

Wimbledon Chiropractic Clinic RISK ASSESSMENT COVID-19 INFECTION RISK

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

B	STAFF EDUCATION				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
	Communication: All staff have read and are educated about COVID 19 as per "Corona virus resource centre information". All staff have regular communication reminded them to follow all policies and procedures including cleaning of equipment and of hands.	X	DIRECTOR: KAREN WADDINGTON	22/05/2020	22/05/2020

	<p>Training; All members of staff have read this risk assessment, including all related policies and procedures about minimising the risk of COVID 19 spread. They have provided written confirmation saying so.</p> <p>Travel to and from work; All staff will be travelling alone by car, and not using public transport.</p> <p>PPE; All staff will use single use aprons and gloves. They may use single-session masks and visors (at their and the patients discretion). All staff have read procedures about putting on and taking off PPE. All single use PPE is disposed of between patients and new PPE put on ready for the next patient. Used PPE is disposed of in clinical waste bins and collected by a clinical waste company.</p> <p>Hygiene procedures; All staff will wash hands or use hand sanitiser between patients. All staff will get changed into clean work clothes when they arrive to work. Wear short sleeves, no ties. They will regularly spray and clean any surfaces that are in contact with members of the public. Soft fabric surfaces (chairs and bench covers) will not be used. Single use gloves and aprons are being used. Single session masks and visors may be used if deemed necessary. There are no changing facilities. Clinical waste bins are being used to dispose of clinical waste</p>	X	"	"	"
	<p>Information displayed; There are posters upon entry to the building warning not to enter further if they have displayed any symptoms of COVID 19. There are posters advising patients to wait in their car, not in the waiting room. There are hand washing posters in the bathroom. There are posters for practitioners about donning and doffing PPE correctly</p>	X	"	"	"
C	HR CONSIDERATIONS				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
	<p>HR Policy: The clinic will base all HR decisions on advice from Make UK. Self employed practitioners will be directed to their professional association for any further advice.</p>	X	DIRECTOR:KAREN WADDINGTON	22/05/2020	22/05/2020

	Staff return to work criteria: Staff return to work criteria: All staff have read the clinic policy on what to do if they suspect they have COVID 19. All staff have read the clinic policy about returning to work after contracting COVID 19. In both instances they will follow strict rules and guidelines as stated by Public Health England titled "Guidance: COVID-19: management of exposed healthcare workers and patients in healthcare settings"	X	"	"	"
	Mental Health; It is acknowledged that this is a vulnerable time for many people's mental health. All members of staff who are struggling will be supported and directed to the appropriate resources for help	X	"	"	"
D	GENERAL CLEANING PRINCIPALS				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
	Cleaning Policies and Surface Sanitising: Staff will clean all reusable clinical equipment and clinical surfaces between patients using disposable cloths/paper towels and a fresh solution of general purpose detergent, or wipes/sprays with at least 70% isopropyl alcohol. Disposable cloths/sprays will go into clinical waste after cleaning. At the end of their shift, staff will do a deep clean of all used surfaces of the entire clinic. The clinic will be ventilated by opening the doors. Clinical waste bins are being used.	x	DIRECTOR: KAREN WADDINGTON	22/05/2020	22/05/2020
	Review Materials used in clinic: No fabric chairs or bench coverings will be used for the foreseeable future. The reception chairs will not be used as patients will wait outside or in their cars.	X	"	"	"
	Hand hygiene: All staff will follow hand washing advice as set out by Public Health England. Hand washing posters are present in the bathrooms. Gloves will be worn for patient contact and changed for each patient.	X	"	"	"

