



CORONAVIRUS (COVID 19) RISK ASSESSMENT

For Vranch House Physiotherapy North Devon (at Barnstaple Health Centre)

	RISK	WHO MAY BE AFFECTED	CONTROL MEASURES	REMARKS/ RE-ASSESSMENT
1.	Incorrect or out of date guidance being adhered to	All staff	<p>The Chief Executive (CE), Head of Education (HOE) and Business Support Manager (BSM) check Government, PHE and NHS information daily for updates and changes regarding CV19. Any changes in guidelines are fed back to the staff.</p> <p>The staff are frequently reminded of the precautionary actions they must take, including hand washing and mask wearing. Staff are informed as soon as any changes are made to health and safety procedure.</p> <p>Hand washing signs are and up to date notices about CV19 symptoms are displayed in the waiting area.</p>	Ongoing
1.1				
1.2				
2.	Spreading of CV19 by visitors to the site	Staff, patients	<p>Visitors are only allowed in the department if absolutely necessary. The following measures have been taken to minimise the number of visitors:</p> <ul style="list-style-type: none"> Patients are advised to attend appointments with one parent/carer. Deliveries of supplies/equipment/etc must be left at reception and not brought into the department by the courier. Meetings with other professionals are held via video conferencing, or in a room large enough to enable social distancing. 	Regularly re-assessed
3.	Contracting or	Staff,	There are posters placed in the waiting area/hallway reminding people	Ongoing

<p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p>	<p>spreading CV19 by not washing hands adequately or frequently enough</p>	<p>patients, visitors</p> <ul style="list-style-type: none"> • Staff <ul style="list-style-type: none"> • Patients <ul style="list-style-type: none"> • Visitors 	<p>to wash their hands and use alcohol-based hand sanitiser. There are sanitiser dispensers at strategic points, including the waiting area, offices and Ax room. Written and verbal prompts are also given as follows:</p> <p>Staff are frequently reminded by the Management Team (the CE, HOE and BSM) and their line managers to wash their hands thoroughly and use hand sanitiser:</p> <ul style="list-style-type: none"> • When arriving at work and before leaving work • When entering the Department • Before and after seeing patients • After going to the toilet • Before and after preparing or eating food • After handling anything that may be unclean, or have come into contact with someone else <p>Staff are reminded via email each half term, and informally via vocal prompts daily.</p> <p>Patients and their accompanying parent/carer are asked to use hand sanitiser when entering and leaving the department.</p> <p>Visitors are asked to use hand sanitiser when entering and leaving the Department.</p>	
<p>4.</p>	<p>Contracting or spreading CV19 in common-use, high-traffic areas such as hallways, entry/exit points</p>	<p>Staff, Patients, Visitors</p> <p>Staff,</p>	<p>Several measures have been taken to reduce the traffic in communal areas:</p> <ul style="list-style-type: none"> • Fewer out patient appointments are held than usual to ensure that there is no more than one family group waiting at one time, unless they are able to socially distance. • Patients are asked to attend appointments with one parent/carer, and the parent/carer is asked not to bring the patient's siblings with them unless alternative care cannot be arranged. • Staff are asked to follow the guidelines provided by Barnstaple Health Centre (BHC) when in other areas of the building (including the kitchen and communal hallways). 	<p>Regularly re-assessed</p>

