

### Rationale for Risk Factors

COVID-19 transmission risk mainly arises from:      Contact      Contaminated surfaces  
    Droplet spread      e.g. coughs and sneezes

### 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

Risk Rating (R)	Action to be taken
15 - 25	<b>Do not continue with activity; attempt further mitigation with controls</b>
6 - 14	<b>Take action to improve and reassess after additional controls; consider criticality of activity if no further mitigation possible</b>
1 - 5	<b>No further action required; ensure controls are maintained; reassess as necessary in the event of change</b>

Likelihood of Risk – Frequency Risk Score (F)		Potential Consequence – Severity Risk Score (S)	
1	Rare	1	Negligible
2	Unlikely	2	Minor
3	Possible	3	Moderate
4	Likely	4	Major
5	Almost Certain	5	Catastrophic

		Likelihood				
		Rare 1	Unlikely 2	Possible 3	Likely 4	Almost Certain 5
Consequences	Catastrophic 5	5	10	15	20	25
	Major 4	4	8	12	16	20
	Moderate 3	3	6	9	12	15
	Minor 2	2	4	6	8	10
	Negligible 1	1	2	3	4	5

A RISK FACTORS AND SEVERITY LEVELS						
A	RISK FACTORS TO CONSIDER	LEVEL OF RISK PRIOR TO PRECAUTIONARY/MITIGATING ACTION TAKEN				
		F	S	VERY LOW/LOW	MEDIUM	HIGH
1	Patient / Public facing interaction	5	4			20
2	Ability to maintain social distancing at work	4	4			16
3	Number of different people sharing the treatment room	4	4			20
4	Travel to and from work	2	2	4		
5	Workplace entry and exit	3	3		12	
6	Availability and use of PPE	4	4			16
7	Ability to maintain hand / other hygiene	2	4		8	
8	Workplace environment cleanliness / control	2	3		6	
9	Ability to avoid symptomatic people	3	4		12	

# Timmins Health & Performance

Sports Therapy & Injury Rehabilitation

B STAFF EDUCATION					
MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	TO BE ACTIONED BY	DATE COMPLETED	
<p>Communication</p> <p><a href="#">Coronavirus Resource centre</a> information read by staff prior to their return to the clinic</p> <p>Posters around the clinic reminding both staff and customers about regular hand hygiene and PPE</p>	<p>2 3 4 5</p> <p>6 7 8 9</p>	<p>Bethan</p> <p>Bethan</p>	<p>06/07/2020</p> <p>06/07/2020</p>	<p>30/06/2020</p> <p>30/06/2020</p>	
<p>Training</p> <p>Documenting that each staff member has read and understood all new local guidelines and policies they are to comply with.</p> <p>Travel to and from work</p> <p>Staff will wear their own clothes to and from work, changing into uniform at the beginning of their shift, and changing back into own clothes at the end</p> <p>PPE</p> <p>All clinical staff to complete training in the use of PPE (Documented). This will involve them watching the video <a href="#">COVID-19 : Donning and doffing of Personal Protective Equipment in Health and Social Care Settings</a> and reading further guidance on <a href="#">how to don and doff PPE for non-Aerosol Generating Procedures</a>.</p> <p>Hygiene procedures</p> <p>All staff to follow hand hygiene procedures before and after (and during if required) client interaction.</p> <p>All staff to maintain high levels of personal hygiene at all times</p>	<p>2 3 4 5</p> <p>6 7 8 9</p>	<p>Bethan</p> <p>Bethan</p> <p>Bethan</p>	<p>06/07/2020</p> <p>06/07/2020</p> <p>06/07/2020</p>	<p>30/06/2020</p> <p>30/06/2020</p> <p>23/05/2020</p> <p>06/07/2020</p>	

	<p>Information displayed</p> <p>Posters at clinic entrance informing anyone with symptoms not to enter the building.          Posters inside the clinic informing anyone who becomes unwell with a new continuous cough or a high temperature in the workplace that they will be sent home and advised to follow the stay at home guidance.          Posters inside clinic reminding clients of hand hygiene procedures</p>	1	Bethan	06/07/2020	30/06/2020
C HR CONSIDERATIONS					
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	TO BE ACTIONED BY	DATE COMPLETED
	<p>Staff return to work criteria</p> <p>This will be managed in line with <a href="#">COVID-19 : management of exposed healthcare workers and patients in hospital settings</a>          Should a member of staff be tested for COVID-19 we will be following the <a href="#">Flowchart describing return to work following a SARS-CoV-2 test</a></p>	1 2 3 9	Bethan	06/07/2020	30/06/2020
	<p>Mental Health</p> <p>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 will be directed to <a href="#">Now more than ever, Every Mind Matters</a> and <a href="#">Coronavirus and your wellbeing   Mind, the mental health charity - help for mental health problems</a></p> <p>The clinic will base any plans for returning to the workplace on <a href="#">up-to-date Government and public health guidance</a> in relation to COVID-19.</p>	1 2 3 9	Bethan  Bethan	06/07/2020  06/07/2020	30/06/2020  30/06/2020

