

<b>Date:</b>	10/6/2020
--------------	-----------

<b>Assessors Name:</b>	<b>Marianne Killick</b>			<b>Review Date:</b>	Ongoing – as per government guidance updates
------------------------	-------------------------	--	--	---------------------	--

<b>Endorsed By:</b>		<b>Signature:</b>		<b>Position:</b>		<b>Date:</b>	
---------------------	--	-------------------	--	------------------	--	--------------	--

<b>Description of assessment</b>	Risk assessment for the current Coronavirus (COVID-19) situation in the workplace/clinic. COSHH assessment.
----------------------------------	---

<b>Location Details</b>	<b>Marianne Killick Acupuncture, Alexandra House, 33 Alexandra Road, Wisbech PE13 1HQ</b>
-------------------------	---

What are the hazards?	Who might be harmed?	Controls required.	Additional controls.	Action by who?	Action by when?	Done (date).
Spread of Covid -19 Coronavirus	<ul style="list-style-type: none"> <li>• <b>Patients</b></li> <li>• <b>Location visitors</b></li> <li>• <b>Practitioners</b></li> <li>• <b>Vulnerable groups (high risk) patients/visitors/practitioners/staff</b> <ul style="list-style-type: none"> <li>- <b>with a pre-existing medical condition, elderly or pregnant.</b></li> </ul> </li> <li>• <b>Anyone else who physically comes into contact with any of the above after</b></li> </ul>	<p><b>Hand Washing (patients, visitors, practitioner)</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place upon entering the clinic (min 20 secs).</li> <li>• <a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a></li> <li>• Drying of hands with disposable paper towels.</li> <li>• Gel sanitisers in any area where washing facilities not readily available.</li> <li>• Staff encouraged to protect skin by applying emollient cream regularly. <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> </ul>	<p>Patients/visitors to be reminded on a regular basis to wash their hands for 20 seconds and practitioners 60 seconds before and after patient contact..</p> <p>Water, soap and the importance of proper hand drying with paper towels.</p> <p>Also remind to catch accidental coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Tissues will be made available throughout the workplace/clinic.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme. <a href="https://www.hse.gov.uk/skin/professionals/health-surveillance.htm">https://www.hse.gov.uk/skin/professionals/health-surveillance.htm</a> (Northern Ireland)</p>			

	<p><b>entering/exiting the workplace/clinic.</b></p>	<p><b>Handwashing (cont'd) – practitioners or anyone in direct physical contact with patients or otherwise inside workplace/clinic.</b></p> <ul style="list-style-type: none"> <li>• Handwashing (min 60 secs).</li> <li>• Upon entering the clinic, regular intervals throughout the day and upon exiting the clinic.</li> <li>• Prior to patient contact and in-between each patient.</li> <li>• Prior to donning and after doffing of Personal Protective Equipment (PPE).</li> <li>• Practitioners requested to attend free online training on correct handwashing technique for health professionals. <a href="https://openwho.org/courses/IPC-HH-en">https://openwho.org/courses/IPC-HH-en</a></li> </ul>	<p>Print hand washing posters for washroom facilities. <a href="https://www.who.int/gpsc/5may/resources/posters/en/">https://www.who.int/gpsc/5may/resources/posters/en/</a></p> <p>Signage upon entering clinic to remind everyone to wash hands or use hand gel immediately upon entry.</p>			
--	--	---	---	--	--	--

		<p><b>Personal Protective Equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>• Appropriate and unused PPE gear must be made available to whoever needs it within the workplace/clinic setting and it is to be suitable for the task on hand.</li> <li>• practitioners must be given access to training of donning and doffing of PPE gear. Free course training available through the link below.</li> <li>• Practitioners must don &amp; doff PPE gear in-between patients. , gloves, apron etc...</li> </ul> <p><a href="https://openwho.org/courses/IPC-PPE-EN">https://openwho.org/courses/IPC-PPE-EN</a></p> <ul style="list-style-type: none"> <li>• Based on the current available evidence, the WHO recommended PPE for the care of COVID patients are CONTACT and DROPLET precautions, with the exception of aerosol</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Disposable medical masks</b> are to be used in a clinical setting to prevent the spread of Covid through contact and droplets. <b>6 key steps to putting on and taking off a medical masks:</b></li> </ul> <ol style="list-style-type: none"> <li>1. Before you touch the mask you should wash your hands with alcohol-based hand rub if your hands are not visibly soiled for 20 to 30 seconds, or soap and water if your hands are visibly soiled for approximately 40 to 60 seconds.</li> <li>2. Take a face mask and inspected for any tears or holes.</li> <li>3. Orient which side is the top side of the mask. This is the side of the mask where the metal strip is.</li> <li>4. Ensure proper side of the mask faces outwards. Usually this is the coloured side, so the colour side on the outside and the white side on the inside.</li> <li>5. Place the mask to your face pinch the metal strip or stiff edge of the mask so it molds to the shape of your nose and place the elastic loops behind your ears.</li> </ol>			
--	--	--	---	--	--	--

