

## COVID-19 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.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action By Who?	Action by When?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Visitors to your premises</b></li> <li>• <b>Cleaners</b></li> <li>• <b>Contractors</b></li> <li>• <b>Drivers</b></li> <li>• <b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</b></li> <li>• <b>Anyone else who physically comes in contact with you in relation to your business</b></li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels.</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<p>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. 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. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> Staff to make hand sanitisers available for all patients when entering and leaving the surgery</p>	Jacqui Coleman	30/06/20	

		<p><b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p><b>Social Distancing</b> 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 <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p>	<p>Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Management to put distancing markings on the floor and around the reception area for patients to follow.</p> <p>Plastic sheeting to be put on reception desk to protect staff and patients.</p>	<p>Jacqui Coleman</p> <p>Jacqui Coleman</p>	<p>30/06/20</p> <p>30/06/20</p>	
--	--	--	---	---	---------------------------------	--

		<p>Taking steps to review work schedules including start &amp; 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.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in all areas of the surgery.</p> <p><b><u>Wearing of Gloves</u></b> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>Jacqui Coleman</p>	<p>30/06/20</p>	
--	--	--	---	-----------------------	-----------------	--

		<p><b><u>PPE</u></b> All PPE is provided to all staff and staff trained to use as appropriate.</p> <p>Gloves and masks (IIR) to be provided to patients when entering the surgery and to be disposed of in clinical waste.</p>	<p>Reception staff to wear gloves and masks FFP2. Clinical staff FFPs masks and admin staff to wear IIR. Clinical staff to wear appropriate PPE depending on procedure.</p>	<p>Jacqui Coleman</p>	<p>30/06/20</p>	
		<p><b><u>Symptoms of Covid-19</u></b> 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. GPs or The Practice Manager will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will</p>	<p>Internal communication channels and cascading of messages through the Practice Manager will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Practice Manager or GPS will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	<p>Jacqui Coleman</p>	<p>30/06/20</p>	

		<p>take advice on any actions or precautions that should be taken.  <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <p><b><u>Driving</u></b>  Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><b><u>Mental Health</u></b>  Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> <p><b><u>First Aid</u></b>  All staff to be made aware of the changes to CPR for COVID 19</p>	<p>Staff to be reminded not to car share unless suitable distance can be adhered to.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>All staff will be made aware of training on Mental health &amp; wellbeing awareness can be found through e-learning.</p> <p>Through this pandemic Mouth to mouth resuscitation is not recommended if someone collapses and stops breathing. Compression CPR is</p>	<p>Jacqui Coleman</p> <p>Jacqui Coleman</p> <p>Jacqui Coleman</p>	<p>30/06/20</p> <p>30/06/20</p> <p>30/06/20</p>	
--	--	--	--	---	---	--

		<p>Always ask for the trained first aider on site to assist. If no First Aider available PPE must be worn. If person is symptomatic place the person away from others where possible. If not possible to ask all other persons to stay 2 metres away.</p> <p><b>Heatwave</b></p> <p>When the weather gets warm and temperatures are high in the surgery all staff must be aware of the procedure to follow</p>	<p>still recommended.</p> <p>All areas to be cleaned and disinfected. Follow the guidance on Cleaning.</p> <p>If person was symptomatic and you start to become unwell follow guidelines on symptoms of COVID 19</p> <p>Air conditioning must not be turned on. A fan has been provided in reception area. This can <b>ONLY</b> be used when patients are <b>NOT</b> in the surgery. Windows are to be opened. For the reception are the windows in room 1 can be opened and doors propped open. <b>AGAIN</b> when <b>NO</b> patients are in the building and doors can be monitored for fire risks. Make sure exercise is taken often (stand up and walk around). Cold drinks are provided. If needed obtain from chemist next door and put on tab.</p> <p>Every member of staff is given a buddy. If you start to feel unwell then you must contact your buddy.</p>			
--	--	--	---	--	--	--

		<p><b>Track and Trace</b></p> <p>If you develop symptoms of COVID you must book to have a test. This is to be done by yourself on line. You must not come to work with symptoms and are waiting for results.</p> <p>All staff have staggered start times and must not overlap.</p> <p>Minimal Contact for all staff</p>	<p>If your results come back as negative but you still have symptoms you must stay off work and book in for a retest online.</p> <p>If your results come back negative and you are symptom free and feeling well then you are able to return to work.</p> <p>If your results are Positive then you and your family must self- isolate as per the guidance.</p> <p>PPE must be worn at all times to prevent cross infection.</p> <p>All staff must knock on room doors to notify other staff that they are entering the room giving enough time for PPE to be put in place.</p> <p>Staff must limit the amount of people in one room at all times. Where possible in clinical rooms.</p> <p>All staff must complete COVID training. Non Clinical staff will made be aware of COVID vaccine and understand the</p>			
--	--	---	--	--	--	--

		COVID Training	procedure better. Clinical Staff to complete both parts, this will give insight to how the vaccine works.			
September 2021		We have social distance requirements for patients who attend the surgery.  Face to face appointments are now bookable for clinicians.	Patient are now allowed to wait in the surgery, However this will be kept to a minimum of 3 in the reception area.  When patients book appointments they are asked not to attend if have COVID symptoms.  Face covering are still provided for all patients and staff are advised to wear the appropriate PPE.			