

The Physio Clinic COVID-19 Risk Assessment

Rational for risk factors

COVID-19 transmission risk mainly arises from:

- Contact
- Droplet Spread e.g. coughs and sneezes
- Contaminated surfaces

Who might be harmed?

Risk assessment for COVID-19 infection risk is to avoid harm to staff (Employed and Self Employed), Patients, Cleaners, Contractors and any other visitor.

How might they be harmed?

Risk assessment for COVID-19 infection risk is to reduce the potential for an individual coming into contact with COVID-19 virus.

| GENERAL RISK LEVEL of COVID TRANSMISSION BEFORE MITIGATIONS | | | | | |
|---|--|--|-----|--------|------|
| RISK FACTORS TO CONSIDER | | LEVEL OF RISK PRIOR TO PRECAUTIONARY/MITAGATION ACTION TAKEN | | | |
| | | Very Low | Low | Medium | High |
| 1 | Patient/Public facing interactions | | | | X |
| 2 | Ability to maintain social distancing at work | | | | X |
| 3 | Number of different people sharing the workplace | | | | X |
| 4 | Travel to and from work | | X | | |
| 5 | Workplace entry and exit | | | X | |
| 6 | Availability and use of PPE | | | | X |
| 7 | Ability to maintain hand/other hygiene | | X | | |
| 8 | Workplace environment cleanliness/control | | X | | |
| 9 | Ability to avoid symptomatic people | | | | X |

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| STAFF EDUCATION | | | | | |
|-----------------|---|-----------------------|---------------------------------|------------------------------------|----------------|
| | MITIGATION ACTIONS TO TAKE | RISK FACTOR MITIGATED | RESPONSIBLE PERSON | ACTIONED BY WHEN? | DATE COMPLETED |
| | <p><u>COMMUNICATION</u></p> <ul style="list-style-type: none"> - Information forwarded to staff & contractors regarding the risk assessment and official guidelines - Coronavirus Resource centre - Information updated if new guidelines are published are forwarded on to staff and contractors. - reminder of hygiene & PPE policy | 1,2,3,4, 5,6,7,8,9 | PT | PT emailed on 28/5/20 to all staff | 28/5/20 |
| | <p><u>TRAINING</u></p> <ul style="list-style-type: none"> - Once training has taken place staff and contractors must sign to confirm they have read and understood the policies - HR record all staff and contractors comply and update yearly. | 2,3,4,5,6, 7,8,9 | PT to get sign sheet from staff | On return to work | |
| | <p><u>TRAVEL ADVICE TO AND FROM WORK</u></p> <ul style="list-style-type: none"> - Traveling on public transport where there is a greater risk of infection, advised to avoid if at all possible. - Staff & contractors who travel by PT will be advised that they need to bring a change of clothes in a bag, once arriving at work they need to change into their clean clothes in the toilet and bag previous clothing | 1,4,9 | Staff & contractors | PT emailed on 28/5/20 to all staff | 28/5/20 |

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|--|---------|----------------------------------|------------------------------------|---------|
| <p><u>PPE</u></p> <ul style="list-style-type: none"> - All clinical staff to complete training COVID-19: Donning and doffing of Personal Protective Equipment in Health and Social Care Settings - how to don and doff PPE for non-Aerosol Generating Procedures - Ensure contractors have training in PPE use. - Reviewed & updated annually or when guidelines change | 6 | Clinical staff Cleaning staff | PT emailed on 28/5/20 to all staff | 28/5/20 |
| <p><u>HYGIENE PROCEDURES</u></p> <ul style="list-style-type: none"> - Online training for all Staff & Contractors - https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ - Hand sanitiser pumps on main entrance, reception and clinic rooms - Certificates recorded & annual update done. | 7,8 | Staff and contractors | PT emailed on 28/5/20 to all staff | 28/5/20 |
| <p><u>INFORMATION DISPLAYED</u></p> <ul style="list-style-type: none"> - Information posters on all entrances, reception, clinical rooms & in communal area | 6,7,8,9 | PT | Posters to be put up 27/5/20 | 27/5/20 |

