

Wildbore Vetstop Risk Assessment – Covid-19

Date of risk assessment: 26/10/2020
 Persons Affected : All staff and clients

Working from home is not viable for our business, so this risk assessment looks at minimising the risks inherent in asking staff to work in the practice.

How might people be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Catching/Spreading Covid-19	<ul style="list-style-type: none"> • Social distancing between staff of 2 metres is advised where possible. From 12 August 2020 clinical staff are advised to wear full PPE (disposable gloves, disposable apron, fluid resistant mask and a face shield/eye protection) when working in a clinical setting. Front of House staff are advised to wear a face shield or eye protection. • On the occasions where 2 metre distance between staff is not possible the risk is minimized by all parties wearing all the relevant PPE, keeping the activity time as short as possible and reducing the numbers of people each person works with by using fixed teams where possible. • Details of the NHS test and trace system and NHS app have been issued to all staff. • 2 metre marks have been placed on the floors in corridors and communal areas. • Non-employees must not enter the business premises without specific permission. • Consultation discussions are to take place over the phone as often as possible. If face to face with a member of the public there should be a 2 metre distance with the staff member wearing all PPE and client wearing a face covering. • RCVS remote prescribing guideline for Tier 1,2 or 3 areas; there is an expectation that a veterinary surgeon should first endeavour to bring an animal under their care before considering prescribing POM-V's remotely. From 1st November anyone remotely prescribing POM-V's should also provide a 24-7 follow-up service involving physical examination, +/- further investigation, if required. • Telephone consultations can be considered if the client is self-isolating due to a positive Covid test. Photos submitted via email, urine samples dropped off for assessment can be used in addition to this. 				

Catching/Spreading Covid-19

- Reducing the number of people working together by using fixed teams where possible and altering working patterns to allow this.
- Arrival and departure times should be staggered where possible – especially when members of different teams will be in the building at the same time.
- Every employee entering through the staff entrance must use the handgel immediately after entering, then wash their hands for 20 seconds before starting work.
- Where possible work stations will be assigned to one member of the team for the duration of each shift pattern.
- Where possible, vet and nurse teams should be agreed at the start of each shift pattern
- Contactless payment should be encouraged, and taken over the phone. Cash must be placed in the basket in a socially distant manner, and gloves should be worn while handling it.
- Break areas have been provided throughout the building, ensuring that teams are kept separate, and that they can remain 2m apart and reconfigured to optimize spacing and reduce face to face interactions.
- When appropriate, staff can use safe outside areas for breaks.
- Workers should give consideration to remaining on site for their breaks, or ensure they maintain social distancing if they leave the site
- Where distancing is not possible in common areas (changing rooms) each shift should agree alternative changing areas (office toilet, bedsit, archive room) to minimize staff in the changing area at one time, before returning to the changing area one at a time to replace their belongings in their locker.
- Employees will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds.
- Employees should use blue roll or tissues when coughing or sneezing and then place the used blue roll/tissue in the bin before washing hands.
- Employees are reminded to not touch their eyes, nose or mouth if their hands are not clean.
- A cleaning schedule has been implemented throughout the site, ensuring that worksurfaces, door handles, taps etc. are all thoroughly cleaned with an appropriate cleaning substance. Additional packs of cleaning wipes have been made available in all areas of the building to aid in frequent cleaning of common touch points.
- Contact with personnel suspected of having caught COVID-19 will be avoided, staff must adhere to government guidelines on self-isolation. Any employees developing a new, persistent cough, a high temperature or any other symptoms as per current government guidance should inform their team manager before their next shift, discuss how to arrange testing, and follow current government guidelines about self-isolating.
- High-risk employees are to shield in line with government guidance

Employee travel plans	<ul style="list-style-type: none"> • We will ask employees to inform us if they are leaving the country. • We will provide relevant government guidance in line with the area / country that they are visiting. • Self-isolation will be enforced in line with the area / country guidance. • Ask employees to not access public transport unless absolutely necessary. • Non-essential travel will be avoided. 				
Lack of awareness	<ul style="list-style-type: none"> • The latest government campaign posters will be displayed in the welfare areas and in suitable places around site. • Regular bulletins will be issued detailing control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms and making them aware of new Government advice as and when updated. • We will continually adopt and review new government / WHO guidance as and when it is available. 				

<p>Clinically Vulnerable Employees</p>	<ul style="list-style-type: none"> • Medical questionnaires are issued upon employment. • Employees known to be at an increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures. These groups include: <ul style="list-style-type: none"> ○ Aged 70 or older (regardless of medical conditions) ○ Under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds): ○ Chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis ○ Chronic heart disease, such as heart failure ○ Chronic kidney disease ○ Chronic liver disease, such as hepatitis ○ Chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy ○ Diabetes ○ Problems with your spleen – for example, sickle cell disease or if you have had your spleen removed ○ A weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy ○ Being seriously overweight (a body mass index (BMI) of 40 or above) ○ Those who are pregnant 				
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Additional comments:

1. This risk assessment is shared with all employees via the HR People app
2. Employees are to sign on the HR People app for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an ongoing basis as per government guidance
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

Risk assessment review;

15th December 2020