

## Risk assessment template

Company name: St Mary's Surgery

Assessment carried out by: Tony Davies

Date of next review: 01/09/20

Date assessment was carried out: 21/07/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Patients being brought in for face to face consultations with a clinician</b></p>	<p>All staff based at St Mary's Surgery could be at risk of transmission.</p> <p>Other patients in the waiting room could be at risk of transmission.</p>	<p>The patients are screened either by a telephone or video consultation and it is ascertained that the patient is not displaying any symptoms of COVID.</p> <p>The patient is screened at the entry to the practice and their temperature is checked to ensure it</p>	<p>To monitor our procedures on an ongoing basis and make changes and adjustments as required.</p>	<p>GP Partners, Practice Manager, Infection Control Lead, H &amp; S Lead</p>	<p>Ongoing.</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>is below 37.8. The patient is then asked again to ensure they are not displaying any symptoms of COVID.</p> <p>The patient is then seated in the waiting room until being called to the consulting room by a clinician in full PPE.</p>				
<p><b>Patients arriving at the surgery to collect medication from St Mary's dispensary or Lloyds Chemist</b></p>	<p>All staff at St Mary's Surgery could be at risk of transmission. Other patients in the waiting room could be at risk of transmission.</p>	<p>The patient is screened at the entry to the practice (or via the side entrance after 5:30pm) and their temperature is checked to ensure it</p>	<p>To monitor our procedures on an ongoing basis and make changes and adjustments as required.</p>	<p>GP Partners, Practice Manager, Infection Control Lead, H &amp; S Lead</p>	<p>Ongoing.</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>is below 37.8. The patient is then asked again to ensure they are not displaying any symptoms of COVID.</p> <p>The patient talks to the staff member from behind a Perspex screen, to reduce the risk of any infection spread.</p> <p>The patient waits in the waiting room, at a 2m distance from all other patients. When the medication is ready to be collected, it is passed in a paper bag to the patient who collects and</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>exits the building.</p> <p>The number of patients allowed into the building at the same time are restricted, with only 2 at any time allowed in to Lloyds and 1 patient at a time allowed to the St Mary's dispensary.</p>				
<p><b>Deliveries being made to the surgery.</b></p>	<p>All staff at St Mary's Surgery could be at risk of transmission.</p> <p>Other patients in the waiting room could be at risk of transmission.</p>	<p>Large deliveries of medication are taken direct to St Mary's dispensary or Lloyd's pharmacy in tote boxes by staff, having been left for pharmacy staff</p>	<p>Ensure that all delivery drivers are informed of procedures as they attend the site, as regular change in drivers from day to day.</p>	<p>GP Partners, Practice Manager, Infection Control Lead, H &amp; S Lead</p>	<p>Ongoing</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>outside the side entrance door.</p> <p>Smaller deliveries are received at the entrance door and passed to a reception team member to distribute accordingly.</p>				
<p><b>Transmission between members of staff at the surgery.</b></p>	<p>Staff members and patients attending on site at the surgery.</p>	<p>Staff members are provided with masks or wear fabric facial covering. These are worn by all during the working day unless individuals are working in a single room.</p> <p>To ensure adequate</p>	<p>These controls are reviewed and monitored on a regular basis and changed as required.</p>	<p>GP Partners, Practice Manager, Infection Control Lead, H &amp; S Lead</p>	<p>Ongoing</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>social distancing takes place between staff members of at least 2m wherever practical. Where this is not possible in certain work locations such as dispensary, to ensure that appropriate PPE is worn to minimise risk of transmission.</p> <p>The staff common room at N.37 St Mary's Street has been assessed that only 5 members of staff can use it at the same time, to ensure adequate 2m social distancing.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>Communal working areas such as printers and work stations are recommended to be wiped down every hour.</p> <p>The waiting room where patients settle at N.37 and the atrium where patients may wait to enter the building is thoroughly cleaned on an hourly basis.</p> <p>Good and regular hand washing is encouraged with soap and water. Staff are reminded of the importance of washing their hands</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>for 20 seconds and then drying them with disposable towels. Hand sanitiser is also available as required. Staff are encouraged to use hand sanitiser when arriving at any of the 3 practice buildings.</p> <p>Staff are asked to inform their Team Leader immediately if any family members become unwell or show Covid symptoms, so they can self-isolate as per government guidance.</p>				
	Those staff	Individual	Ongoing discussions	Partners,	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Risk to individual staff identified as being at higher risk due to health or other factors.</b></p>	<p>members identified.</p>	<p>discussions have taken place with staff members to assess the specific risk to them.</p> <p>Appropriate measures are then taken for the individual including – a relocation of workspace to a more suitable building or office, home working where practical etc.</p>	<p>take place to ensure that the affected individuals are comfortable with the measures which have been outlined.</p>	<p>Practice Manager, Team Leaders</p>		
<p><b>Staff become unwell at the practice, with the possibility of being COVID positive.</b></p>	<p>Colleagues within the practice and patients who enter the building.</p>	<p>Staff who become unwell are assessed by a senior clinician and if felt to be unwell are immediately sent home.</p>	<p>Ensure that all staff remain aware of the need to inform their Team Leaders, Management and Partners of any occasion when they may start to feel unwell.</p>	<p>All staff to be actively responsible for their own health and reporting any changes to the appropriate individuals.</p>	<p>Ongoing</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>A test for the member of staff is arranged via the CCG testing team.</p> <p>If the staff member were to test positive, they would self-isolate as per government guidance, keeping in touch with the practice to ensure they are fit and well to return to work upon completion of their self-isolation period.</p> <p>If the staff member were to test negative, they would remain away from the practice until</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>their symptoms had cleared and they felt well enough to return.</p>				
<p><b>Staff member feels unwell when away from the practice.</b></p>	<p>Colleagues within the practice and patients who enter the building</p>	<p>The staff member phones the practice to inform them of their ill health and arrangements are made for the staff member to self-isolate for the appropriate time as per government guidance.</p> <p>A test for the member of staff is arranged via the CCG testing team.</p> <p>If the staff member were to test positive,</p>	<p>Ensure that all staff remain aware of the need to inform their Team Leaders, Management and Partners of any occasion when they may start to feel unwell.</p>	<p>All staff to be actively responsible for their own health and reporting any changes to the appropriate individuals.</p>	<p>Ongoing</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>they would self-isolate as per government guidance, keeping in touch with the practice to ensure they are fit and well to return to work upon completion of their self-isolation period.</p> <p>If the staff member were to test negative, they would remain away from the practice until their symptoms had cleared and they had completed their period of self-isolation as per the government guidelines.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>A risk to the mental health of staff, as a result of the pressures of the pandemic.</b></p>	<p>All staff at St Mary's Surgery</p>	<p>Ensuring that Partners, Management and Team Leaders are available to speak with staff who may have concerns relating either to their work or personal situation during the pandemic.</p>	<p>Raise awareness of access to wellbeing apps for staff members, such as "Unmind" and "Headspace".</p>	<p>Primarily Partners, Management and Team Leaders.</p>	<p>Ongoing</p>	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)