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| GENERAL CLEANING PRINCIPALS | | | | | |
|-----------------------------|--|-----------------------|----------------------------------|-------------------|----------------|
| | MITIGATION ACTIONS TO TAKE | RISK FACTOR MITIGATED | RESPONSIBLE PERSON | ACTIONED BY WHEN? | DATE COMPLETED |
| | <p><u>CLEANING POLICIES AND SURFACE SANITISING</u></p> <ul style="list-style-type: none"> - Cleaning of all hard surfaces concentrating on the high traffic area's such as door handles, light switches, computer keyboard, etc. - Have cleaning rota in place. - Make sure cleaning takes place when there is a staff / contractor change. - Weekly sanitisation service | 7,8 | Cleaning Contractors & all staff | PT 27/05/20 | 27/5/20 |
| | <p><u>STOCK LEVELS</u></p> <ul style="list-style-type: none"> - Weekly stock take of cleaning materials - Ordering adequate cleaning material | 6.7.8 | Admin Team | 27/05/20 | 27/5/20 |
| | <p><u>HAND HYGIENE</u></p> <ul style="list-style-type: none"> - Public health England Handwash Poster in toilets, kitchen and clinical rooms - All staff & contractors need to have completed hand hygiene course | 7,8 | Contractors and staff | PT 28/05/20 | 28/5/20 |
| | <p><u>RESPIRATORY AND COUGH HYGIENE</u></p> <ul style="list-style-type: none"> - Catch it, bin it, kill it - Tissues made available, all waste bins need to be lined and foot operated. Hand drying towels paper disposable only. | 7,8 | Contractors, visitors & staff | 28/05/20 | 28/05/20 |

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| PATIENT, STAFF AND CONTRACTORS ENTRANCE TO THE CLINIC | | | | | |
|---|---|-----------------------|--------------------|-------------------|----------------|
| | MITIGATION ACTIONS TO TAKE | RISK FACTOR MITIGATED | RESPONSIBLE PERSON | ACTIONED BY WHEN? | DATE COMPLETED |
| | <p><u>PATIENT TRIAGE</u></p> <ul style="list-style-type: none"> - Therapist to triage and decide whether it is appropriate to see patient on a face to face basis. - Video consultations offered as first line of choice. - Extremely vulnerable or shielded will be discouraged from Face to face in stage 2 (see special considerations below) - Patient asked screening questions on booking the appointment and at entry to Clinic for signs of Covid-19 - Poster on door refusing entry for those with symptoms. - Include screening link in email appointment confirmation check if you have coronavirus symptoms - Coronavirus (COVID-19) | 1,9 | All Staff | 28/05/20 | 28/5/20 |
| | <p><u>SOCIAL DISTANCING IN RECEPTION</u></p> <ul style="list-style-type: none"> - To reduce the need for social distancing one therapist in Stage 2 reopening plan and staggered appointment times in stage 3 - Patients advised to arrive at allocated time in email confirmation - Markers on floor, Waiting area chairs 2 meters apart - Patients may be asked to return to their car until their appointment time. - Any unessential guest will be refused entry. - Video surveillance 'RING' doorbell system, with two-way communication to ensure triage before entry and enhance security due to reduced number of people on site. | 1,2,3,5,9 | All Staff | 27/05/20 | 27/5/20 |

