

## Beccles Medical Centre General Risk Assessment Form

Risk assessments should be reviewed annually, or after accidents, near misses and when significant changes in personnel or work practice occur.

<b>Location &amp; Date:</b> <b>BECCLES MEDICAL CENTRE 28th September 2020</b>	<b>Activity:</b> <b>H&amp;S – COVID SECURE PREMISES</b>
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**Issue:** **COVID SECURE WORKING ENVIRONMENT**  
 Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law.  
 HSE Covid 19 Enquiries – 0300 790 6787

<b>Number</b>	<b>Hazard</b>	<b>Possible effects/harm</b>	<b>Risk Rating H, M, L</b> Indicate the rating <b>prior</b> to controls being in place.	<b>Existing Controls</b> Provide details of control measure already in place. If measures are detailed in other documents, state where.	<b>Further action to reduce risk</b> Note the action required, responsible person and target date.	<b>Revised risk rating, H, M, L</b> Indicate the rating following implementation of controls
<b>1</b>	Infection control of Covid-19 when entering the premises of Beccles Medical Centre/Education Centre/Caxton Villa	Employees Where a group of people may be affected differently, for eg young people or expectant mothers, identify the separate effects/harm and risk rating.	HIGH	SOP Guidelines for clinical staff  Signs provided to remind staff of social distancing  Clear floor marking for flow of staff in communal corridors  Work stations to be regularly cleaned by staff and wiped down between staff members shift.  Sanitiser provided around the workplace.  Paper towels provided for hand drying facilities	All employees responsibility to ensure checks are regularly made.  Supplies & Facilities Officer responsibility to ensure adequate PPE, cleaning equipment etc is available.  Managerial / HR responsibility to follow	LOW

			<p>All staff individually risk assessed for vulnerability – WFH options, social distancing and exclusive areas.</p> <p>Cleaning of work surfaces before commencing work, masks/visors given to all staff and encouraged to use if less than 2 metres.</p> <p>Masks to be worn by all staff when moving around the building – PPE for all face to face patient contact.</p> <p>Visors recommended when sitting at desks/area occupied by other staff.</p> <p>Designated 'bubble staff teams' clearly identified when required.</p> <p>Staggering lunch breaks/ shift times/ reducing staff impact onsite to reduce risk of frequency and the amount of staff together.</p> <p>Prompt action on staff who feel unwell and quarantine, isolation rules adhered to.</p> <p>WFH options – assess all roles where WFH is an option, support IT and wellbeing in place.</p> <p>Using Rainbow personal risk assessments for staff vulnerability, includes dedicated section for staff classed under BAME group.</p> <p>Staggering lunch breaks / looking at flexible working hours to decrease 'staff congestion'</p> <p>On the advisal of a confirmed Covid case at the practice, vulnerable staff still continuing to work at the practice will be sent home.</p> <p>Deep clean of rooms after a confirmed case.</p>	<p>up on staff sickness, WFH, personal risk assessments</p> <p>Business overall responsibility for H&amp;S</p>	
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				HSE to be informed should there be a confirmed case caught at the practice i.e. patient/employee.		
2	A/A	Patients	HIGH	<p>SOP Guidelines in place.</p> <p>Advised in advance of arrival at the practice of the procedure.</p> <p>Reduce number of visits a patient needs to attend through multidisciplinary practice.</p> <p>Designated Covid area for 'hot' patients</p> <p>Hand sanitiser stations for all patients on entry – strict social distancing guidelines on entrance – use of PPE at all times for clinicians, staff and patients</p> <p>Patients using blood pressure machine filling in track and trace form.</p> <p>All those coming in for face to face appointment are asked in advance regarding symptoms of Covid to ensure correct room is used.</p> <p>Before seeing clinician they are requested to wash their hands in dedicated toilet facilities.</p> <p>Patients arriving early wait in car until their appointment time to decrease risk of 'traffic' flow.</p> <p>During inclement weather months – utilise waiting area set at social distancing measures, so that up to 4 patients may be able to be in the waiting room at any one time.</p> <p>Chairs cleaned down after every patient.</p>	A/A	LOW

				<p>Patients requested to arrive alone except in special circumstances, and if escorting a child/vulnerable relative only one parent/carer in attendance.</p> <p>All appointment times are triaged through a telephone /video consult then times for F2F staggered to decrease risk.</p> <p>Screens in place in 'The Hub' and reception area – designated and accessible Care Navigator on patient side of screen for support and emergencies.</p> <p>Aiming to be a cashless practice – where possible BACS payments requested.</p>		
3	A/A	Contractors	HIGH	<p>Precautions taken by visiting contractors for their guidelines.</p> <p>Adhering to 'employee' guidelines above – supported by staff member onsite – hand washing onsite, social distancing and PPE</p>	A/A	LOW
4	A/A	Delivery	LOW-MED	Social distancing – following delivery and Royal Mail guidelines.		LOW
5	A/A	Students	HIGH	<p>Students remain in designated areas supported by tutor</p> <p>Education Centre set out for social distanced working – PPE provided</p> <p>When working with patients, tutor must ensure that all remain socially distanced and alternative methods of teaching are supported – video consult where appropriate.</p>	<p>GP Teachers</p> <p>Supplies &amp; Facilities Officer</p> <p>IT &amp; Communications Officer</p> <p>Education &amp; Training Officer</p>	LOW

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