D	GENERAL CLEANING PRINCIPALS				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	TO BE ACTIONED BY	DATE COMPLETED
	<p>Cleaning Policies and Surface Sanitising</p> <p>In addition to existing cleaning policies staff will follow the guidance on <a href="#">Routine decontamination of reusable non-invasive patient care equipment</a></p> <p>All hard surfaces to be cleaned and sanitised between each client</p> <p>Sanitise all hard surfaces and concentrate especially on high-traffic areas such as door handles, lights switches, reception desks every 2 hours or after 10 people have entered or exited the building</p> <p>Weekly assessment of stock levels and ensure that all stock is ordered from a reputable supplier</p>	5 6 7 8	Bethan	06/07/2020	30/06/2020
	<p>Cleaning frequency increased from half day to 2 hours</p>	7 8	Bethan	06/07/2020	30/06/2020
	<p>Review Materials used in clinic</p> <p>All Fabric chairs and surfaces to be removed or replaced with a plastic/metal (wipe clean) alternative</p> <p>All towels and fabric couch protectors to be removed from clinic. Clients requested to bring their own.</p>	7 8	Bethan	06/07/2020	30/06/2020
	<p>Hand hygiene</p> <p>Display <a href="#">Public Health England campaign resource centre</a> posters as appropriate</p> <p>All staff to be sent information on the correct process of hand washing</p>	1 7 8	Bethan	06/07/2020	30/06/2020

	<p>Respiratory and cough hygiene – ‘Catch it, bin it, kill it’</p> <p>Disposable, single-use tissues, waste bins (lined and foot operated) and hand hygiene facilities available for clients, visitors and staff</p>	7 8	Bethan	06/07/2020	30/06/2020
E	PATIENT, STAFF AND VISITORS ENTRANCE TO THE CLINIC				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	TO BE ACTIONED BY	DATE COMPLETED
	<p>Patient Triage (F2F vs Telehealth)</p> <p>Appointments will only be offered in line with government and STA advice and in the context of my national restrictions</p> <p>Telehealth appointments will remain an option for all patients</p> <p>Given the guidance on shielding, those classified as ‘clinically extremely vulnerable’ will be discouraged from face to face appointments during the period of shielding</p> <p>Initial consultations for new patients will take place via Telehealth or phone where possible to begin the assessment process (history taking) and assess whether a patient has an urgent clinical need and requires to attend for a Face to Face consultation</p>	1 9	Bethan	06/07/2020	29/06/2020
	<p>Screening and Classification</p> <p>When a patient books an appointment (telephone/online) there will be a screening to ascertain whether the patient meets the case definition for a ‘possible’ or ‘confirmed’ case of COVID-19. Appointments will only be offered if they do not meet this definition. Questions will consist of those on the Government page - <a href="#">Check if you have coronavirus symptoms - Coronavirus (COVID-19)</a>. This will be included in the email confirmation of an appointment.</p> <p>Further to this, <a href="#">patient information</a> will be displayed on the entrance of the clinic instructing patients, staff and all visitors ‘not to enter the premises if they have symptoms’.</p>	1 9	Bethan	06/07/2020	29/06/2020  30/06/2020

<p>Online booking and payment</p> <p>To reduce the face-to-face contact with non clinical staff, patients will be encouraged to use online booking and payment platforms where able.</p>	<p>1 2 3 5 7 8 9</p>	<p>Bethan</p>	<p>06/07/2020</p>	<p>29/06/2020</p>
<p>Reduce Footfall</p> <p>Patients will be asked upon booking, not to bring guests with them to their appointment unless this is essential.</p> <p>When seeing children as patients, the policy is that one child attends the clinic at a time (no family visits) with only one parent or other responsible carer.</p> <p>Patients will be encouraged not to arrive early or late for their appointment to avoid overcrowding. Patients arriving early will be asked to wait in their car or outside the building (observing social distancing).</p> <p>No work experience students until further notice</p> <p>Building/maintenance work will be completed outside of 'open' hours and if feasible</p> <p>Time Table</p> <p>Each day the clinic is open, between 9am and 11am will be reserved for patients identified as at a moderate risk of developing complications from coronavirus (COVID-19) infection. This will be following a full clean of the building.</p> <p>Appointments will all be extended from 45/60 minutes to 75 minutes to allow for cleaning and PPE use</p>	<p>1 2 3 5 8 9</p>	<p>Bethan</p>	<p>06/07/2020</p>	<p>29/06/2020</p>
<p>Patient Education</p> <p>Information on the measures we have taken to mitigate risk in the clinic, the <a href="#">UK government response</a> will be placed on the website and social media</p>	<p>1 2 5 8</p>	<p>Bethan</p>	<p>06/07/2020</p>	<p>06/07/2020</p>

