

Denton Turret Medical Centre



Risk assessment and actions

Building name:

Denton Turret Medical Centre

May 2020

Buildings risk assessment in relation to COVID-19 requirements

This assessment is completed in respect of potential risk of transmission of COVID-19 at.....

<input checked="" type="checkbox"/> We have taken all practical steps to help people work from home					
Consider	Identify <small>✓ (tick those that apply)</small>	Current Risk Level	Assessment	Additional actions	Final Risk Status
Objective: Everyone should work from home unless they cannot work from home					
Identify who needs to be on-site		Critical roles for business & operational continuity, safe facility management or regulatory requirements	<i>Who</i> <i>GPs 5</i> <i>PM 1</i> <i>Receptionists 7</i> <i>Admin 1</i> <i>Secretary 1</i>	<i>Secretary has decided would prefer to work from office- option to look into working from home was given when Covid-19 first broke.</i> <i>PM opted to work from office to provide adequate support at this time.</i>	
		Those who can't work at home due to personal reasons or lack of suitable equipment	<i>Who – reception, admin</i> <i>Number – 7</i>		
		Plan for minimum number of people needed onsite to operate safely & effectively	<i>All team needed to cover all core contract hours</i>		
Protect people at higher risk		Extremely clinically vulnerable and clinically vulnerable staff who need shielding / protecting	<i>1 registrar needs to work from home due to increased risk.</i>	<i>All necessary items have been procured.</i>	

<p>Help people understand when to self-isolate</p>		<p>Advice required to ensure that people who need to stay at home following government advice on vulnerability or having symptoms of COVID-19</p>	<p><i>All staff have been risk assessed as not needing to shield based on age, ethnicity and medical conditions.</i></p> <p><i>Self isolation:</i> https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	<p>You must self isolate if you have symptoms: The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) <p><u>or</u> if anybody in your household shows symptoms or tests positive.</p> <p><u>Or</u> if you are contacted by the track and trace team telling you to self isolate. You MUST follow the guidance.</p>	
<p>Support employee wellbeing</p>		<p>Communications / support to safeguard against isolation and wellbeing issues</p>	<p>GPs see https://www.nnt-lmc.co.uk/post/general-practitioner-practice-manager-support-service</p> <p><i>Available to all staff: NHS England and NHS Improvement is also providing NHS workers with free access to psychological and practical support.</i></p>		

				<p>A free wellbeing support helpline 0300 131 7000 available from 7am to 11pm seven days a week, providing confidential listening from trained professionals.</p> <p>A 24/7 text alternative to the above helpline - simply text FRONTLINE to 85258. An online portal with peer-to-peer, team and personal resilience support.</p>		
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We have cleaning, handwashing and hygiene procedures in line with the guidance

Consider	Identify ✓ (tick those that apply)	Current Risk Level	Assessment	Additional actions	Final Risk Status
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Objective: Before reopening, to make sure that any office, ward or areas that have been closed or partly operated are clean and ready to start

Building systems are operating effectively for current conditions		A building safety check has been completed, with a check in ventilation systems. Windows have been opened to vent the area.		N/A – building not been closed		
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Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces

Keeping the workplace clean		Frequent cleans of workplaces and equipment between use, with standard cleaning products		<p>All staff cleaning work stations after use / end of day (for staff using same PC all day) – using Clennel wipes</p> <p>Must include: mouse, mouse mat, keyboard, cables on mouse and keyboards, printers, speech mic and cable if it trails the desk, desktop and wipe</p>		
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				able areas of chair.		
		Clean desk / area policy at the end of the shift		To be followed to allow the Cleaning company to properly sanitise each workstation. – They do not clean equipment – just desks.		
		Limit or restrict the use of printers and whiteboards		Printers are a necessity in our working day. – they will be wiped as per the clean down process after using a station.		
		Ability to commission 'COVID' cleans after a known or suspected case of COVID-19		Arrangements made with Edwards to come in for deep clean as necessary.		

