioration, Outbreaks, Environmental Safety, BCP's, Falls policies, Discharge from hospital policies

## How do you use it?

Use the Quick Winter Checklist as a practical tool to prepare, monitor, and manage winter-related risks in your services.



# Quick Winter Checklist



**Download the quick winter checklist:**  
<https://www.hcpa.info/wp-content/uploads/2025/12/HCPA-Winter-Checklist-18-11-25-jw-2.pdf>



**Immediate Actions to Prepare for Winter...**

**Complete these actions now!**

- Check that all staff and people you support have had their flu vaccination.
- Check PPE stock quantities and ordering systems to ensure supplies for winter.
- Ensure all staff are trained in correct use of PPE, storage requirements and know where to access it.
- Reinforce hand hygiene training and monitor daily compliance.
- Implement and follow enhanced cleaning schedules, record all cleaning, and complete audits.
- Review medication management, stock levels, and ordering procedures.
- Remind staff to encourage clients to maintain good hydration and nutrition, and engage in activities to stay well, referring to community teams for further support.
- Prepare your team to identify early deterioration utilising local admission avoidance services.
- Review and update your outbreak plan, inform all staff, and respond quickly to symptoms.
- Check environmental safety and review business continuity and emergency plans.
- Review your falls policy to ensure alignment with the Hertfordshire Falls Pathway.
- Review your discharge from hospital policies to ensure people can return home as quickly as possible.

Scan the QR code for our Seasonal Support webpage and access 'Your Detailed Winter Action Planning Guide' to further your preparations.





# Detailed Winter Action Planning Guide

## What is it?

A detailed guide designed to help you prepare for and manage the challenges of winter.

## What does it cover?

The guide is structured into ten key areas, each addressing essential aspects of winter readiness—from vaccinations and infection prevention to emergency contingency planning and wellbeing support.

## How do we use it?

Work through each tab to review the recommended actions.

For each area: Assess Current Practice, Delegate Actions and Monitor Progress.



# Detailed Winter Action Planning Guide



Topic Overview	Actions	Yes	No	N/A	Notes	Additional Actions	Action Owner	Completion Date	Auto-filled once all indicators have been answered	Rating
Promote and support uptake of all recommended vaccines (COVID-19, RSV, pneumococcal, shingles).  Keep an up to date list of eligible individuals for COVID-19 treatment and ensure access to rapid tests and referral pathways (CMDU/NHS 111).	1.a Encourage staff and people you support to receive the flu vaccination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Not Met
	1.b Encourage people you support to receive COVID-19 boosters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	1.c Check eligibility and uptake for Respiratory Syncytial Virus (RSV) vaccine for people you support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	1.d Check eligibility and uptake for pneumococcal vaccine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	1.e Check eligibility and uptake for shingles vaccine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	1.f Check and keep an updated list of people you support who meet NHS criteria for COVID-19 treatment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	1.g Maintain a stock of COVID-19 rapid lateral flow tests for eligible people you support and staff. (Check expiry date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	1.h Know the referral pathway to CMDU (Covid Medicine Delivery Unit) (CMDU), which supports eligible non-hospitalised patients who are at high risk of developing severe complications from COVID-19, despite being vaccinated. If eligible for treatment and they have symptoms of COVID-19 a lateral flow test should be taken promptly. If the test result is positive, they should contact NHS 111 immediately for assessment and potential referral to the CMDU.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

1. Vaccinations

2. IPC- Stocks of PPE

3. IPC Cleaning protocols

4. Clear Outbreak

Download the winter action planning guide: <https://www.hcpa.info/seasonal-support/>

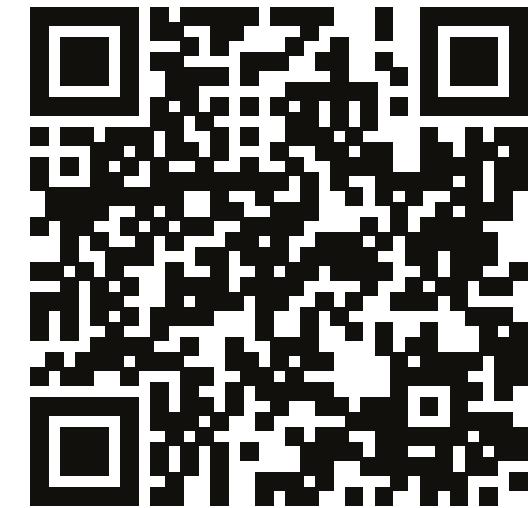


# Local Admissions Avoidance Services

All the contacts you need IN ONE PLACE!