4.1		visitors	Staff and visitors are required to wear masks in all communal areas.	
5.	Contracting or spreading the virus by not social distancing	Staff, Patients, visitors	<p>All staff are asked to keep a minimum of two (2) metres distance between themselves and others wherever possible. It is appreciated that the constraints of the building's dimensions and layout means that this is not always possible, so the Management Team have taken steps to reduce the number of people in the department at any one time in order to facilitate social distancing:</p> <ul style="list-style-type: none"> • Visitors are only allowed on the site if absolutely necessary. • Patients are only allowed to bring one parent/guardian with them to their appointment. • Meetings with other professionals are held via video conferencing, or in a room large enough to enable social distancing. 	Re-assessed according to changes to Government guidelines
6.	Poor workplace ventilation leading to CV19 spreading	Staff, Patients, Visitors	<p>All of the most frequently used rooms at Vranh House ND have external ventilation, and when the weather allows the windows are to be kept open.</p> <p>The small storage rooms/file storage cupboard should have no more than one person in them at any one time. If two people need to access one of these rooms in succession then the room should be left empty and with the door open for at least 15 minutes before the second person enters. Masks should be worn in these areas.</p>	Re-assessed if room use changes or building work is carried out.
6.1				
7.	Increased risk of infection for vulnerable workers or service users	Staff and Pupils	<p>All VH (on all VH sites) staff who may be classified as 'Vulnerable' or 'Extremely Vulnerable' to CV19 have been identified.</p> <p>During lockdowns the staff categorised as such are asked to work from home in line with Government guidance.</p> <ul style="list-style-type: none"> • Affected staff have to provided VH with copies of their 'Shielding' letters. • It was made possible for these staff to work from home on full pay until either their doctor felt they could be removed from the Shielding category, or when shielding was ended formally by the Government. • On return to work the staff body was made aware that these staff 	Ongoing
7.1		<ul style="list-style-type: none"> • Staff 		

			<p>members were still at increased risk if they contracted CV19, so care regarding strict social distancing and avoiding shared work equipment etc must be taken.</p> <ul style="list-style-type: none"> • The national guidelines/information regarding Extremely Vulnerable people produced by The Government, NHS and PHE is monitored by the Management Team and any changes affecting our vulnerable staff will be acted upon as they arise. 	
8.1	<p>8. How would an outbreak be controlled if a staff member, patient or visitor tested positive for CV19?</p>	<p>Staff, Patients, Visitors</p>	<p>Vranch House will follow the guidelines produced by Public Health England and by the local Public Health Team regarding the managing and reporting of a positive test result in a school and clinical setting according to the Government/DFE guidelines:</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <ul style="list-style-type: none"> • Any staff (and/or pupils) who were in close contact with the person who has tested positive for CV19 are required to take a PCR test at their nearest testing site and not return to VH without following these processes as appropriate: <ul style="list-style-type: none"> ○ <u>If anyone in close contact receives a positive PCR result then they are required to self-isolate</u> according to Government guidelines (currently for 10 days). ○ Those in close contact with a person who tests positive may return to VH if they themselves receive a negative PCR test result <u>and have been double-vaccinated</u>, but they must take daily lateral flow tests for 10 days following the contact. ○ <u>Those in close contact who have not been double-vaccinated for CV19</u> must isolate for 10 days even if their PCR test result was negative. 	<p>Ongoing, regularly reassessed according to Government guidelines.</p>
	<p>9. CV19 being spread during the high-risk activities of preparing and eating food</p>	<p>Staff</p>	<ul style="list-style-type: none"> • 'Communal' food is not to be shared amongst the staff unless portions are individually wrapped (e.g. cake bars, individual sealed pots of fruit or yogurt etc). • Food or drink must not be left in open containers (except whilst being consumed), either on counters/tables/desks/etc or in fridges. 	<p>Ongoing, regularly monitored and re-assessed.</p>