		<p>producing procedures, which require CONTACT and AIRBORNE (hence, a respirator mask such as N95, FFP2, FFP3).</p> <p><b>Note:</b> A regular medical mask is required for a clinical setting. With the aim to prevent infection through contact and droplets.</p>	<p>6. Pull down the mask's bottom so it covers your mouth and your chin.</p> <ul style="list-style-type: none"><li>• <b>Medical mask removal</b> –</li></ul> <ol style="list-style-type: none"><li>1. To take off the mask, remove the elastic loops from behind the ears while keeping them ask away from your face and clothes to avoid touching potentially contaminated surfaces of the mask.</li><li>2. Afterwards, discard the medical mask immediately in a non-touch bin. And finally, perform hand hygiene using either alcohol-based hand rub or if visibly soiled wash our hands with soap and water.</li></ol>			
--	--	--	--	--	--	--

		<p><b>Disposable gloves</b></p> <p>Disposable gloves to be provided to practitioners and any patient who requests them.</p> <p><b>Glove selection:</b></p> <ol style="list-style-type: none"> <li>1. Provide suitable protection for the task/situation.</li> <li>2. Be the correct size</li> <li>3. Hands should also be clean and dry before putting a glove on.</li> </ol> <p><b>Disposable aprons</b></p> <p>Disposable aprons should be used over practitioner's scrubs and changed in-between patients or when soiled. Cleaning staff may also wear disposable aprons. Again appropriate PPE education will be provided, see link above. Donning and doffing of PPE.</p> <p><b>Clinic soft furnishings</b></p> <ul style="list-style-type: none"> <li>• None: all chairs and treatment couches are</li> </ul>	<p><b>How-To Guide for the Removal (Doffing) of Disposable Gloves:</b></p> <ol style="list-style-type: none"> <li>1. Pinch and hold the outside of the glove near the wrist area.</li> <li>2. Peel downwards, away from the wrist, turning the glove inside out.</li> <li>3. Pull the glove away until it is removed from the hand and hold the inside-out glove with the gloved hand.</li> <li>4. With your un-gloved hand, slide your finger/s under the wrist of the remaining glove, taking care not to touch the outside of the glove.</li> <li>5. Again, peel downwards, away from the wrist, turning the glove inside out.</li> <li>6. Continue to pull the glove down and over the inside-out glove being held in your gloved hand.</li> <li>7. This will ensure that both gloves are inside out, one glove enveloped inside the other, with no contaminant on the bare hands.</li> <li>8. Dispose of gloves immediately and safely.</li> </ol>			
--	--	---	---	--	--	--

		<p>covered with an easy wipe non porous material to avoid cross contamination.</p> <p><b>Clinic Hygiene</b></p> <ul style="list-style-type: none"> <li>• Remove business cards and magazines.</li> <li>• Patient clothes/shoes to be placed in plastic box which is cleaned after the patient goes.</li> <li>• Ensure all surfaces are regularly cleaned throughout the day and in-between patients.</li> <li>• Ensure door handles, reception are cleaned in-between all staff, visitor and patient use.</li> <li>• Ensure treatment couch is protected and cleaned in-between each patient use. Particular care given to face hole area.</li> <li>• Hard seats are preferable for easy cleaning.</li> <li>• If possible have all form filling done online prior to patient appointment. Reduce the need of paperwork and pens.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff members (including practitioners) should not come into work with any Covid 19 symptoms or if exposed to anyone with Covid 19.</li> <li>• Staff should be advised to self-isolate according to government recommendations and to contact 111 for further advice.</li> <li>• As an extra precaution staff, visitors and patients should have their temperature (non-contact thermometer) taken before entering the clinic location.</li> <li>• Patients should be contacted before their treatment time to check there is NO Covid 19 symptoms or exposure prior to clinic entry.</li> <li>• Hand shaking, hugging or any other physical contact should be avoided beyond what is required for the patient’s treatment plan.</li> <li>• Provide clear signage – reminding everyone not to enter the clinic with Covid 19 symptoms or recent exposure.</li> <li>• Ensure people remain 6 feet apart except when not applicable – e.g practitioner/patient (treatment room).</li> </ul>			
--	--	---	--	--	--	--

		<ul style="list-style-type: none"><li>• New and current Patient assessments can be done with the use of online forms, video conferencing or phone. This is especially important for tongue diagnostics.</li><li>• Stagger appointments to avoid patient to patient contact. Allow only one patient per time slot. Providing enough time for adequate cleaning.</li><li>• Avoid use of waiting room. And where required socially distanced chairs signalled.</li></ul>	<ul style="list-style-type: none"><li>• Face mask, gloves and aprons are to be removed into a lidded bin and retained for 72hours prior to disposal. Any PPE soiled with patient fluids to be classed as medical waste. Dispose of appropriately.</li></ul>			
--	--	---	---	--	--	--