

CLINIC RISK ASSESSMENT (Room by Room) COVID-19 INFECTION RISK

Rationale for Risk Factors

COVID-19 transmission risk mainly arises from:

Contact

Contaminated surfaces

Droplet spread

e.g. coughs and sneezes

Airborn Transmission - this is dependant on the time spent in an unventilated enclosed space.

Who might be harmed?

Risk assessment for COVID-19 infection risk is to avoid harm to Staff (Employed and Self Employed), Patients, Cleaners, Contractors and any other visitor.

How might they be harmed?

Risk assessment for COVID-19 infection risk is to reduce the potential for an individual coming into contact with COVID-19 virus.

A		GENERAL RISKS LEVELS BEFORE MITIGATIONS			
	RISKS FACTORS TO CONSIDER	LEVEL OF RISK PRIOR TO PRECAUTIONARY/MITIGATING ACTION TAKEN			
		VERY LOW	LOW	MEDIUM	HIGH
1	Patient / Public facing interactions				√
2	Ability to maintain social distancing at work				√
3	Number of different people sharing the workplace			√	
4	Travel to and from work	√			
5	Workplace entry and exit	√			
6	Staff safety if required to work within 2m distance of patients				√
7	Ability to Maintain hand/other hygiene			√	
8	Workplace environment cleanliness/control		√		
9	Ability to avoid symptomatic people				√

B STAFF EDUCATION					
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
	Communication: Regular communication via reception book, notices, whats'ap and staff meetings to remind staff to follow social distancing advice, wash hands regularly and clean surfaces as advised.	1,2,8,7	Lou	Ongoing	Until regulations change
	<p>Training: All staff are to be made aware of all measures expected to take when working, they must sign to say they have read the risk assessment and they understand mitigating actions to follow.</p> <p>Travel to and from work: Public transport is not used for any members of staff. It is recommended that clinical staff change out of clinical clothing before/after travelling to/from home.</p> <p>PPE : Clinical staff are expected to comply with government regulations regarding use of PPE in a healthcare community setting, for patients who are not possible or confirmed cases of Covid-19, during non aerosol generating procedures. They must be aware of and follow correct donning and doffing procedures. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879111/T4_poster_Recommended_PPE_additional_considerations_of_COVID-19.pdf</p> <p>Hygiene procedures: All staff should be aware of general cleaning principles for the clinic. Refer to the Covid 19 policy</p>	1-9	K Lou	By clinic opening/on staff return	4/6/2020
	Information displayed - posters to be made for patient awareness of procedures. A frame board to act as physical reminder for social distancing.	1,7,9,	K	By clinic reopening.	11/6/2020
C HR CONSIDERATIONS					
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
	Staff return to work criteria: confirm no staff have been unwell or are in vulnerable group.	9	Lou	By staff return	4/6/2020
	Monitoring staff health: temperatures to be taken and logged on arrival to clinic in staff coms book. Symptoms of Covid are to be reported immediately.	9	Lou/receptionists	Daily/ongoing	-

	Only one member of staff is to be on duty in clinic at any one time. NOVEMBER - Lou has returned to office work. Attempt to keep to member of staff per room at any one time - where this is not possible masks must be worn.	3	Lou	ongoing	December2020
D	GENERAL CLEANING PRINCIPALS				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
	Cleaning Policies and Surface Sanitising - twice per shift on hard and frequently contacted surfaces. See covid policy.	8, 4	Lou/Receptionists	Ongoing	-
	Review Materials used in clinic - use non disposable wipes, store in ziplock bag and use spray antiviral/bacterial solutions.	8	K	by clinic opening	26th May
	Hand hygiene - Washing hands frequently and effectively is the most effective way of preventing the spread of infection. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886217/Best_practice_hand_wash.pdf https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886216/Best_practice_hand_rub.pdf	7	All staff	ongoing	-
E	RECEPTION AREA				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
	Notice on entrance door that not enter this building if individual is experiencing any signs or symptoms of COVID-19 (cough, fever, loss of smell/taste), or has been exposed to anyone with suspected or diagnosed COVID-19 in last 14 days.	9	receptionists	ongoing	4/6/2020

