



Covid 19 Workplace Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This risk assessment has been compiled for the Assessment for dealing with the current Covid-19 situation in the workplace. What preventative measures to take to keep staff and patients as safe as possible. It is not likely to cover all scenarios but I have aimed to be as specific as possible. To keep up to date with HSENI advice to workplaces in this fast-changing situation visit <https://www.hseni.gov.uk/news/coronavirus-covid-19-and-hseni-contact-details-update>

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done? ✓ X
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. https://www.nhs.uk/livewell/healthy-body/best-wayto-wash-your-hands/ • Drying of hands with disposable paper towels provided by the employer • Staff encouraged to protect the skin by applying emollient cream regularly provided by the employer • Alcohol Gel sanitizers in any area where washing facilities not readily available 	<ul style="list-style-type: none"> • Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. 	JW	June 2020	✓



		<ul style="list-style-type: none">• Patients to be asked to gel their hands on entry/leaving the practice.• NB If a patients has used the disabled toilet to wash their hands a member of staff will clean down the toilet/surfaces, after this it will be locked to prevent cross contamination. If patients would like to use the facility they will need to request at reception.	<ul style="list-style-type: none">• correct technique for use of the hand gel is available for patients to view	JW	June 2020	
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		<p>Cleaning</p> <p>General cleaning</p> <ul style="list-style-type: none"> • General cleaning such as floors/ waiting room/toilet has been outsourced to a cleaning company. Confirmed by CHP property manager John Green. • Cleaning and disinfecting all areas, objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, flooring, reception area using appropriate cleaning products and methods. • A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm available chlorine (av.cl.)); OR A general purpose neutral detergent in a solution of warm water followed by a disinfectant solution of 1,000ppm av.cl. • Ensure all PPE and footwear is available 	<p>JW</p> <ul style="list-style-type: none"> • Rigorous checks will be carried out by staff to ensure that the necessary cleaning procedures are being followed. • Wipeable cleaning record sheet at reception for patients to view cleaning protocol. • Complete the surgery setup/clean down log sheets each day. • Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose, or mouth with unclean hands. • Clinical waste bin available in reception. • Tissues will be made available throughout the workplace. • Encourage staff to report any problems and carry out skin • reminding everyone of the public health advice - https:// 		
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		<p>Clinical Cleaning</p> <p>Advised by NHS England. Current SOP's guidance is: -</p> <p>A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm available chlorine (av.cl.)); OR A general purpose neutral detergent in a solution of warm water followed by a disinfectant solution of 1,000ppm av.cl. We are using Hospec detergent.</p> <p>NB Avoid spray disinfectant solution as this will generate an aerosol, Alcohol/ clinical wipes such as Steriwipe is appropriate. Where wipes are not available, remember to spray into the white roll first and then wipe the surface.</p> <p>Only cleaning (detergent) and disinfectant products supplied by employers are to be used. Products must be prepared and used according to the manufacturers' instructions and recommended product "contact times" must be followed.</p> <p>Patient care equipment should be single-use items if possible. Reusable (communal) noninvasive equipment should as far as possible be allocated to the individual patient or cohort of patients. Reusable</p>		JW	Training of staff to be up to date with protocols and procedure to be completed June 2020	✓
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		<p>PPE</p> <ul style="list-style-type: none"> All PPE must be compliant with the relevant BS/EN standards (European technical standards as adopted in the UK); All relevant PPE will be made available to staff and patients at the practice All PPE will be single-use only; unless stated otherwise by the manufacturer or SOP 	<ul style="list-style-type: none"> Staff to be reminded that wearing of gloves is not a substitute for good hand washing. 	JW		✓
		<ul style="list-style-type: none"> PPE must be changed immediately after each patient and/or following completion of a procedure or task; and disposed of after use into the correct waste stream i.e. healthcare/clinical waste 		JW		✓
		<ul style="list-style-type: none"> Type 2 IIR fluid resistant surgical masks are available for all non AGP treatments – these are single use and must be changed in between each patient 		JW		✓
		<ul style="list-style-type: none"> Aprons are available for all non AGP treatment- these are single use and must be changed in between each patient. 		JW		✓

		<ul style="list-style-type: none"> Surgical full arm gowns will be available for AGP procedures. 		JW	TBC	X
		<ul style="list-style-type: none"> Visors are available for all non AGP/ AGP treatment – these can be used for a clinical session and cleaned with cleaning solution or wipes in between each patient 		JW		✓
		<ul style="list-style-type: none"> Examination gloves are available for all non AGP treatment – these are single use and must be changed in between each patient. 		JW		✓
		<ul style="list-style-type: none"> FFP3/ FFP2 masks(face fitting of FFP3 FFP2 to be determined at a later date)To minimize the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test. and practice good hand hygiene behaviors. Certification of all fit test must be obtained. 		JW	TBC	X

		<ul style="list-style-type: none">• Suitable wipeable footwear must be worn. These will be wiped down at the end of each session with chlorine solution, these are to be left in the practice changing room.		JW		
		<ul style="list-style-type: none">• The appropriate use of personal protective equipment (PPE) will protect staff uniform from contamination in most circumstances. However, the practice will provide changing rooms/areas where staff can change into uniforms upon arrival at work.• Uniforms should be laundered: separately from other household linen; in a load not more than half the machine capacity;• at the maximum temperature the fabric can tolerate 60 degrees• Uniforms should be changed after each session.		JW		