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|---|---------------|------------------------------|----------|----------|
| <p><u>ADDITIONAL NON-ESSENTIAL STAFF</u></p> <ul style="list-style-type: none"> - No work experience students till further notice | 3,9 | PT admin | 23/03/20 | 23/03/20 |
| <p><u>HYGIENE</u></p> <ul style="list-style-type: none"> - Gaps between appointment times allowing time for patient to leave, PPE to be changed and disinfect couches and any other surfaces that the patient may have been in contact with. | 1,2,3,5,7,8,9 | All staff | 28/05/20 | 28/05/20 |
| <p><u>HAND HYGIENE</u></p> <ul style="list-style-type: none"> - Hand sanitiser at entrance with signage, all staff, contractors & visitors are required to use on entering clinic. - How to use hand sanitizer poster. | 7,8 | Staff, contractors, visitors | 27/05/20 | 27/05/20 |
| <ul style="list-style-type: none"> - <u>PATIENT EDUCATION</u> - Poster on door advising entrance criteria self-check - Information on measures the clinic has put in place to mitigate risk of Covid-19 emailed on confirmation email - This is to be reviewed and updated on a regular weekly basis. - Portrayed to General public via social media and email appointment confirmation | 1,5,9 | PT | 27/05/20 | 27/5/20 |
| <p><u>REDUCE FOOTFALL</u></p> <ul style="list-style-type: none"> - One clinical staff in the building at any one time in stage 2 reopening plan. - One other staff for reception cover - Staggered appointments and total 3 staff in stage 3 of plan - Gaps between appointments for visitors to vacate the building before next patient arrives - Patients advised to arrive at the appointment time and possible delays | 2,3,9 | Contractors & staff | 27/05/20 | 27/05/20 |

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| RECEPTION AREA | | | | | |
|----------------|---|-----------------------|-------------------------------|-------------------|----------------|
| | MITIGATION ACTIONS TO TAKE | RISK FACTOR MITIGATED | RESPONSIBLE PERSON | ACTIONED BY WHEN? | DATE COMPLETED |
| | <p><u>SOCIAL DISTANCING</u></p> <ul style="list-style-type: none"> - Perspex Glass installed between receptionist's desk and visitors - Receptionist must remain at all time a min of 2 meters away from visitors and staff | 1,2,9 | PT | 29/5/20 | |
| | <p><u>REDUCE SURFACE INFECTION</u></p> <ul style="list-style-type: none"> - Payments to be made by contactless if possible. - Reduce paper contact by emailing instead - All magazines, leaflets to be removed. - No refreshments via non disposable cups. - Water available only with single use cups via reception staff - Review when new guidelines are released. - Wiping of all contact points after each patient visit | 1,2,7,8,9 | | 28/05/20 | 28/5/20 |
| | <p><u>HAND HYGIENE</u></p> <ul style="list-style-type: none"> - Adhere to hand hygiene policy - Hand sanitiser pump in reception | 7,8 | Staff, contractors & Visitors | 27/05/20 | 27/5/20 |

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| TOILETS/ STAFF ROOMS | | | | | |
|----------------------|---|-----------------------|---------------------|-------------------|----------------|
| | MITIGATION ACTIONS TO TAKE | RISK FACTOR MITIGATED | RESPONSIBLE PERSON | ACTIONED BY WHEN? | DATE COMPLETED |
| | <p><u>CLEANING POLICY</u></p> <ul style="list-style-type: none"> - Cleaning surfaces in the washroom on a 2-hourly basis - Signed rota for cleaning. - Check stock of paper towels and soap on cleaning schedule. - Display poster regarding hand hygiene. | 7,8 | PT, cleaners, staff | 27/05/20 | 27/5/20 |
| | <p><u>REDUCE TRANSMISSION OF COVID-19</u></p> <ul style="list-style-type: none"> - Reduce footfall - Cleaning policy - Reduce number of utensils and crockery - Individuals must clean own utensils and crockery - Clean surfaces after use | 3,8,9 | Contractors & staff | 27/05/20 | 27/5/20 |