			<ul style="list-style-type: none"> • All clean dishes and cutlery must be kept in closed cupboards or drawers (or in the owner's bag) when not being used to protect them from contamination via respiratory droplets. • Fabric tea towels/drying up cloths must not be used to dry dishes/cutlery/serving utensils/etc, disposable paper towels must be used instead. • After use dirty dishes and cutlery must be immediately washed, dried and put away. 	
10.	Not having the correct PPE when needed		<p>PPE is available to all staff, including face masks, face visors, disposable gloves, disposable aprons, washable (at a high temperature to sterilise) fabric aprons and long-sleeved fabric gowns.</p>	Ongoing, regularly reassessed according to Government guidelines.
10.1		<ul style="list-style-type: none"> • Staff <p>Staff wear full PPE during contact with patients; this must include:</p> <ul style="list-style-type: none"> • A disposable or washable gown or apron • Disposable gloves • A three-layered medical face mask <ul style="list-style-type: none"> ○ Certain patients and/or carer's may require the therapist to wear a visor rather than a mask due to a hearing impairment, emotional or learning difficulty etc. If the child will be positioned below the therapist during the appointment then a visor is not suitable (as droplets in expiration will drop below the visor) and a mask must be worn. The therapist must gain the consent of the parent/guardian before exchanging a mask for a visor. 		
10.2		<ul style="list-style-type: none"> • A two-layered (as a minimum) fabric mask may be worn when not with patients. 		
10.3		<ul style="list-style-type: none"> • Staff must wear a face mask in all areas of the department with only the following exceptions: <ul style="list-style-type: none"> ○ When eating or drinking (which must not take place in areas where patients or visitors are present). ○ When sitting at a desk working whilst facing the wall. If the staff member turns away from the wall to talk to colleagues a mask must be put on. Masks must be worn when moving around office spaces. ○ A mask need not be worn if there is only one person in the 		

10.4		<ul style="list-style-type: none"> • Patients 	<p style="text-align: center;">room.</p> <ul style="list-style-type: none"> • As per the Government guidelines on wearing masks VH recognises that some people may find it difficult to understand someone wearing a mask, or find it frightening or confusing, and in these circumstances the staff member may wear a clear visor instead (with the consent of the parent/guardian). • Patients over 11yrs old and their parent/guardian are asked to wear masks when attending appointments at VH. This is explained to the parent/guardian when VH staff telephone them to make the appointment, and they are reminded to put their mask on when they arrive at the department. • Children aged three years old or younger must NOT under any circumstances wear face masks, for safety reasons. • If the patient (if over 11yrs old) and/or their parent/guardian does not have a mask when they arrive at VH then they are provided with a disposable one by staff. 	
10.5		<ul style="list-style-type: none"> • Visitors 	<ul style="list-style-type: none"> • Visitors meeting staff members only, away from any children, are required to wear a mask and asked to practice social distancing. • Visitors who will be entering a Therapy Assessment room when a child is present are required to wear a mask, and other PPE as appropriate, and to practice social distancing where possible. 	
11.	Contracting or spreading the virus by not using PPE correctly	Staff, Patients, visitors	<p>Care must be taken when handling PPE, putting it on and taking it off:</p> <ul style="list-style-type: none"> • If worn, an apron must be put on first, followed by a mask and finally by gloves. • when removing PPE gloves should be removed first, followed by apron, and finally the mask. • The Public Health England/NHS England guide to putting on and removing PPE is included at the end of this document. • Reusable two-layer (minimum number of layers) fabric masks must be stored so that they are kept clean, and are not at risk of being accidentally handled by other people. Reusable masks should be worn for no more than four hours before they are exchanged for a clean one, and worn masks should not be stored in contact with 	Re-assessed according to changes to Government guidelines

			<p>clean ones. A small sealable plastic bag is suitable for mask storing.</p> <ul style="list-style-type: none"> • Disposable masks, gloves and aprons should only be handled by the person who will be wearing them. 	
12.1	<p>12. All at risk parties not being informed if there is a confirmed case of CV19 in a person who has been in the Department.</p>	<p>Staff, Patients, Pupils, Visitors.</p>	<p>If there is a case confirmed in someone who was on the premises when they were likely to be infected then all those who came in close contact (according to the Government definition) with them will be informed.</p> <ul style="list-style-type: none"> • VH has contact details for all staff, patients' parents/carers and visitors. • Those staff and/or pupils identified will be asked to attend their nearest testing site immediately to take a PCR test, and must not return to VH before they get the test result: <ul style="list-style-type: none"> ○ If they test positive then they must isolate according to Government guidelines. ○ <u>If they are double-vaccinated for CV19</u> and test negative then they may (pupils)/must (staff) return to VH immediately, but must take daily lateral flow tests for 10 days following their contact with the CV19-positive person. ○ <u>If they are not double-vaccinated</u> then they must self-isolate for 10 days following their contact with the CV19-positive person. • The current Government/DFE guidance will be followed: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 	<p>Ongoing</p>
	<p>13. A staff member or patient attending VH when they feel unwell, and it is not known whether they have CV19.</p>	<p>Staff, Patients, Pupils, Visitors</p>	<p>If staff experience possible symptoms of CV19 as described by the NHS (https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) then they must stay at home and take a CV19 test, and inform the Chief Executive of the result as soon as they receive it. If the test result is positive then they must self isolate for the amount of time recommended by the Government (as of August 2020 this is 10 days from the onset of symptoms, up to date guidance may be found at 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>Ongoing, re-assessed regularly</p>