Consider	Identify ✓ (tick those that apply)	Current Risk Level	Assessment	Additional actions	Final Risk Status
Hand washing, hygiene and toilets			In all toilet areas.		
			Cleaning team keep the soap supplies topped up.		
			Toilets only have 1 toilet in each room with a sink therefore social distancing maintained at all times.		

		Where possible provide paper towels as an alternative for hand dryers		Paper towels in place in all staff toilets.		
		Provide more waste receptacles and more frequent collections		Every work station has a waste paper bin and every clinical room has both a clinical waste and domestic waste bin.		
		Enhance cleaning for busy areas		Patient chairs, door handles and bell to be cleaned regularly with PPE in place. (2 hourly) by receptionist on front desk	Log sheet implemented	
		Where hand washing facilities are not available or for those travelling consider providing hand sanitiser		Hand sanitiser is available throughout the building. Patients will be given some on entry to the building.		
Changing Rooms and showers		Set clear guidance for the use of showers and maintaining distance. Ensure they are regularly cleaned.		N/A		
		Implement enhanced cleaning schedule during and at the end of the day		Cleaning is carried out by cleaning contractor.		



We have taken all reasonable steps to maintain a 2m distance in the workplace

Consider	Identify ✓ (tick those that apply)	Current Risk Level	Assessment	Additional actions	Final Risk Status	
Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and driving between sites						
Identify what measures are needed to provide 2m distance to / from work		Need to stagger start / finish time to avoid crowding		Start and finish already staggered		Green
		Additional parking / bike racks to encourage cycling to work		Bike facilities already in place		Green
		Limiting people in company vehicles		No company vehicles		Green
		More than one entry point to building to reduce congestion		2 entry points are in use- 1 for pts and 1 for staff. Not possible to allow pts to use the back staff entrance due to pt confidentiality. Staff enter the building at different times.		Yellow
		Entry / exit process (turnstile /gate use		Door is kept locked with pts having to ring bell. Have markings outside the building to facilitate social distancing		Green
		Markings and signage if one way system implemented		One way system cannot be implemented due to building layout	Very low volumes of pts in attendance	Green
		Handwashing / sanitiser at entry / exit points		Hand gel to be provided to visitors and pts on entry to building		Green
		Provision of face coverings for those who have to use public transport		2 staff members use public transport and have been given face masks in the event that they are not able to socially distance on the transport.		Green

Identify what measures are needed for moving around buildings		Regulating use of corridors		As the no of pts being brought into the surgery is very limited- not required at present.		
		Introducing one way flow through buildings		Not practical		
		Reducing maximum occupancy of lifts		No lift		
		Restricting access to other areas of the building		Access is only given as required.		

Consider	Identify ✓ (tick those that apply)	Current Risk Level	Assessment	Additional actions	Final Risk Status	
Objective: to maintain social distancing between individuals whilst at work.						
Workstations should be assigned to an individual and not shared		Maximum capacity for people to work 2m apart		In place		
		Need to redesign workplace and remove desks not to be used		Workplace measures and currently allows 2 meter distancing. All desks in use.		
		Don't place people opposite each other at desk		2 m distance in place between desks		
		Mark floor space to help people keep 2m distance				
		In call centres where desks have to be shared – clean between occupants		In place to be cleaned after an individual's use.		
		Provision for cleaning workstation before and after use		Staff advised to clean workstations prior and after use. (if you are NOT the only person to use your workspace)		

		Requirement of additional space to accommodate those who need to return to the workplace		Nil required.		
Objective: to maintain social distancing between individuals whilst at work.						
Keeping social distance whilst working on wards or occupied areas		Need to redesign work areas to provide 2m social distance		No changes needed.		
		Provision of signage to help maintain a 2m social distance		In place		
		Reinforce 'catch it, kill it, bin it and good hand hygiene		Small cards on each monitor		
		Requirement for additional space to deliver services whilst maintaining 2m social distance		Nil needed		

