

Ribble Vets Ltd

80 Liverpool Road, Penwortham, Penwortham, Preston, PR1 0HT

Location: Ribble Vets Veterinary Hospital

Title : Covid-19 On Site Risk Assessment	Date of Assessment : 14/09/2020	Risk Assessor : Nicky Birch
Risk Assessment Reference : Covid-19 On-Site	People involved in making this assessment : Anna Whitehead, Sadie Halliwell	
Task/ Process : Risks from Coronavirus	People at Risk : Employees, Contractors, Members of the Public, New and Expectant Mothers	

Hazard : Uninformed staff Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.
Control Measures:
1. Due to the Government's Test and trace policy we are keeping our staff working in teams and they will only change from one area to another with a gap of 24 hours between (ie at the weekend)
2. Staff are to arrive and leave in their own clothes and change into/out of their uniform at work.
3. NHS and Public Health warning posters displayed throughout the premises.
4. Every member of staff has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
5. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.

Hazard : Passenger and goods lifts The enclosed space within the lift creates a risk of potential contamination through coughing and sneezing and contact with internal surfaces and controls.
Control Measures:
1. Staff are encouraged to use the staircase to get to the floor on which they work.
2. Staff instructed to avoid using a fingertip to press buttons; instead to use the back of the knuckle to select the appropriate floor and to wash hands as soon as possible after using a lift. Door handles and controls should be wiped lean after each use

Hazard : Food & Drink Preparation Areas Potential risk or transfer of virus through cross contamination
Control Measures:
1. Staff instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared.
2. Ensure that when spills of food or liquids occur they are cleaned straight away and work surfaces are left in a clean and sanitised condition.
3. Those working in the consulting and dispensing areas will use the conference room for breaks. Those working in theatre and kennels will use the staff room for breaks. the reception team will use the conference room for breaks where possible as this is a larger area.
4. Whilst using the communal staff room or conference room for tea breaks or the consumption of food, please stay 2 metres away from colleagues and avoid sitting directly across from someone. Tables and chairs have been moved to facilitate this

5. Single use paper tissues are also provided for drying crockery and cutlery and hands.
6. To thoroughly wash crockery and cutlery after each use, dry them and put them away. Bring own cutlery and crockery where possible.
7. Put half eaten food products in a clean, sanitised, sealed wrapper, bag or container, if they are to be stored in the communal refrigerator.
8. The microwave ovens should be left in a clean condition and wiped out after use.
9. Wash their hands thoroughly before and after using these facilities.
10. Keep their hands out of and not to touch food and waste bins or receptacles as they may contain contaminated products, food or tissues.
11. Use their own drinking mugs and glasses to prevent cross contamination. These should be washed up immediately after use, if being left in a communal area

Hazard : Communal facilities, entrance, toilets, stairs. etc Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Control Measures:

1. Contract cleaning services have been reinstated. Toilets and communal areas, along with workspaces, are cleaned more frequently and to a higher specification. All employees MUST clean their work stations thoroughly with the disinfectants provided before leaving the area.
2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. NHS and Public Health hand washing advice posters displayed. High touch areas MUST be cleaned regularly throughout each day - door handles, keyboards, taps.
3. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
4. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to a manager.
5. Staff instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.
6. Staff are required to ensure that coats, scarfs and other outdoor items are stored separately within coat cupboards avoiding contact with other people's personal items.

Hazard : Waste Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

Control Measures:

1. Waste bins are provided at employee desk areas and within kitchen areas, a well as in clinical areas.
2. Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.
3. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
4. All household waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff.
5. Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidently contaminated.

Hazard : Smoking shelters Inhalation of second hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.

Control Measures:

1. Smoking tobacco or e-cigarettes is confined to a dedicated external smoking area outside the first floor fire exit.
2. Staff advised to avoid inhaling second hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons. Although there is no evidence of transmission this is a precautionary measure.

Hazard : Meeting rooms Potential risk or transfer of virus on account of close contact with other persons.

