

Risk assessment

Company name: The Child and Family Practice

Assessment carried out by: Sweta

Date of next review:

Date assessment was carried out: 13th May 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Risk of virus spreading in Reception	Admin staff Clinicians Patients	Waiting room has been closed and will not re-open until further notice. Patients must come at the time of their appointment or they will be sent away and asked to return at their time. Clinicians must ensure they are running on time and the patient can be seen as soon as they enter the building. There will be a zero-tolerance policy on 'loiterers'. Stopped use of tea and coffee machine.	Marking points at a 2-metre distance from receptionist. Patients may enter reception, but no further than the 2-metre point. They may use the disabled loo to wash hands upon entry. They must not go into waiting room. A protective screen should be purchased and fitted onto the reception desk for the receptionist's safety. Receptionists must also be provided with gloves/ face masks should he/she have to leave reception area. Payments will be taken using an online portal rather than chip and pin to reduce contact with receptionist.	Sweta	June	

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			<p>Posters reminding everybody to wash hands/ keep a safe distance to be placed around the building.</p> <p>Temperature check when entering the building</p>			
Risk of virus spreading in communal corridors/ areas	Admin staff Clinicians Patients	NA	<p>Clinicians should stagger their appointment times so that they are not always on the hour/ half hour to ensure that there is little congestion in the corridors at the same time. Sweta can administer start times once the clinician has confirmed their bookings.</p> <p>Clinicians must avoid spending too much time in communal areas inside the building including the kitchen and try and bring in their own lunches and snacks and thermos teas/coffees.</p>	Clinicians and admin staff	June/ July	

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			Clinicians will be provided with surface wipes in each of their rooms and must ensure that they wipe door handles after each patient and after they have used the rooms.			
Risk of virus spreading in communal toilets	Admin staff Clinicians Patients	Cleaning Providing hand wash	<p>Hand sanitiser dispensers will be installed in basement toilet, ground floor disabled toilet and on 2nd floor. These will be serviced and refilled every 30 days.</p> <p>Each of the toilets will be supplied with disinfectant wipes, bins, hand wash, hand sanitiser. Posters will be placed in the toilets encouraging good hygiene for their own safety and the safety of others.</p> <p>The toilets and all surfaces will be cleaned with bleach at the end of every day.</p>	Admin staff and cleaner	June	
Risk of virus spreading in consulting rooms	Clinicians Patients		Each consulting room should be supplied with disinfectant wipes for the clinician's use as well as couch roll. Couch roll/seat coverings should be used and removed and changed cautiously after each patient. Clinicians must wipe down all surfaces including desks/ phones/	Clinicians and admin staff	June	

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			<p>equipment and chairs and door handles after seeing each patient. They must also do this before they leave the room for the next person to use. They must ensure that they wash their hands after doing this.</p> <p>Clinicians should make every effort to wear masks and gloves and maintain a 2-metre distance from their patient.</p> <p>The cleaner will ensure that: Each room should be thoroughly cleaned and disinfected at the end of the day. All surfaces, leather chairs, phones, door handles, equipment should be wiped down with disinfectant wipes.</p>			

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Lack of PPE			<p>Hand sanitiser dispensers will be installed in basement toilet, ground floor disabled toilet and on 2nd floor. These will be serviced and refilled every 30 days.</p> <p>A protective screen should be purchased and fitted onto the reception desk for receptionist's safety.</p> <p>Receptionists must also be provided with gloves/ face masks should he/she have to leave reception area</p>	Sweta / Admin	June	

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<p>Cleaning</p>			<p>The cleaner must ensure that they wear an apron, face masks and gloves and wash hands as much as possible.</p> <p>The toilets and all surfaces should be cleaned with bleach at the end of every day. The bins should be emptied. All doors, door handles, paper towel dispensers, taps should also be cleaned with disinfectant wipes.</p> <p>All hard surfaces in consulting rooms; computers, any equipment, phones, door handles, will be disinfected at the end of each day and the bins from the rooms removed.</p> <p>The cleaner should wipe clean and disinfect ALL surfaces at reception, phones, IT equipment including mouse and keyboard, pigeon holes, door handles, cupboard handles, water machine</p>			

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			All communal doors, including the main door (inside and outside), door handles, bannisters should be wiped clean and disinfected.			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/