13.1			<p>Symptoms currently (October 2020) include a high temperature, a new continuous cough, and/or a loss or change to the sense of taste and/or smell. Staff are able to return to work on presentation of a negative test result.</p> <p>Prior to attending on-site appointments patients are told when the appointment is booked that if they or their child feel unwell in any way (including, but not limited to, having an increased temperature or loss of their sense of taste or smell) then they must not attend their appointment, but may either book a new one or have a video call appointment at the original appointment time.</p>	
14.1	<p>14. A staff member or patient attending VH after coming into contact with a person suspected of having CV19.</p>	<p>Staff, Patients, Pupils</p>	<p><u>Unvaccinated</u> staff, patients' parents/carers and visitors are all informed that they must not come to VH if they have been in contact with a suspected (or confirmed) case of CV19 until the current Government-recommended isolation time has lapsed (currently 10 days).</p> <p><u>CV19 double-vaccinated staff</u> who come into contact with a case of CV19 must immediately attend their nearest testing centre for a CV19 PCR test. If the result is positive they must isolate for 10 days from the date of the contact. If the result is negative then they must return to work immediately, and take daily lateral flow tests until 10 days after the contact.</p> <p>Vaccinated patients and parents/carers who have come into contact with a positive case can attend VH if they have subsequently had a negative PCR test result.</p>	<p>Ongoing, regularly re-assessed according to changes in Government guidelines.</p>
	<p>15. A staff member or patient becoming ill whilst in the Department</p>	<p>Staff, Patients</p>	<p>They will be taken to a room with no other staff/patients/visitors present and the Nursing Team at the Health Centre are to be contacted. An ambulance should be called (by telephoning 999) if the person's condition requires emergency medical attention.</p>	<p>Ongoing, regularly re-assessed according to Government guidelines.</p>
	<p>16. CV19 being spread</p>	<p>Staff,</p>	<p>Pillow cases must be changed between use with different patients</p>	<p>Ongoing</p>

	amongst staff/patients through the use of fabric items such as towels and pillow cases.	Patients	Fabric towels are not to be used, disposable paper towels should be used instead.	
17.	Transmission of CV19 between staff via the use of the VH-owned vehicles.	Staff	The ND team doesn't use any of the VH-owned vehicles. The ND team use their own vehicles for work-related journeys; if more than one member of staff is attending the same appointment and travelling together in the same vehicle then all members of staff in the vehicle should wear a mask whilst travelling.	Ongoing
18.1	Transmission of CV19 between staff, or from staff to pupils or patients	Staff	Staff are required to carry out a Lateral Flow Test (LFT) at least twice per week. If they have a positive LFT then they are required to immediately attend the nearest testing site for a PCR test, and then go home and isolate until they have received the results. <ul style="list-style-type: none"> • If the result is positive then they must isolate for 10 days. • If the result is negative then they must return to work immediately and take lateral flow tests daily until 10 days after the initial positive LFT. Staff are all encouraged to have the CV19 vaccination and any advised boosters. Currently vaccination is not a legal requirement for those working in healthcare or education.	

In addition to this document the VH Physiotherapy North Devon team are also required to follow the guidance issued by Barnstaple Health Centre, particularly regarding their use of the hallways and other communal areas at the Health Centre.