

COVID 19 Risk assessment

When booking appointments, the day before the appointment and on arrival at the practice, please ask the following questions; Do you have a new continuous cough, fever, or loss or change in taste or smell? If they answer yes, they need to seek advice from 111 before we can see them.

Organisation name: Ashworth Opticians Ltd

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
|--|--|--|--|------------------------------------|-----------------|-------|
| Infection from touching door handles and light switches | All staff and members of the public, by touch | The first person to enter the building puts on gloves, sprays all door handles and light switches with the dilute solution of bleach or isopropyl alcohol, leaves for a minute and then wipes with a paper towel. | Make sure bleach or isopropyl and gloves are available Make sure clothes are not touched by bleach. | First person to enter the premises | Daily | Daily |
| Infection from touching work station surfaces | All Staff, by touch | Cleaning surfaces with wipes when starting shift, after returning from lunch and at the end of a shift | Make sure wipes are available and reorder as required | All staff | Daily | daily |
| Infection from touching PC keyboard and mouse | All staff, by touch | Cleaning keyboard and mouse with wipes when starting shift, after returning from lunch and at the end of a shift | Make sure wipes are available and reorder as required | All staff | Daily | daily |
| Infection from touching PDQ machine | All front of house staff, by touch | Cleaning the PDQ machine with wipes after every use | Make sure wipes are available | All Front of house staff | Daily | Daily |
| Infection from touching pens, keys, frame and facial measuring tools | All front of house staff and members of the public | <ul style="list-style-type: none"> Do not offer pens for Pxs to use – they do not need to sign NHS forms or questionnaires, just write COVID19 instead. Use your own lanyard pen only. Clean with wipes every time you use them and put them away clean | Make sure wipes are available | All staff | Daily | Daily |
| Infection from other members of staff | All staff, and members of the public, by airborne particles, and touch | <ul style="list-style-type: none"> Maintain social distancing of 2 meters Wear a mask if you need to be within 2 metres Bring your own drink, to avoid sharing kettle/mugs/milk/fridge etc | Understand how far 2 meters is Make sure masks are available | All staff | Daily | Daily |

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| Members of the public infecting each other | Members of the public, by airborne particles and touch | <ul style="list-style-type: none"> ● Keep chairs 2 metres apart ● Maximum of two patients in the practice at a time. Locked door policy to control ● Direct waiting patient to chair furthest from door, to allow a second patient to enter safely. | <ul style="list-style-type: none"> ● Put up signs for social distancing ● Mark floor to keep chairs at correct distance. | Staff | 22/06/20 | Daily |
| Infection from members of the public | All staff, and other members of the public, by airborne particles and touch | <ul style="list-style-type: none"> ● On entering the premises, ask the member of the public to use hand sanitiser ● Maintain social distancing of 2 meters ● If you have to get closer, wear a face covering and ask the member of the public to do so too ● If you have to touch the member of the public, wear gloves or wash hands before and afterwards ● Limit the numbers of people in the building and each room to ensure the 2-meter rule ● Ask px to hand sanitise again before dispensing | <ul style="list-style-type: none"> ● Direct px to the hand sanitiser stand ● Understand how far 2 meters is ● Make sure masks are available – ask Px to use their own mask and if they don't have one, offer them one of ours ● Make sure gloves are available ● Wear a face shield if you feel more comfortable (see information at end) ● Ensure members of the public also maintain social distancing ● Clean perspex barriers at the beginning of the day, after lunch and at the end of the day. | All front of house staff | Daily | Daily |
| Infection from deliveries | All staff, by touch | Wear gloves whilst opening and handling deliveries, wipe everything with wipes and dispose of gloves afterwards. Or wash hands before and after handling. | Make sure that wipes, gloves and soap are available | All staff | Daily | Daily |
| Infection from frames after frame selection | Front of house staff, by touch | Cleaning all frames that have been touched by the public with wipes after every touch, before putting back into the shelves. Collect frames in plastic tray. | A UVC steriliser to place frames in steriliser for 90 seconds before putting back on shelf. Until it arrives, wipe or wash with soap and water. Also wipe down tray. | All front of house staff | Daily, and UVC by end of July | Daily |
| Infection from members of the public during the dispensing process | Dispensers and Optometrists by airborne particles and touch | <ul style="list-style-type: none"> ● Maintain social distancing as much as possible ● If you have to get closer, wear a face covering and ask the member of the public to do so too ● If you have to touch the member of the public, wear gloves or wash hands before and afterwards ● A single use apron can be used if required ● A face shield can be used if required ● Clean any rulers and measuring instruments with wipes after use and before putting away ● Clean any tools used with clinell wipes | The UVC steriliser can be used to disinfect all measuring instruments and tools used. Till then, wipe. Make sure there is an adequate supply of PPE and that it is disposed of appropriately | All dispensers | Daily, and UVC by end of July | Daily |
| Infection from | Optometrists, | <ul style="list-style-type: none"> ● Wear single use apron | See: https://www.gov.uk/government/publications/coronaviru | Optometrists | Daily | Daily |

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| member of the public during appointments in the consulting rooms | by airborne particles and by touch | <ul style="list-style-type: none"> Wear single use gloves Wear face mask Maybe wear face shield Remove items correctly and dispose of them appropriately* After every appointment, clean all surfaces that have been touched by Px with wipes | s-covid-19-personal-protective-equipment-ppe-plan/covid-19-personal-protective-equipment-ppe-plan Make sure there are enough stocks of appropriate PPE and wipes | | | |
| Infection from handling cash | All staff, by touch | Wear gloves whilst handling cash and dispose of correctly afterwards, or thoroughly wash hands with soap and water after handling cash | Make sure gloves are on reception and liquid soap is by every sink. Make sure sealable plastic bags for cash are available. | All staff | Daily | Daily |

- Single use items of PPE are gloves, aprons and wipes
- Sessional use items of PPE are face masks
- Reusable items of PPE are face shields, slit lamp breath shields, perspex barriers
- *All single and sessional use PPE to be double bagged at the end of the day and then put in normal waste after 72 hours
- All reusable PPE such as face shields to be cleaned after each Px episode, or when removed, as appropriate

Information on face shields

To be most effective in stopping viral spread, a face shield should extend to below the chin. It should also cover the ears and "there should be no exposed gap between the forehead and the shield's headpiece.

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