

COVID - 19 Practice Risk Assessment

Sanders Opticians
53 Molesworth Street
Wadebridge
PL27 7DR

17 June 2020

What are the hazards: General guidelines regarding cross contamination of Coronavirus

Who might be harmed and how: Risk of infection from the general public or colleagues. Risk to employees/locums and visitors.

What we are doing:

Social Distancing

1. Pre-book all Optometrist appointments
2. Pre-book all spectacle dispensing, spectacle collections, repairs and adjustments appointments.
3. Make appointments over the phone where possible. Send appointment times to patient electronically where possible and only issue appointment cards if absolutely necessary.
4. Patients physically attending the practice to make an enquiry are allowed up to a certain point in the practice. If the practice has the maximum number of occupants, enquirers will be asked to wait outside or phone with their enquiry.
5. Reduce number of appointments to ensure there are no more than 8 people on the premises at any one time.
6. Reception waiting areas and communal spaces will be clearly marked out respecting social distance.
7. Ask patients to attend appointments on their own to reduce number of people in the practice. If necessary, allow one parent/guardian/carer/translator into the testing room to allow for social distancing from other people waiting.
8. Arrange for some review appointments, necessary follow-ups and initial consultations to be provided remotely by telephone or video communications to reduce the amount of time spent in the consulting room.
9. Be aware that in the case of an emergency it is understood that social distancing may not be achievable.
10. Add a notice on the practice exterior to this effect.
11. Add a notice about this policy to the practice website.

12. Ensure all staff members and locums are aware of all new protocols with regard to social distancing.

Hygiene for Staff and Patients

1. Advise all staff and locums that if they feel unwell at all to not attend work to create safe environment in the practice. Provide access to Covid-19 testing if necessary. Remind staff of the current public health guidance on self-isolating if they or someone they live with has symptoms of Covid-19.
2. Keep a daily log of staff and locum responses.
3. Provide advice to staff and locums in the form of posters on hand washing at each hand washing facility. Provide soap/hand sanitiser for staff/patients.
4. Advise staff and locums to wash/use hand sanitiser between each patient.
5. Advise staff and locums to disinfect all communal areas and consulting rooms between each patient. All areas should be cleaned with household disinfectant or anti-bacterial wipes regularly. This should include but is not limited to door handles, table tops, light switches, computers, surfaces touched or handled regularly by anyone and phones.
6. Practice equipment and frames should be cleaned as per the manufactures guidance.
7. Staff uniform policy to be changed to help with comfort of staff while wearing PPE. Staff to be advised to change and wash clothing daily to reflect more stringent hygiene requirements. Communicate updated uniform policy with staff.
8. All patients to be asked to use hand sanitiser on entering the practice.
9. Patients will be asked not to speak when using certain equipment.
10. Patients will be asked to use hand sanitiser or wear disposable gloves (to be provided) before they select and try on frames. Frames that have been tried on or touched by patients are to be sanitised before being returned to display stands.
11. Ensure 'germ-guards' are positioned on reception desks and optical equipment where needed.
12. Remove all newspapers and magazines from waiting areas to reduce the spread of infection.
13. Patients to be pre-screened on the day prior to their appointment to check they are well and not showing any symptoms. Patients showing symptoms or if unwell will be asked to rebook their appointment.
14. Patients to be asked to ring and cancel their appointment if they feel at all unwell on the day of their appointment.
15. Provide guidance for patients entering the practice on the use of hand sanitiser.
16. Change the use of the kitchen to ensure gloves are worn at all times and use restricted to the bare minimum.
17. Toilets restricted to staff use only and ensure wipes are available so cubicle can be cleaned and wiped down after use. Hand washing posters in each toilet.
18. Communicate new protocols to staff.

Personal Protective Equipment

1. Ensure all appropriate PPE is available to staff providing care within a two metre radius.
2. Ensure all staff are trained in the donning and doffing of PPE.
3. Ensure posters are available to advise on the use of PPE.
4. Ensure there is an adequate supply of PPE available for immediate use and for future demand.
5. Ensure all PPE meets UK standards and carries the CE mark.
6. Ensure there are covered bins for used PPE and that staff are aware that used PPE should be double bagged in black bin bags and left for 72 hours before being disposed of in the general waste. Bags should be dated when using this process.
7. Make an inventory of PPE and check it daily and re-order supplies as necessary.
8. Communicate to staff on what PPE is necessary for their particular role within the practice.
9. Communicate new protocols to staff.

Practice Layout, Furniture and Equipment

1. Ensure there is clear marking within the practice to respect the social distancing rule.
2. Ensure furniture within the practice respects the social distancing rule.
3. Ensure furniture is able to be wiped down and disinfected easily between patients (no soft furnishing).
4. Fit reception area with breath shield panels.
5. Add safety guards to optical equipment where needed.
6. Remove unnecessary items from all areas within the practice. e.g. pen holders, magazines, newspapers, leaflets and toys.
7. Communicate new protocols to staff.

Practice Cleaning

1. Ensure all communal areas are cleaned at the beginning of the day, at lunchtime and at the end of the day with household disinfectant.
2. Ensure consulting rooms and dispensing areas are cleaned between patients
3. Ensure surfaces that will be touched regularly by different individual like door handles, table tops and light switches are cleaned regularly with household disinfectant or antibacterial wipes.

4. Ensure supplies of household disinfectant and antibacterial wipes are available and monitored regularly and new supplies are ordered when necessary.
5. Communicate new protocols to staff.

Frames

1. Ensure there is a poster communicating to patients the need to use hand sanitiser or wear gloves before trying on frames and to limit the selecting of frames off display units to the dispenser only.
2. Advise patients that gloves and hand sanitiser will be provided.
3. Ensure that all frames that have been touched or tried on by patients are set aside and cleaned and sanitised before being returned to display stands.
4. Communicate new protocols to staff.

Patient Safety

1. Ensure there is a protocol to pre-screen patients over the phone the day before their appointments and on arrival, to establish they are not symptomatic.
2. Use the pre-screening form provided by the ABDO.
3. Re-arrange appointment schedules to allow extra time between patients for cleaning and to limit contact with other patients.
4. Set up specific time slots for shielded patients to attend the practice.
5. Communicate new appointment schedule to staff.

Review

1. Review with staff daily any new thoughts and procedures that they may have learned from the day before and make any changes needed.
2. Review this document weekly.
3. Review to be done by Jan Sanders