	Respiratory and cough hygiene – ‘Catch it, bin it, kill it’ Tissues will be easily accessible, foot operated clinical waste bins and hand hygiene facilities available.	X	"	"	"
E	PATIENT, STAFF AND VISITORS ENTRANCE TO THE CLINIC				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
	<p>Patient Triage (F2F vs Telehealth) All patients will be given the option of Telehealth appointments instead of face to face appointments. Patients will be screened over the phone at the time of booking to a) ensure they have no COVID 19 symptoms in the past 14 days, b) they are not in a high risk category of COVID 19 complications c) they deem themselves in urgent need of treatment. On booking they will receive an email reminder which will include a form that confirms all the above findings. If the patient books a face- to-face appointment via the website they will read the same screening questions and will be required to fill in the same form. Before any face to face appointment the practitioner will see if this form has been completed. The phone administrator and the practitioner both have the right to refuse face to face treatment if they deem the risk of COVID 19 to the patient or practitioner is too high.</p>	x	DIRECTOR; KAREN WADDINGTON	22/05/2020	22/05/2020
	Screening and Classification see above	X	"	"	"
	<p>Online booking and payment: Patients will pay for their appointment in the treatment room using contactless where possible (limit is now 45 pounds).We will not accept cash. Telehealth appointments can be paid for online before their appointment or via BACS within 7 days.</p>	X	"	"	"

	<p>Reduce Footfall: There will only ever be one practitioner on site with one patient. Patients waiting for their appointment will wait outside or in their car and the practitioner will come out to collect them. Patients will not be allowed to bring family or spouses inside the clinic (unless the patient is a child). There will be no administrative staff or receptionists present in the building. All members of staff understand and accept the safeguarding risks with such an arrangement.</p> <p>Time Table: The first hour of a morning and afternoon shift will be reserved for patients who are deemed at higher risk of COVID 19 complications. This is deemed the safest times of the day as they have followed a deep clean at the end of the previous shift.</p>	X	"	"	"
	<p>Patient Education: Information about the measures we have taken to mitigate risk and our updated policies and procedures will be on the website and on appointment reminders for all to read should they wish.</p>	X	"	"	"
	<p>Hand hygiene: Hand sanitiser will be placed near the entrance and exit of the building and patients encouraged to use it on both occasions.</p>	X	"	"	"
F	RECEPTION AREA				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
	<p>Reduced Footfall: There will be only one patient and one practitioner present in the treatment room at one time. As patients will be waiting outside the health centre prior to their appointment the chiropractor welcome and collect them and make sure when they walk through the pharmacy they are at least 2 metres from another individual. The pharmacy are also operating a one in one out policy.</p>	x	DIRECTOR: KAREN WADDINGTON	22/05/2020	22/05/2020
	<p>Patient Education: Public Health England posters are being displayed as appropriate around the clinic.</p>	X	"	"	"

	Physical changes: Patients will be encouraged to wait in their car so the pharmacy waiting area will not be used. There will be no toys nor magazines in the clinic. There will be no refreshments or food for patients. Staff may use water/tea/coffee facilities but must bring their own cup from home and take it home at the end of the day. There will be no linen hand towels, just disposable paper towels which must go into clinical waste.	X	"	"	"
	Hand hygiene: Hand washing posters are displayed near sinks. Hand sanitisers are available.	X	"	"	"
G	WASHROOMS				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
	Enhanced Cleaning policies: No linen hand towels to be used to dry hands, just paper towels. Disposable cloths/sprays will go into clinical waste after cleaning. Bins will be emptied at the end of each shift.	X	DIRECTOR:KAREN WADDINGTON	22/05/2020	22/05/2020
	User Education: Public Health England posters displayed in bathrooms	X	"	"	"
H	STAFF ROOMS				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
	Reduced Footfall: Only one practitioner will be allowed in clinic at a time. Cleaning Policy: No linen hand towels to be used to dry hands, just paper towels. Staff room surfaces cleaned at the end of shift using disposable cloths/paper towels and a fresh solution of general purpose detergent, or wipes/sprays with at least 70% isopropyl alcohol. Disposable cloths/sprays will go into clinical waste after cleaning. Bins must be emptied at the end of each shift and put in clinical waste bin. No cups, mugs, bowls or cutlery will be supplied, they must be brought from home	X	DIRECTOR:KAREN WADDINGTON	22/05/2020	22/05/2020