Use this QR code or link to access contact details for services available to Care Homes including admission avoidance, mental health, end of life and much more.

- East and North Hertfordshire: Early Intervention Vehicle and Hospital at Home - 0300 123 7571
- South and West Hertfordshire: A HAARC Vehicle 0345 601 0552  
Urgent Community Response 03000 200 656



[www.hcpa.info/supportservicedirectory](http://www.hcpa.info/supportservicedirectory)



# Winter Welfare Visits

Age UK Hertfordshire are delivering Winter Welfare Visits to support older and/or vulnerable people to stay warm and safe this winter. This service is fully funded by HCC under the Household Support Fund and is free of charge.

Support will be delivered via their 'handyperson' service, who can help with:

- Providing and installing radiator reflector strips to maximise heat dispersion
- Providing and installing draught excluders for doors and windows to reduce heat loss
- Providing and installing night lights and replacing faulty energy-efficient bulbs
- Providing an electric blanket or winter duvet (single size only)
- Helping to take meter readings and set heating timings and thermostats (please note we are unable to help with central heating issues as this will require a gas-safe engineer and/or appropriate tradesman)

The service will run from 27th October 2025 to 31st March 2026.



## WINTER WELFARE REFERRAL FORM

Please complete all parts of this referral including the demographic information.  
(This is a free service funded by Hertfordshire County Council under the Household Support Fund.)

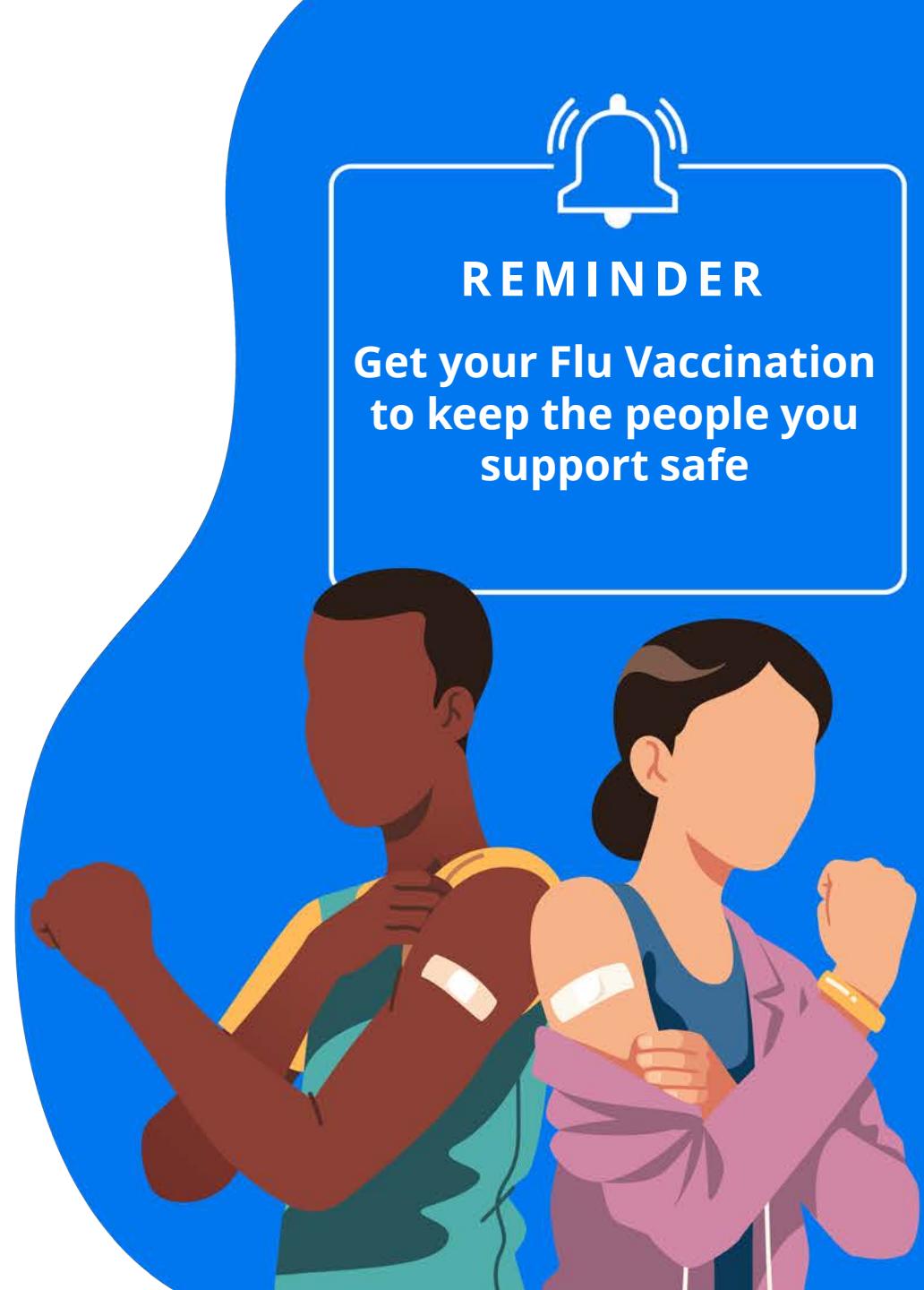
Client Details		
Title:		
First Name:		
Surname:		
Address (including postcode):		
Telephone Number:		
Does the client live alone?	Yes	No
Has the client consented to this referral?	Yes	No
D.O.B:		
Ethnicity: (see codes below)		
Does the client suffer from mental ill health or memory loss? *	Yes	No
Does the client have any hearing or sight impairment or a physical disability? *	Yes	No



