

<b>Location:</b> On the Practice premises	<b>Activity:</b> Working during COVID-19 pandemic	<b>Risk assessment completed by:</b> Alexandra Gilbert	<b>Date:</b> 15.05.20	<b>Review Date:</b> 01.11.20	
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>Existing control measures:</b>		<b>Further action necessary and by whom?</b>	<b>Level of risk</b> H/M/L
Staff becoming seriously ill from contracting COVID-19	The government has laid out clear guidelines for identifying members of the public that are at a higher risk of becoming seriously ill if they contract COVID-19. HMC does currently have employees that fall into these risk categories.	<ul style="list-style-type: none"> <li>• Employees should discuss the risks with their line manager to ensure all measures to mitigate risk are taken and that the employee feels safe to work.</li> <li>• Employees that are in the 'shielding' category are remaining at home.</li> <li>• Employees in the high risk category have all been given the option of working from home.</li> <li>• All employees are social-distancing, where possible. Office spaces and waiting rooms have all been adjusted in order to accommodate social distancing requirements.</li> </ul>			<b>Low</b>

<p>Exposure to face-to-face contact with patients e.g. at reception desk or in their room</p>	<p>Any staff member whose job entails face-to-face contact with patients.</p>	<ul style="list-style-type: none"> <li>• All patients are being triaged prior to entering the premises to ensure there are no patients with COVID-19 symptoms are on site.</li> <li>• Premises doors are locked so only patients with appointments can enter the building (if triaged first) or staff collect patients from the car park (if high risk).</li> <li>• Patients that are COVID-19 suspected post day 7 are being quarantined within the premises' red zone to ensure minimal amount of time in the premises and no shared spaces are at risk of transmission. The red zone is then cleaned down thoroughly following patient contact.</li> <li>• All clinical staff have been advised to wear separate items of clothing to and from work than their work uniform to reduce risk of virus transmission outside of work.</li> <li>• All patient facing staff are wearing PPE during any patient contact.</li> <li>• On entering the premises all patients are encouraged to clean their hands using alcohol hand-gel.</li> </ul>		<p><b>Medium</b></p>
<p>Risks on journey to work - travel at peak times/public transport?</p>	<p>Any staff member that requires travelling to work.</p>	<ul style="list-style-type: none"> <li>• Admin staff members have differing shift patterns to avoid travel during peak times.</li> <li>• All staff either use their own car, bicycle or walk to work, ensuring social distancing measures are adhered to on their journey.</li> </ul>		<p><b>Low</b></p>
<p>Personal close contact with patients e.g. needs to touch the patient</p>	<p>Any staff member whose job entails close contact with patients. Any patient whose appointment entails close contact with a staff member.</p>	<ul style="list-style-type: none"> <li>• Appointment systems have been adjusted to mitigate the risks involved with close contact with patients unless absolutely necessary. This includes trialing video consultations.</li> <li>• If necessary; patients are triaged before their appointment ensuring they do not have any COVID-19 symptoms.</li> <li>• Patients are asked to arrive on their appointment time to avoid a buildup of patients in one area.</li> <li>• The waiting area has been arranged to ensure social distancing measures are adhered to.</li> <li>• All staff having close contact with patients are provided with adequate PPE according to government guidance.</li> </ul>		<p><b>Medium</b></p>