	<p>Consent - patients are to read form to informing them of the risks of Covid-19 from face to face consultations and are to consent verbally to understanding that we have reduced these risks as much as is possible yet contact is not risk free. This will be recorded on the front of every patient file using the stamp.</p> <p>In order to aid the triage process and reduce contact time to a minimum (therefore minimising risk of airborn transmission), no treatments will be booked back to back, therefore all consultations must have a single appointment only.</p> <p>New Patients MUST complete Care Response prior to arrival at the clinic. Pens used to sign consent forms must be cleaned immediately after use.</p>	9, 1, 7, 8	receptionists	ongoing	-
	<p>Online booking and payment: Patients are requested to book online or over the phone. Payments are requested to be contactless where possible.</p>	1, 2, 3, 7, 8, 9	receptionists	ongoing	-
	<p>Reduce Footfall - No visitors will be allowed into clinic with patients. Either in the treatment room or waiting in reception. No more than 5 individuals are allowed in the premises at any one time.</p> <p>Time Table - Only one chiropractor will be on duty at a time.</p> <p>Patients should be encouraged not to arrive too early for an appointment to avoid overcrowding. If any other patient is in reception, anyone arriving will be asked to wait outside.</p>	1, 3	receptionists	ongoing	-
	<p>Patient Education Information displayed - posters to be made for patient awareness of procedures. A frame board to act as physical reminder for social distancing. Patients are asked not to place down personal belongings.</p>	1,7,9,	K	By clinic reopening.	6/6/2020
	<p>Hand hygiene - source and install hand sanitisers for wall mounting outside treatment rooms and by changing rooms/front door for patient use.</p>	7, 4	K	By clinic reopening.	3/6/2020

	<p>Physical changes - taping off around reception desk to remind of 2m distance. A frames will be placed in front of reception desk to prevent immediate footfall in front of reception.</p> <p>Any patients waiting for appointments will wait on the side of reception by the changing rooms. Soft furnished chairs will be removed and one hard surface chair will replace them.</p> <p>Changing rooms will be closed and not for use. Patients will be taken straight to treatment rooms where they will change. The chiropractor will alternate between treatment rooms allowing extra time for cleaning and airing.</p> <p>The toilet facilities will not be open to non staff.</p>	1, 2, 3, 7,	K	By clinic reopening.	3/6/2020
	<p>Patients must not remain in the clinic after their appointment for longer than absolutely necessary. Where face to face contact with staff is unavoidable, a 2 m distance must be maintained and contact time must be kept to less than 15 minutes.</p> <p>Unnecessary "clutter" is to be removed - magazines/toys.</p>	1,2,3,9	K	by clinic opening	3/6/2020
I	THE TREATMENT ROOM				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
	<p>Personal Protective Equipment for practitioners. As per gov. guidelines: a minimum of apron and gloves are to be worn. Masks and/or visor to be worn when it is deemed there is increased risk ie treating moderate risk group or treating patients at higher risk of infection ie carers/healthcare workers.</p>	6	Chiropractors	by clinic opening	3/6/2020
	<p>Work Clothing and footwear - is to be worn only during consultations and not to be worn to travel in. Staff may wish to wear scrubs which may be laundered in clinic.</p>	4	Chiropractors	by clinic opening	ongoing

	Staff Education: Practitioners are responsible for ensuring they have viewed/read and carried out guidance on PPE: https://chiropractic-uk.co.uk/wp-content/uploads/2020/04/BCA-Board-Briefing-Paper-on-PPE.pdf https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878056/PHE_COVID-19_visual_guide_poster_PPE.pdf	6	Chiropractors	ongoing	-
	Ventilation - more evidence is arising that air born transmission is a common method of transmission of the virus. Windows should be opened between consultations and doors open when the room not in use. Heating should be adjusted accordingly. Chiropractors must alternate treatment room to allow sufficient ventilation between consultations.	8	All staff	November 2020	-
	Cleaning Protocols - Any surface contacted by patients needs to be cleaned immediately	8	Chiropractors	ongoing	-
J	CLINICAL CONSIDERATIONS				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
	Manual Technique Selection - select prone treatment options wherever possible.	1	Chiropractors	ongoing	-
	Consent - Your records must evidence that professional reasonings and actions have been appropriate and duties have been carried out regarding risk assessment and management. Explicitly document that patients have been informed of the Covid-19 risks regarding face to face consultations.	1	Chiropractors	onging	-

L	GENERAL RISK LEVELS AFTER MITIGATIONS				
	RISKS FACTORS TO CONSIDER	LEVEL OF RISK AFTER PRECAUTIONARY/MITIGATING ACTION TAKEN			
		VERY LOW	LOW	MEDIUM	HIGH
1	Patient / Public facing interaction			√	
2	Ability to maintain social distancing at work			√	
3	Number of different people sharing the workplace		√		
4	Travel to and from work	√			
5	Workplace entry and exit	√			
6	Availability and use of PPE		√		
7	Ability to Maintain hand/other hygiene		√		
8	Workplace environment cleanliness/control		√		
9	Ability to avoid symptomatic people			√	