Consider	Identify ✓ (tick those that apply)	Current Risk Level	Assessment	Additional actions	Final Risk Status
Objective: to reduce transmission due to face-to-face meetings and maintain social distancing in meetings					
Identify how face to face meetings can be accommodated		Use IT tool to facilitate meeting instead		Zoom in use for clinical meetings	
		Identify maximum number of participants for room size to maintain 2m separation		Meetings held remotely 5 in board room for lunch 2 in kitchen for lunch	
		Mark meeting table with sitting points		done	
		Remove whiteboard markers / flipcharts and shared pens		Only me uses	
		Use floor signage to help people maintain 2 m distance		done	

		Provide hand sanitiser and tissues in room		Throughout building		
		Allocate single occupier to meeting room		Meetings being held over Zoom		
Objective: To maintain social distancing whilst using common areas						
Common areas		Work collaboratively with other occupiers to apply consistent approach		Discussions held with pharmacy		
		Use of break rooms / kitchens – stagger allocation of time		As above. Discussion with pharmacy to establish staffing needs for lunch breaks – only 1 staff member		
		Allocate single occupier ac		N/A		
		Use safe outside areas for breaks		Discussed – pharmacist		
		Reconfigure seating in areas		done		
Consider	Identify ✓ (tick those that apply)	Current Risk Level	Assessment	Additional actions	Final Risk Status	
Common areas		Signage requirements to support social distancing		done		
		Install screens to protect people in receptions		Joiner been to assess	Await quote then lead in time	
Objective: To minimise the number of visits						
Managing contacts		Can the 'visit' be done by remote connection		In place – total triage, video consultations, Zoom meetings		

		If site visits are required, when and where		Requirement to enforce good personal hygiene requirements and social distancing measures in place at the site to visited – Hand gel given to visitors / patients		
		Limit numbers of visitors at any one time / assign appointment system		Always appt system		
		Produce schedules for essential services and contractor visits		No usual process – always booked in advance		
		Maintain record of all visitors, review and consider us of personal pens etc		Always a list of visitors		
Communications and Training		Provide clear consistent communications		Discussed in Team meetings		
		Engage with workers representatives		speak to team as a whole		
		Provide induction on ways of working for new employees		In place		



Where people cannot be 2m apart, we have done everything practical to manage transmission risk

Consider	Identify <i>✓ (tick those that apply)</i>	Current Risk Level	Assessment	Additional actions	Final Risk Status
Objective: To prioritise safety during incidents					

Measures to take during an accident or fire		Fire safety evacuation		People do not need to stay 2m apart if it would be unsafe	Check evacuation times under the new arrangements	
		Accident / Incident at work		First aiders to be provided with an IIR mask (gloves should be part of the kit already) All involved MUST observe good hand hygiene following the incident	IIR mask & goggles to be part of first aid kit Kit is kept in reception with emergency kit	

Objective: managing transmission risk where 2m distancing cannot be maintained

Small reception areas		Assess need for fixed screen and markers of the floor to denote a distance to kept		Desks at 2 meter distances		
Welfare facilities		Take alternative toilet cubicles / urinals out of use to maintain distancing		Only 1 toilet in each room		
Fixed desk arrangements		Take desks out of use (facing desks) or provide a barrier between desks		2 meter distance in place		
Occupants		Reduce the number of occupants in at any one time – specify a maximum number of people		In place already.		

Consider	Identify ✓ (tick those that apply)	Current Risk Level	Assessment	Additional actions	Final Risk Status
Work related travel	Clean shared vehicles between shifts or on handover		N/A		
	Minimise number of people travelling in cars / vans		N/A		

	Limit number of people travelling together. Used fixed travel partners and avoid sitting facing each other		N/A		
	If overnight stays are required – centrally log the stay and make sure the accommodation meets social distancing requirements		N/A		
Deliveries to site	For large deliveries maintain 2 person pairings, or provide one person with lifting and moving equipment		N/A		
	Encourage drivers to stay in their vehicles where possible		Not practical		

This has been taken from the Government 'working safely' documents dated 11 May 2020 and is subject to revision should any further guidance be provided. www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

Risk Levels

High	Significant Action needed
Medium	Some actions required
Low	All practical measures taken to manage transmission risk

Date Completed	1/06/2020	Reviewed by	Dr J Bratch
Completed by	Sharon Russell	Organisation	Denton Turret Medical Centre