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| TREATMENT ROOMS | | | | | |
|-----------------|--|-----------------------|-------------------------|-------------------|----------------|
| | MITIGATION ACTIONS TO TAKE | RISK FACTOR MITIGATED | RESPONSIBLE PERSON | ACTIONED BY WHEN? | DATE COMPLETED |
| | <p><u>REDUCE SURFACE INFECTION</u></p> <ul style="list-style-type: none"> - Remove Couch Covers - Wipe chair between uses - Face savers, Use only wipeable face savers and additional single use covers. - Limit the surfaces that are touched by the patient, i.e. Therapist to open and shut doors. - Pillows replaced with hospital grade plastic pillows. if necessity use covers for individual use only. Paper towel on all pillow/couch surfaces. | 1,6,7,8 | Contractors | 28/05/20 | 28/05/20 |
| | <p><u>REDUCE CONTACT INFECTION</u></p> <ul style="list-style-type: none"> - PPE – all therapist to have certificate of online course completed. - PPE course to be renewed annually. - Therapist must assess patients need for PPE. - https://www.gov.uk/government/publications/wuhannovel-coronavirus-infection-prevention-and-control | 1,6,7,8,9 | Contractors | 28/05/20 | 28/5/20 |
| | <p><u>PPE</u></p> <ul style="list-style-type: none"> - PPE – Changed immediately after each patient - Masks for sessional use unless damages or contaminated. - Storage is close to the point of use, clean, and dry - Expiry dates must be adhered to, weekly stock check of all PPE should take this into account | 6 | Contractors & all staff | 28/5/20 | 28/5/20 |

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| <p><u>WORK CLOTHING</u></p> <ul style="list-style-type: none"> - Uniform should be washed ideally at 60 degrees or highest possible temperature - Spare uniform should be kept in clinic just in case of any contamination | 7,8 | Contractors staff & | 28/05/20 | 28/5/20 |
| <p><u>SURFACES & EQUIPMENT</u></p> <ul style="list-style-type: none"> - Reduce possible risk of transmission by removal of any additional unneeded items. - Wipe Reusable non-invasive patient care equipment after each patient visit Routine decontamination of reusable non-invasive patient care equipment | 7,8 | All staff & Contractors | 28/05/20 | 28/5/20 |

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| CLINICAL CONSIDERATIONS | | | | | |
|-------------------------|--|-----------------------|--------------------|-------------------|----------------|
| | MITIGATION ACTIONS TO TAKE | RISK FACTOR MITIGATED | RESPONSIBLE PERSON | ACTIONED BY WHEN? | DATE COMPLETED |
| | <p><u>MANUAL TECHNIQUE SELECTION</u></p> <ul style="list-style-type: none"> - Therapist's must use their judgement to consider the relative risks associated with the technique selection. | 1,9 | Contractors | 28/05/20 | 28/5/20 |
| | <p><u>MODALITIES</u></p> <ul style="list-style-type: none"> - Using any instrument or machine therapist must clean immediately after each use. | 8 | Contractors | 28/5/20 | 28/5/20 |
| | <p><u>GERIATRICS, VULNERABLE</u></p> <ul style="list-style-type: none"> - Patients aged 70 or older are currently identified in the NHS risk criteria as being "moderate risk of developing complications from Covid-19 infection" - These patients need to be informed of the increased risk prior to treatment and taking consent - Risk factors to be explained on telephone triage call before face to face consultation can take place. - Review if government guidelines change. - https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19 | 1,9 | Contractors | 28/05/20 | 28/5/20 |

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|--|---|----------------|----------|--|
| <p><u>CONSENT FOR TREATMENT</u></p> <ul style="list-style-type: none"> - Therapist's must document that they have informed the patient of the risk associated with attending the clinic, and confirm they are not showing any signs of Covid-19 - If a clinician determines it is necessary to see a patient face-to-face, they must discuss the risks of this contact with the patient, and the measures that will be taken to mitigate risk and gain their consent for treatment. While public information on COVID-19 is extensive a clinician should not assume that a patient understands: <ul style="list-style-type: none"> ❖ <i>The mechanisms and risks of transmission and exposure.</i> ❖ <i>The nature of close patient contact during a physiotherapy consultation.</i> ❖ <i>The level of PPE that a clinician will be required to wear.</i> ❖ <i>The infection prevention and control measures that must be taken.</i> ❖ <i>It is never appropriate to use disclaimers. This is because a clinician's duty to take reasonable care is absolute and any advice/treatment/recommendation given must be based on clinical judgement. Therefore, patients cannot be asked to participate in a physiotherapy programme 'at their own risk'. Rather, clinicians should document in the patient's clinical record that risks have been discussed and that the patient gives consent or not for treatment to proceed with a face-to-face consultation.</i> - New consent forms including symptoms for Covid-19 are in place and to be used prior to treatment. - Ongoing, documented verbal consent after the initial signed consent for follow up treatments. | 1 | Clinical staff | 10/06/20 | |
|--|---|----------------|----------|--|