		<p>Social Distancing</p> <ul style="list-style-type: none"> • Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency • https://www.publichealth.hscni.net/covid-19-coronavirus • https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people 	<ul style="list-style-type: none"> • In all other settings individuals are asked to observe social distancing measures • Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. 	JW		✓
		<ul style="list-style-type: none"> • Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. 	<ul style="list-style-type: none"> • Encourage staff to talk about there needs and the practice's needs, see what hours would be appropriate for the team and formulate a Rota. Offer flexible working hours, Be transparent with the team. 	JW	June 2020	✓
		<ul style="list-style-type: none"> • Adjusting clinic time appointments to reduce the number of patients at any one time in the practice 		JW	June 2020	✓

		<p>Redesigning reception/ waiting area processes to ensure social distancing in place.</p> <ul style="list-style-type: none"> • We are doing all we can to prevent patients accessing the waiting room. We are escorting patients straight to surgery and have set up a virtual waiting room. We will ensure seating in the waiting area seating is two meters apart when necessary. • Installation of a Perspex screen at the reception will be managed by CHP, however we will arrange chairs to adhere to social distancing rules at the reception desk. • Encourage contactless payments/ bank transfer where possible, if this is not possible use barrier film on the card reader for pin entry. Once a patient has completed this use a wipe to clean. If contactless payment is not possible, we will ask for bank transfer. • Ensure the reception is well ventilated • The entrance will be locked at all times, to be managed by Integral. • Appropriate signage / posters to be available on point of entry for instructions for patients both with or without an appointment (i.e. if a patient does not have an appointment they must not enter and call the practice to book 		JW	June 2020 Reception staff to wear a mask/visor at present. Perspex screen TBC due to current shortage of Perspex material	✓
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		Screening of patients with appointments attending the practice.				
		<ul style="list-style-type: none"> • Staff will screen patients prior to their appointment, if the patient is vulnerable or shielded measure's will be taken by the practice 	<ul style="list-style-type: none"> • Protected appointment times for these groups 	JW	June 2020	✓
		<ul style="list-style-type: none"> • Checklist screening completed over the phone and via text messaging service (recorded into patient notes) 		JW	June 2020	✓
		<ul style="list-style-type: none"> • Patients will be asked to bring only essential items with them 		JW	June 2020	✓
		<ul style="list-style-type: none"> • Medical history sent to patient, via text messaging service, prior to appointment to be completed and returned. 		JW	June 2020	✓

		<ul style="list-style-type: none">The patient will be asked prior to attending to come alone if possible		JW	June 2020	✓
		<ul style="list-style-type: none">Triage calls to stay in place, refer or book appointment at the practice if necessary, by the clinician		JW	June 2020	✓
		<ul style="list-style-type: none">For all appointment's patients will be asked to leave any belongings at home or with anyone who has accompanied them		JW	July 2020	✓
		Surgery set up		JW	June 2020	✓

		<ul style="list-style-type: none"> • All infection controls measure and universal precautions to be taken prior too and in-between each patient. Ie • Regular disinfection of all surfaces & equipment • Ensuring surgery is stocked for the clinical day • All PPE is available 	Surgery checklists	JW		✓
		<ul style="list-style-type: none"> • All surgical areas are to be clutter free • All non-essential items/posters are to be cleared away. 		JW		✓
		<ul style="list-style-type: none"> • Once a patient enters the surgery, no one will enter. If the nurse/ dentist requires assistance the 'runner' nurse will assist. 		JW		✓
		<ul style="list-style-type: none"> • Signs will be placed on the outside of each surgery door to advise the room is occupied 		JW		✓
		<ul style="list-style-type: none"> • All Slow speeds are to be sterilized and tested for functionality 		JW		✓

		<ul style="list-style-type: none"> • Training in donning and doffing PPE 		JW		✓
		Extra Measures				
		<ul style="list-style-type: none"> • All staff must be trained (scenario based /in house based and online courses) 		JW		✓
		<ul style="list-style-type: none"> • Ensure staff are trained and competent in medical emergency's and CPR & how to perform CPR on a suspected/confirmed case of Covid 19 			ANNUAL TRAINING BOOKED 1.7.20	
		<ul style="list-style-type: none"> • Check Emergency Drugs kit for expiry dates 		MD		✓
		<ul style="list-style-type: none"> • Staff to complete a health screening on arrival each day. • Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in staff room area 		JW		✓

		<ul style="list-style-type: none"> Symptoms of Covid-19 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. 		JW		✓
		<ul style="list-style-type: none"> Practice Manager will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed Covid-19 The Practice Manager will offer support to staff who are affected by Coronavirus or has a family member affected. The Practice Manager will, contact the Occupational Health to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that. 		JW		✓
		<ul style="list-style-type: none"> Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-yourwellbeing/ www.hseni.gov.uk/stress 		JW	Emailed to staff	✓

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Completed by Julie Whelan

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