



Covid-19 Risk Assessment for Up & About, 122 Tucson Road, Bournemouth, BH6 3JX

Rationale for Risk Factors

COVID-19-19 transmission risk mainly arises from: Contact Contaminated surfaces
Droplet spread e.g. coughs and sneezes

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	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 interaction				x
2	Ability to maintain social distancing at work			x	
3	Number of different people sharing the workplace	x			
4	Travel to and from work	x			
5	Workplace entry and exit		x		
6	Availability and use of PPE				x
7	Ability to Maintain hand/other hygiene			x	
8	Workplace environment cleanliness/control		x		
9	Ability to avoid symptomatic people			x	

B	Staff Education				
	Mitigating Actions to Take	Risk Factor Mitigated	Responsible Person	Actioned by When?	Date Completed
	Communication				
	Coronavirus Resource centre information reviewed before reopening the clinic	123456789	Nic Langlois	May 20	May 20
	Training				
	Ensure that keep up to date with any changing protocols for infection control or government changes required to clinic procedures	1256789	Nic Langlois	May 20	ongoing
	Travel to and from work				
	A change of clothes will kept outside the treatment area for before and after work and a uniform will be worn during the work day. The kitchen is designated as a chaining room.	456789	Nic Langlois	May 20	ongoing
	PPE				
	All relevant donning and doffing and general PPE information will be constantly reviewed implemented in the clinic.	16789	Nic Langlois	May 20	ongoing
	Hygiene procedures				
	The bench, patient chair, pen and all clinical items will be cleaned between clients and antiviral sprays will be used regularly in the waiting area.	1789	Nic Langlois	May 20	ongoing
	Information displayed				
	Posters at clinic entrance informing anyone with symptoms not to enter the building.	125789	Nic Langlois	May 20	ongoing
C	HR CONSIDERATIONS				
	Mitigating Actions to Take	Risk Factor Mitigated	Responsible Person	Actioned by When?	Date Completed
	Mental Health				
	Whilst there is sustained transmission of the virus in the UK, suitable gaps will be left for decontamination and a mental pause between all clients not in a bubble.	123789	Nic Langlois	May 20	ongoing

D	GENERAL CLEANING PRINCIPALS				
	Mitigating Actions to Take	Risk Factor Mitigated	Responsible Person	Actioned by When?	Date Completed
	Cleaning Policies and Surface Sanitising				
	<p>In addition to existing cleaning policies there will be routine decontamination of reusable non-invasive patient care equipment.</p> <p>Sanitise all hard surfaces and concentrate especially on high-traffic areas such as door handles, lights switches, reception desks every 2 hours or after 10 people have entered or exited the building.</p> <p>Weekly assessment of stock levels and ensure that all stock is ordered from a reputable supplier.</p>	1789	Nic Langlois	May 20	ongoing
	Review Materials used in clinic				
	All Fabric chairs and surfaces to be removed or replaced with a wipe clean alternative where possible, or an antiviral spray will be used on any fabric surface that has been in contact with a patient	1789	Nic Langlois	May 20	ongoing
	Hand hygiene				
	<p>Display Public Health England campaign resource centre posters as appropriate.</p> <p>Information on the correct process of hand washing will be observed</p>	78	Nic Langlois	May 20	ongoing
	Respiratory and cough hygiene – ‘Catch it, bin it, kill it’				
	Disposable, single-use tissues waste bins (lined and foot operated) and hand hygiene facilities available for patients, visitors and staff	1789	Nic Langlois	May 20	ongoing

E	PATIENT, STAFF AND VISITORS ENTRANCE TO THE CLINIC				
	Mitigating Actions to Take	Risk Factor Mitigated	Responsible Person	Actioned by When?	Date Completed
	Patient Triage (F2F vs Telehealth)				
	<p>Appointments will only be offered in line with BCA advice and in the context of my national restrictions</p> <p>Given the guidance on shielding, those classified as 'clinically extremely vulnerable' will be discouraged from face to face appointments during the period of shielding</p> <p>All new clients will be triaged by phone before being offered a F2F appointment and they will be required to pre-complete all information to minimise contact time in the clinic</p>	12589	Nic Langlois	May 20	ongoing
	Screening and Classification				
	<p>When a patient books an appointment, they will be required to read the COVID page on the website and to confirm that they concur with all statements</p> <p>Further to this, patient information will be displayed on the entrance of the clinic instructing patients, staff and all visitors 'not to enter the premises if they have symptoms'</p> <p>All clients will, where possible, have their temperature taken and recorded with an accredited infrared temporal thermometer</p>	1235789	Nic Langlois	May 20	ongoing
	Reduce Footfall				
	<p>Patients will dissuade from bringing guests with them, unless this is essential.</p> <p>With paediatric patients, the policy is that one infant or child attends the clinic at a time (no family visits) with only one parent or other responsible carer where possible.</p> <p>Patients will be encouraged not to arrive early or late for their appointment to avoid overcrowding. Patients arriving early will be asked to wait in their car or outside the building (observing social distancing).</p> <p>No work experience students until further notice</p>	129	Nic Langlois	May 20	ongoing