# Have you had your flu vaccination?

## Why Flu Vaccination Matters

- **Protects the people you support** – older adults, those with long-term conditions, and immunocompromised individuals are at higher risk of severe illness.
- **Reduces outbreaks in care settings**, helping keep staff and people you support safe.
- **Prevents staff sickness and reduces absences**, ensuring continuity of care.
- **Protects you and your family** from serious flu-related complications.
- **Quick, safe, and effective** – updated each year to match circulating strains.





# Upcoming Winter Training

- Preventing and Managing Deterioration During Winter including **Basic Health Observations** Course date: 10/12/2025 10:00am – Venue: HCPA
- Staying Bright in the Dark Months - Practical Strategies for Winter Wellbeing Course date: 13/01/2026 14:00pm Venue: Virtual Classroom
- Preventing and Managing Deterioration During Winter including Basic Health Observations - Course date: 21/01/2026 10:00am – Venue: HCPA
- Staying Bright in the Dark Months - Practical Strategies for Winter Wellbeing - Course date: 27/01/2026 10:00am - Venue: Virtual Classroom
- Staying Bright in the Dark Months - Practical Strategies for Winter Wellbeing - Course date: 24/02/2026 14:00pm - Venue: Virtual Classroom





# Questions & Answers

## What's Working?

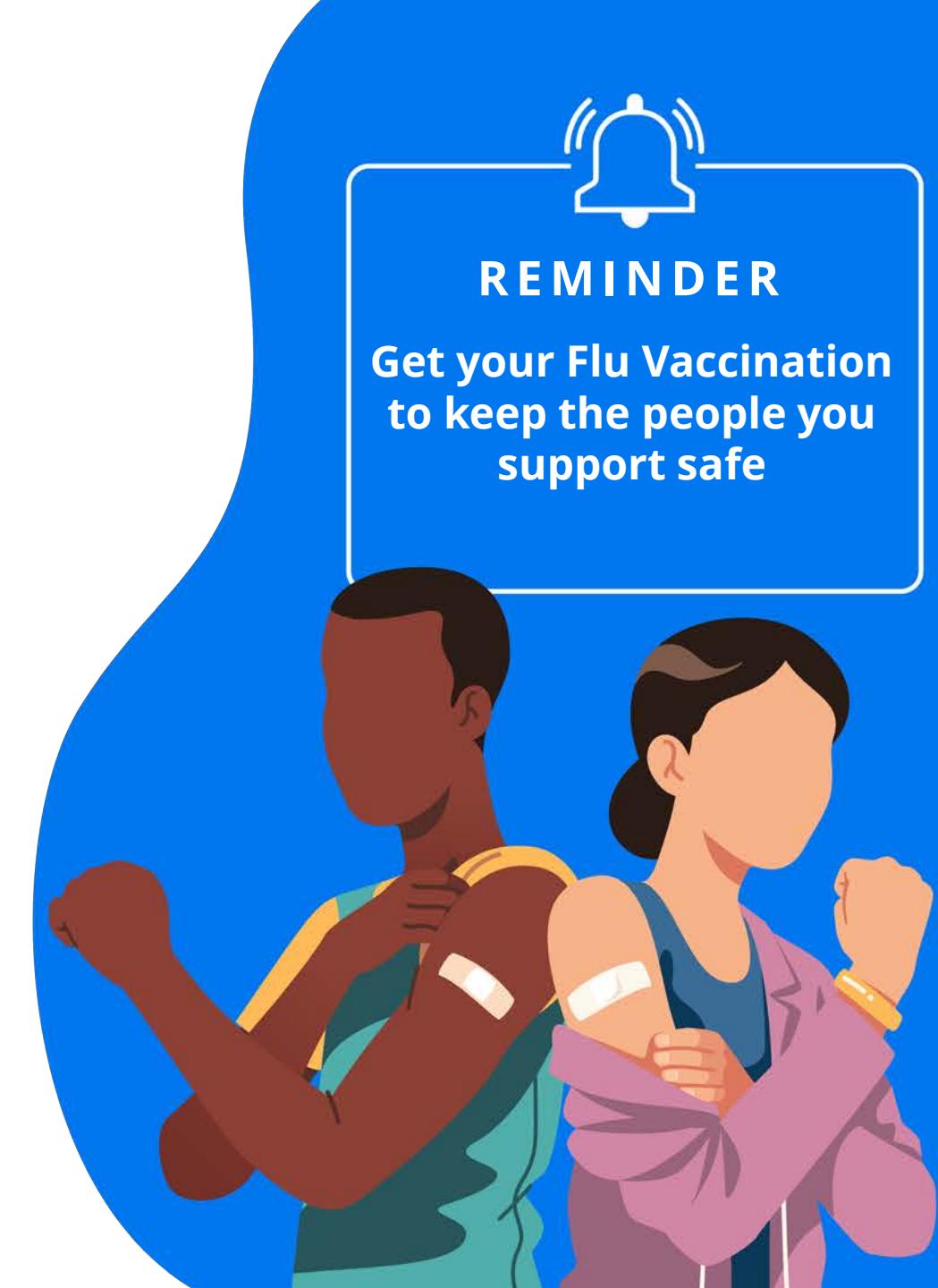
Share anything that's going well or helpful.

## What's Not Working?

Highlight barriers, challenges or unclear areas.