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| POST TREATMENT | | | | | |
|----------------|--|-----------------------|-----------------------------------|-------------------|----------------|
| | MITIGATION ACTIONS TO TAKE | RISK FACTOR MITIGATED | RESPONSIBLE PERSON | ACTIONED BY WHEN? | DATE COMPLETED |
| | <p><u>LEAVING THE CLINIC</u></p> <ul style="list-style-type: none"> - Patients will be encouraged to leave the clinic as soon as possible after their appointment. - Payment made contactless. - Online booking and payments made by patient at home. - Next appointment booked in treatment room. Or remotely online or by phone | 1,5 | Contractors visitors and staff | 28/05/20 | 28/5/20 |
| | <p><u>HAND HYGIENE</u></p> <ul style="list-style-type: none"> - Upon leaving the clinic everyone should be encouraged to sanitise their hands | 7 | Contractors visitors and staff | 28/05/20 | 28/5/20 |

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| HR CONSIDERATIONS | | | | | |
|-------------------|---|-----------------------|--------------------|-------------------|----------------|
| | MITIGATION ACTIONS TO TAKE | RISK FACTOR MITIGATED | RESPONSIBLE PERSON | ACTIONED BY WHEN? | DATE COMPLETED |
| | <p><u>STAFF RETURN TO WORK CRITERIA</u></p> <ul style="list-style-type: none"> - This will be managed in line with COVID-19: management of exposed healthcare workers and patients in hospital settings - Should a member of staff be tested for COVID-19 we will follow the Flowchart describing return to work following a SARS-CoV-2 test Symptomatic - For asymptomatic | 9 | PT | 28/05/20 | 28/5/20 |
| | <p><u>MENTAL HEALTH</u></p> <ul style="list-style-type: none"> - Whilst there is sustained transmission of the virus in the UK, members of staff will be supported in their choice to return to work. All staff and clinicians will be directed to Now more than ever, Every Mind Matters - and Coronavirus and your wellbeing Mind, the mental health charity - help for mental health problems - The clinic will base all plans for returning to the workplace on up-to-date Government and public health guidance in relation to COVID-19. | 3 | PT | 28/05/20 | 28/5/20 |

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| GENERAL RISKS LEVEL AFTER MITIGATIONS | | | | | |
|---------------------------------------|--|--|-----|--------|------|
| | RISK FACTORS TO CONSIDER | LEVEL OF RISK PRIOR TO PRECAUTIONARY/MITAGATION ACTION TAKEN | | | |
| | | Very Low | Low | Medium | High |
| 1 | Patient/Public facing interaction | | X | | |
| 2 | Ability to maintain social distancing at work | | X | | |
| 3 | Number of different people sharing the workplace | X | | | |
| 4 | Travel to and from work | X | | | |
| 5 | Workplace entry and exit | X | | | |
| 6 | Availability and use of PPE | X | | | |
| 7 | Ability to maintain hand/other hygiene | X | | | |
| 8 | Workplace environment cleanliness/control | X | | | |
| 9 | Ability to avoid symptomatic people | | X | | |

Date: 18/05/20

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Review Date:

Signature:

A handwritten signature in black ink, appearing to be 'P. King', written in a cursive style.