<p>Common points of contact with others e.g. keyboards, telephone handset, door handles, toilets, kitchen</p>	<p>Any staff member or patient that has contact with these 'hot' areas.</p>	<ul style="list-style-type: none"> <li>• All workstations (incl. keyboards, telephone handsets, mouse's etc.) are wiped down with disinfectant wipes prior to use by a single person. If a new person uses any items on a work station they must wipe it down prior to use.</li> <li>• All staff have been trained on hand hygiene and all staff are aware of when it is necessary to wash hands. Hand-gel is also available at every 'hot' area. Patients in contact with the HOT areas are encouraged to follow hand hygiene rules; instructive posters are also available in these areas.</li> <li>• Workstations, door handles, toilets, kitchen etc. are all cleaned regularly and thoroughly by the cleaners and are wiped down throughout the day by staff members.</li> </ul>		<p><b>Medium</b></p>
<p>Risks to mental health e.g. isolation, pressure from patients/ colleagues</p>	<p>All staff members both on the premises and those working from home.</p>	<ul style="list-style-type: none"> <li>• All line managers are available to talk to about concerns and are supportive of staff.</li> <li>• The management team is available to talk to about concerns and is supportive of staff.</li> <li>• The Patient Services Manager does 'weekly welfare checks' on all staff to ensure staff feel supported and that they are in an environment in which they can raise concerns.</li> <li>• Any concerns raised are dealt with quickly and efficiently by the HR and Business managers.</li> <li>• The HR manager is keeping in regular contact with staff members that are either off work or working from home to ensure they are supported.</li> </ul>		<p><b>Low</b></p>
<p>Visiting patients in their homes</p>	<p>All members of staff whose job entails carrying out home-visits. All patient requiring home-visits.</p>	<ul style="list-style-type: none"> <li>• A specific COVID-19 home-visits procedure has been drawn up, in consultation with staff, in order to mitigate the risks involved with COVID-19 transmission during a home-visit. This includes; triaging patients prior to the visit, PPE during the visit, 'clean' and 'dirty' boxes, waste disposal bags and adequate cleaning equipment and facilities. This is to protect both the patient and the member of staff.</li> </ul>		<p><b>Medium</b></p>

<p>Patients on the premises with COVID-19 symptoms</p>	<p>Anyone that comes into contact with the patient or anyone that comes within 2 meters of the patient.</p>	<ul style="list-style-type: none"> <li>• As above the following procedures are in place:</li> <li>• All patients are being triaged prior to entering the premises to ensure there are no patients with COVID-19 symptoms are on site.</li> <li>• Premises doors are locked so only patients with appointments can enter the building (if triaged first) or staff collect patients from the car park (if high risk).</li> <li>• The waiting area has been arranged to ensure social distancing measures are adhered to.</li> <li>• Patients that are COVID-19 suspected post day 7 are being quarantined within the premises' red zone to ensure minimal amount of time in the premises and no shared spaces are at risk of transmission. The red zone is then cleaned down thoroughly following patient contact.</li> <li>• All patient facing staff are wearing PPE during any patient contact – all of which would be immediately placed in a clinical waste bin if the patient they had contact with had suspected COVID-19.</li> <li>• On entering the premises all patients are encouraged to clean their hands using alcohol hand-gel.</li> <li>• If a patient were discovered to have suspected COVID-19 following entering the premises the following procedure is in place:</li> <li>• The patient would be advised that they have suspected COVID-19 and asked either to leave the premises immediately and call the surgery or 111 from their car, if they are able to, or to call 111 from the telephone in the treatment room and the staff member in the room would open the window and leave the room.</li> <li>• Once the patient has been treated, and left the premises, all areas that the patient was in and had contact with would need to be dealt with according to the following government guideline:</li> <li>• Decontamination of equipment and the care environment must be performed using either:</li> <li>• A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm available chlorine (av.cl.)); or</li> <li>• A general purpose neutral detergent in a solution of warm water followed by a disinfectant solution of</li> </ul>	<p><b>Medium</b></p>
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Offices/ working spaces	All members of staff that work in an office or working space with more than one person.	<ul style="list-style-type: none"> <li>All offices and working spaces have been rearranged in order to ensure social distancing guidelines are adhered to.</li> </ul>		<b>Medium</b>
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**Low risk – Unlikely to happen, minimal consequences following hazard occurrence, no further action required.**

**Medium risk – Fairly likely to happen, medium severity consequences following hazard occurrence, check measures in place and consider if anymore can be done to reduce risk.**

**High risk – Likely to happen, severe consequences following hazard occurrence, immediate action required.**