Control Measures:

1. Staff instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible.
2. Staff using Conference and meeting rooms instructed to follow Govt advice and maintain a 2m separation distance.
3. Staff instructed that the same 2m distance rule must be applied to any meetings with clients or visitors.
4. Staff told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc; and to give a polite explanation of this policy if required.

Hazard : Workstations, IT and telephony equipment Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.

Control Measures:

1. Staff are instructed to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day. Suitable wipes and cleaners that do not damage equipment are provided.
2. Staff instructed that they should not use each others IT equipment, to prevent accidental cross contamination.
3. Telephone equipment is deep cleaned at the end of each working day by reception staff.
4. Staff instructed not to share phones, head sets and personal mobile phones with others to prevent accidental cross contamination.

Hazard : Close contact Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.

Control Measures:

1. Staff instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m rule. Clients are not allowed in the building and all conversations are done by phone or outdoors at 2m distance
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Staff are required to be environmentally aware and sit out of the immediate air flow from cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided
4. All clinical staff have been given a face shield. We recommend that you wear this or a face mask when working face to face with colleagues in close proximity.
5. Full PPE should be worn in theatre, dental room and for use in situations where patients are isolated, or if interacting with a client or animal from a known Covid-19 positive household
6. A digital forehead thermometer will be left next to the laptop in the Practice Manager's office for any staff member to check their body temperature. Anyone with a fever over 38 degrees C must inform their line manager. These staff would need to go home and self isolate for at least 7 days

7. Delivery drivers are allowed into the building, to deliver items near the dispensary. Staff members should stay at 2m distance at all times.

8. External maintenance staff may need to access the premises during normal working hours. Social distancing of 2m must be practiced and facemasks must be worn.

Hazard : Vulnerable employees Vulnerable employees with existing health conditions are at a higher risk of contracting Covid-19, which may have a significant increased adverse affect on their health and wellbeing.

Control Measures:

1. In accordance with Govt. policy staff who are in the vulnerable and high risk categories are not allowed on the premises. They are either working from home or are furloughed.

2. Staff with family members in at risk categories have been instructed to inform their management team. Decisions on home working or furlough in accordance with Govt. policy are taken on a case by case basis.

3. As shielding has now ended all staff have returned to work but must be vigilant regarding their on health and that of the people they are n contact with - inside and outside of work.

Hazard : Cleaning and hygiene Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.

Control Measures:

1. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, passenger lifts, building equipment buttons, switches, etc). Contract cleaning has been increased in line with the increased cleaning regimes.

2. Suitable disinfectant cleaning products are used by the contracted cleaning staff.

3. A colour coded cleaning system is used by cleaning staff, to prevent cross contamination of surfaces.

4. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.

5. Staff are required to report anything contaminated or spilt that requires cleaning.

6. Doors in the ground floor area must be kept closed for patient safety and contact points cleaned regularly. Doors on the first floor can be propped open during the working day to prevent multiple contact. They must be closed at night for fire prevention.

7. Employees must have their own pens and not share these with others.

8. When asking a client to sign a consent form please give them a pen that has been cleaned and placed in a plastic bag - stored on reception and in the drawer of CR1. The client returns the pen to the bag and this can be cleaned safely before being reused.

Hazard : Personal hygiene Poor personal hygiene standards pose a risk of passing or contracting the infection.

Control Measures:

1. The importance of good personal hygiene has been explained to all staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.

2. Staff instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and gels are provided.

3. Staff are instructed to travel to work and leave work in non uniform. Uniforms must be taken home to launder, before being brought back in to wear. Clothing for laundry should be removed and placed in a suitable plastic bag or pillow case, which could then be placed in the washing machine.
4. Staff instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal.

Documents Associated with this Risk Assessment:	Working safely during coronavirus (COVID-19) in shops and Branches.pdf(Shops & Banches) Working safely during coronavirus (COVID-19) in labs and research facilities.pdf(Labs & Reasearch)
Review Date : 14/10/2021	Reviewer : Nicky Birch