	Time Table				
	Appointments will remain at 30 minutes but with 15 mins between appointment to allow for cleaning and PPE use. This will only occasionally reduced to as low as 5 mins if 15 mins is not practicable. Immediate follow on appointments will be allowed in family groups only	1289	Nic Langlois	May 20	ongoing
	Patient Education				
	Information on the measures we have taken to mitigate risk in the clinic, the UK government response will be placed on the website	1269	Nic Langlois	May 20	ongoing
	Hand hygiene				
	Hand sanitizer placed at the entrance/exit of the clinic	178	Nic Langlois	April 20	April 20
F	RECEPTION AREA				
	Mitigating Actions to Take	Risk Factor Mitigated	Responsible Person	Actioned by When?	Date Completed
	Reduced Footfall				
	As in "Patients, staff and visitors entrance to the clinic". Business meetings will be conducted in cafes or similar and not in the clinic where feasible	1238	Nic Langlois	May 20	ongoing
	Patient Education				
	Public Health England / NHS campaign resource centre posters clearly displayed as appropriate throughout reception	189	Nic Langlois	May 20	ongoing
	Physical changes				
	Patients will be emailed receipts and letters when possible Reception seats disused as far as possible All chairs to be a wipeable material where possible, or unused where feasible Remove all magazines, hide children's toys	178	Nic Langlois	May 20	ongoing
	Hand hygiene				
	Ensure that all people in the reception area have access to hand sanitiser	15789	Nic Langlois	April 20	April 20

G	THE TREATMENT ROOM				
	Mitigating Actions to Take	Risk Factor Mitigated	Responsible Person	Actioned by When?	Date Completed
	Physical changes				
	<p>In addition to measures covered in 'Reception areas', to reduce the risk of transmission notes will be taken digitally when the technology is delivered.</p> <p>Remove all fabric covers from the treatment benches</p> <p>Substitute fabric chairs for vinyl ones</p>	12789	Nic Langlois	May 20	ongoing
	<p>Personal Protective Equipment for staff and patients</p> <p>Use and training</p>				
	<p>Please refer to " A framework for PPE - Subject to lockdown restrictions being eased or lifted "</p> <p>PPE changed immediately after each patient and/or after completing a procedure or task</p> <p>PPE disposed of after use as per 'offensive waste' protocol</p> <p>Double gloving to be used during inter-oral techniques</p> <p>All clinical staff will have watched COVID-19: Donning and doffing of Personal Protective Equipment in Health and Social Care Settings and poster in how to don and doff PPE for non-Aerosol Generating Procedures reviewed.</p> <p>Clinical staff must make assess patients need for PPE based on their respiratory hygiene (i.e. hayfever)</p>	16789	Nic Langlois	May 20	ongoing
	Storage				
	PPE to be stored close to the point of use, in a clean, dry area until required for use (expiry dates must be kept to)	689	Nic Langlois	May 20	ongoing

	Work Clothing				
	In addition to wearing appropriate PPE, clinical staff will be encouraged to wear 'uniform' which will be bagged and be laundered appropriately at home.	145789	Nic Langlois	May 20	ongoing
	Staff Education				
	Appropriate Public Health England campaign resource centre posters displayed in all treatment room	189	Nic Langlois	May 20	ongoing
	Cleaning Protocols				
	To reduce the potential transmission of the virus, treatment rooms should be decluttered and routine decontamination of reusable non-invasive patient care equipment after each patient use.	18	Nic Langlois	May 20	ongoing
G	CLINICAL CONSIDERATIONS				
	Mitigating Actions to Take	Risk Factor Mitigated	Responsible Person	Actioned by When?	Date Completed
	Manual Technique Selection				
	Technique selection will be risk assessed to minimise contact where possible	169	Nic Langlois	May 20	ongoing
	Paediatrics				
	When seeing patients who are infants and children, Clinical staff should take into account the patient's age and ability to control coughing and sneezing. Clinical staff should consider the use of full face visors if deemed appropriate.	1289	Nic Langlois	May 20	ongoing
	Geriatrics				
	Patients aged 70 or older (regardless of medical conditions) will be informed of the increased risk prior to treatment and taking consent as they are classified as being at "moderate risk of developing complications from coronavirus (COVID-19) infection".	1289	Nic Langlois	May 20	ongoing
	Intra-oral Techniques				
	Use of a visor, face mask or second pair of gloves will be used for these techniques, the patient will hold a tissue against their face which they will take away and hands will be washed immediately after the procedure.	1679	Nic Langlois	May 20	ongoing

	Consent				
	Consent will be gained on the front cover of the file at every treatment and this will be recorded with the patients temperature. They will be signing to state that they do not have COVID-19 or have been in direct contact with anyone with it in the last 14 days.	19	Nic Langlois	May 20	ongoing
G	POST TREATMENT				
	Mitigating Actions to Take	Risk Factor Mitigated	Responsible Person	Actioned by When?	Date Completed
	Booking and payment				
	In addition to the measures in 'Patients, staff and visitors entrance to the clinic', patients will be encouraged to leave the building immediately after their appointment. As I am the only therapist, I will minimise the amount of time it takes to book the next appointment and receive payment and will strive to maintain a 2m social distance while doing so. Payment is taken where possible on a Clover Flex touchscreen device so that it can be wiped down after each use to prevent cross contamination	12789	Nic Langlois	May 20	ongoing
	Hand hygiene				
	Patients should be encouraged to wash their hands (with either soap and water or a form of hand sanitiser) upon exiting the building.	16789	Nic Langlois	May 20	ongoing
	Patient Education				
	People will be encouraged 'not to linger', to wash their hands and to use cashless payment where possible	1789	Nic Langlois	May 20	ongoing

A	A GENERAL RISKS 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		x		
2	Ability to maintain social distancing at work		x		
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