



What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Staff Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business 	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Gel sanitisers located throughout the building. 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch 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>Single use hand towels available throughout the building.</p> <p>Removal of fabric tea towels/cloths etc. Discourage the use of hand dryers.</p> <p>Posters displayed throughout the building.</p> <p>Hand gel provided</p>	Infection Control Lead/ Management Team	March 2020	

		<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Encourage staff to report any problems. Wipes to be made available for all staff to use on work stations, keyboards, telephones etc.</p> <p>Contract cleaning staff briefed in line with guidance from the British Institute of Cleaning Science. Cleaners paying particular attention to cleaning door handles, push plates, handrails and other key contact areas. Daily cleaning product is also a sanitising product. Deep cleaning support also offered as and when needed.</p>	<p>Infection Control Lead/ Management Team</p>		
		<p>Infection Control Reduce clutter in all areas of the practice Work Station cleaning by staff at the end of shift. Surface and equipment cleaning between patients. Additional cleaning to high use areas, such as kitchens and bathrooms.</p>	<p>Cleaning wipes made available to staff. Signs situated in kitchen reminding staff to wash hands on entering and leaving the kitchen.</p> <p>Hand sanitiser situated around the building</p>	<p>IncorGroup</p> <p>Management Team/HOD's/Infection Control Lead</p>	12 th March	March 2020
		<p>Social Distancing Social Distancing - Reducing the number of persons to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p>	<p>HOD's/ Management Team</p>	March 2020	

		<p>Review work stations for all staff. Relocating some staff to alternative work stations.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in Kitchen.</p>	<p>Staff offered the opportunity to work in a separate room where capacity allows.</p> <p>A member of staff situated at entrance to monitor footfall of patients into the building including those attending the Pharmacy, to prevent overcrowding.</p> <p>Social distancing signs and a barrier placed in the entrance to separate the queue for Pharmacy and those attending the surgery.</p> <p>Notice placed on back door to ask patients to use the front, main entrance</p> <p>Markers in place indication two metre rule.</p> <p>Shield in place on Ground Floor and First Floor Reception, barrier in place to ensure patients stand two metres away from the reception desk</p> <p>Shields to be replaced with Screens.</p> <p>All staff have access to Microsoft Teams. All staff meetings to be held online</p> <p>Handwashing signs in place</p> <p>Social Distancing signs in place in staff areas</p>	<p>HOD's/Management Team</p> <p>Management Team/HOD's</p>		
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		<p><u>Supply of PPE</u> Adequate supplies of PPE provided</p>	<p>Masks, Gloves and Aprons given to each member of staff. PPE available for all staff. Supplies of PPE located: Reception, Emergency Trolley's, Doctors Cupboard, Cupboard in AAU corridor and Management Office. Daily stocktake of PPE completed and submitted online to ensure ongoing supplies PPE available in Doctors Cupboard for home visits.</p> <p>Supply of PPE available on trolley outside the Isolation Room 6.</p>	<p>Management Team/Infection Control</p>	<p>March 2020</p>	
		<p><u>Hot Hub</u> Where a doctor triages a patient who is suspected/confirmed Covid-19 positive. The doctor will refer the patient to the Hot Hub following the correct process.</p>	<p>Patients referred to the Hot Hub to minimise the risk of potential Covid 19 positive patients attending the surgery Process for referral to the Hot Hub can be found on Clarity Teamnet.</p>	<p>Management Team</p>	<p>March 2020</p>	

		<p><u>Isolation Corridor/Consultation Room</u> If a patient needs to be seen face to face in the surgery the isolation room (room 6) must be used. Room 6 has been allocated for this purpose. This is for non-suspected Covid 19 conditions. Suspected Covid 19 will be referred to the Hot Hub.</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and testing will be organised. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>	<p>The requesting GP will book the patient into the Isolation room on the screen. PPE trolley is situated outside room 6 AAU corridor for GP use before entering the isolation room. PPE guidance is displayed on the noticeboard above the PPE trolley. When the patient arrives at the surgery they will enter the building through the Isolation Corridor that leads directly into the Isolation Room (room 6).</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Staff Huddle via Microsoft Teams daily at 11:00 and information added to Clarity Teamnet.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Employee Assistance Programme available to all staff. Information of this displayed throughout the building and on Clarity teamnet</p>	<p>Management Team</p> <p>Management Team</p> <p>Management Team/HOD's</p> <p>Management Team</p>	<p>March 2020</p> <p>March 2020</p> <p>25th May 2020</p>	
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