THE TREATMENT ROOM					
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
	Physical changes: No linen towels to be used during treatments, just paper roll. Patients will not get changed before or after treatment. Unessential clinical equipment will be stored away to keep surfaces free of clutter and minimise cleaning. Multi-use equipment (machines, activator massage bottles, boxes) must be cleaned after every patient using disposable cloths/paper towels and a fresh solution of general purpose detergent, or wipes/ sprays with at least 70% isopropyl alcohol. Disposable cloths/sprays will go into clinical waste after cleaning. Separate clinical waste bins are being used. Door handles will be cleaned using the same above methods. There will be no fabric chairs or bench covers. Benches will be thoroughly cleaned between patients using the same cleaning methods as above. There will be no pen and paper available, staff will use laptops for note taking	X	DIRECTOR: KAREN WADDINGTON	22/05/2020	22/05/2020
	Personal Protective Equipment for staff and patients: As per British Chiropractic PPE guidelines, fresh gloves and fresh aprons will be put on for every patient and disposed of immediately after (ie single use). Masks and Visors are available at the practitioner's discretion (eg when seeing "at risk" groups or if they deem themselves to be "at risk") and can be worn for a number of patients (single session use). Masks will be offered to each patient on entry to the building should they wish to use it. Used PPE must be disposed of as clinical waste immediately after use. Use and training: Staff have received adequate training about putting on and taking off PPE. Storage: PPE will be stored close to where it's needed for intended use. Expiry dates will be adhered to.	X	DIRECTOR: KAREN WADDINGTON	22/05/2020	22/05/2020
	Work Clothing: Staff will be encouraged to change into work clothes when they arrive at work and change again before they leave. Staff must wear short sleeves.	X	"	22/05/2020	22/05/2020
	Staff Education: Public Health England posters are displayed around clinic.	X	"	"	"

	Cleaning Protocols: Staff will clean all reusable clinical equipment and clinical surfaces between patients using disposable cloths/paper towels and a fresh solution of general purpose detergent, or wipes/sprays with at least 70% isopropyl alcohol. Disposable cloths/ sprays will go into clinical waste after cleaning. Bins will be emptied and put in clinical waste at the end of the shift. Door handles will be cleaned using the same above methods.	X	"	"	"
J	CLINICAL CONSIDERATIONS				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
	Manual Technique Selection: Staff must use their judgement when choosing what technique to use. They will consider the risk with supine treatments and consider the use of masks. They may consider that massage is not effective with gloves on, including the fact that the patient will not get changed. They will sanitise all equipment after each patient encounter (massage bottles, activator, machinery, boxes)	X	DIRECTOR: KAREN WADDINGTON	20/05/2020	20/05/2020
	Paediatrics: Only urgent appointments will be seen face to face. Staff will take into consideration the ability of the patient to control coughing and use of masks and visors as extra precaution	X	"	"	"
	Geriatrics: Staff will consider risk of complications of COVID 19 with these patients and if at all possible avoid face to face treatment, offering telehealth instead. Staff will inform patients of such risks before booking face to face treatment and only urgent cases will be seen. Face to face appointments will be offered during the first hour of the session for geriatric patients as this is deemed the least risk of coming into contact with COVID 19 following the deep clean of the clinic from the shift before. Masks will be worn to protect the patient further.	X	"	"	"
	Intra-oral Techniques: Staff will use visor, mask and second pair of gloves.	X	"	"	"

	Consent: All staff will have documented evidence that the patient does not have COVID 19 symptoms, and that the patient understands the risk of face to face appointments.	X	"	"	"
K	POST TREATMENT				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
	Online booking and payment: Should a patient require another appointment, staff can book this with the patient present. Otherwise the patient can book via the website when at home. The patient will be escorted out of the treatment room and out of the building to avoid contact with any member of the pharmacy staff or singular customer.	X	DIRECTOR:KAREN WADDINGTON	22/05/2020	22/05/2020
	Hand hygiene: patients will be encouraged to use hand sanitiser as they exit the building.	X	"	"	"
	Patient Education: Public Health England posters are displayed around clinic. There are further posters displaying information about new polices and procedures.	X	"	"	"

A	GENERAL RISKS LEVELS <u>BEFORE</u> 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	x
7	Ability to Maintain hand/other hygiene		x		
8	Workplace environment cleanliness/control			x	
9	Ability to avoid symptomatic people				x

L		GENERAL RISK LEVELS <u>AFTER</u> 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	
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		