## What Support Do You Need?

Tell us what would make your role easier or more effective.



# Newsletters

Stay up to date with sector news!

Ensure you and your leadership team are signed up to receive HCPA's newsletters.

Subscribe to our mailing list



**Training Zone: Taking Positive Risks**

**Moving & Assisting: Train the Trainer**  
STARTING 13TH JANUARY

**IMPORTANT UPDATES!**

**COLD WEATHER ALERTS!**  
KEEPING EVERYONE SAFE IN COLD WEATHER

**HCPA E-NEWS**  
24th April 2024

**International Infection Prevention Week!**

**Data Processing workshop - FREE**





# THE HCPA CARE PROVIDER HUB PROVIDING PEACE OF MIND.....

ASK us anything! We are your support service, here to answer your questions on all topics Adult Social Care related.



- Govt guidance, laws, standards and expectation
- Covid: PPE, vaccinations and infection control
- Liaison with Hertfordshire County Council
- Funding, contracting and commissioning
- Staff wellbeing and recognition
- HR, Staffing and recruitment
- Training and education
- Business continuity
- Data protection
- Monitoring
- Equipment
- Insurance

**Your hub, your support service.....**

**01707 708108 / [assistance@hcpa.co.uk](mailto:assistance@hcpa.co.uk)** (Mon to Fri - 9am to 5pm). **[www.hcpa.info/hub](http://www.hcpa.info/hub)**

**HCPA: 'Sharing best practice in care through partnership'**



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# Thanks for joining us



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