	Hand hygiene Hand sanitizer placed at the entrance/exit of the clinic together with posters explaining how to do this	7 8	Bethan	06/07/2020	30/06/2020
F	RECEPTION AREA				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	TO BE ACTIONED BY	DATE COMPLETED
	Reduced Footfall As in “Patients, staff and visitors entrance to the clinic”	1	Bethan	06/07/2020	29/06/2020
	Patient Education <a href="#">Public Health England campaign resource centre</a> posters clearly displayed as appropriate throughout reception	1 2 5 7 8 9	Bethan	06/07/2020	30/06/2020
	Physical changes Patients will be emailed receipts and letters when possible Patients are not to enter the clinic alone, they will be collected from their car All soft furnishings to be removed from the treatment rooms Washing basket replaced with plastic Additional bin at the exit All chairs to be a wipeable material	1 3 5 7 8	Bethan	06/07/2020	29/06/2020     30/06/2020



	<p>Hand hygiene</p> <p>Ensure that all people in the reception area have access to hand sanitisers and that appropriate information is displayed</p> <p>Display <a href="#">Public Health England campaign resource centre</a> posters as appropriate</p>	7 8	Bethan	06/07/2020	30/06/2020
G	WASHROOMS				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	TO BE ACTIONED BY	DATE COMPLETED
	<p>Enhanced Cleaning policies</p> <p>Offer paper towels to clients in place of the linen towels provided</p>	7 8	Bethan	06/07/2020	30/06/2020
	<p>User Education</p> <p>Appropriate <a href="#">Public Health England campaign resource centre</a> posters displayed</p>	1 5 7 8	Bethan	06/07/2020	30/06/2020
H	THE TREATMENT ROOM				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	TO BE ACTIONED BY	DATE COMPLETED
	<p>Physical changes</p> <p>In addition to measures covered in '<a href="#">Reception areas</a>', to reduce the risk of transmission notes will be taken digitally where possible.</p> <p>Remove all fabric covers from the treatment benches</p>	8	Bethan	06/07/2020	30/06/2020

<p>Substitute fabric chairs for metal ones</p> <p>Replace wicker washing basket with plastic</p>	8	Bethan	06/07/2020	30/06/2020
<p>Personal Protective Equipment for staff and patients</p> <p>Use and training</p> <p>Please refer to "<a href="#">A framework for PPE - Subject to lockdown restrictions being eased or lifted</a>"</p> <p>PPE changed immediately after each patient and/or after completing a procedure or task</p> <p>PPE disposed of after use as per 'offensive waste' protocol</p> <p>All clinical staff will have watched <a href="#">COVID-19 : Donning and doffing of Personal Protective Equipment in Health and Social Care Settings</a> and poster in <a href="#">how to don and doff PPE for non-Aerosol Generating Procedures</a> displayed</p> <p>Clinical staff must assess patients need for PPE based on their respiratory hygiene (i.e. hayfever)</p> <p>Patients to wear face coverings except when prone on the treatment couch</p>	6 7 8	Bethan	06/07/2020	<p>29/06/2020</p> <p>29/06/2020</p> <p>29/06/2020</p> <p>23/05/2020</p> <p>29/06/2020</p> <p>29/06/2020</p>
<p>Storage</p> <p>PPE to be stored close to the point of use, in a clean, dry area until required for use (expiry dates must be kept to)</p>	6 8	Bethan	06/07/2020	30/06/2020
<p>Work Clothing</p> <p>In addition to wearing appropriate PPE, clinical staff will wear standard uniform which will be changed into and out of whilst on site. Staff will not travel to and from work in uniform.</p>	7 8	Bethan	06/07/2020	29/06/2020

	<p>Staff Education</p> <p>Appropriate <a href="#">Public Health England campaign resource centre</a> posters displayed in all treatment room</p>	<p>17 89</p>	<p>Bethan</p>	<p>06/07/2020</p>	<p>30/06/2020</p>
	<p>Cleaning Protocols</p> <p>To reduce the potential transmission of the virus, treatment rooms should be decluttered and all clinical staff must follow <a href="#">Routine decontamination of reusable non-invasive patient care equipment</a> after each patient visit</p>	<p>78</p>	<p>Bethan</p>	<p>06/07/2020</p>	<p>30/06/2020</p>
<p>J</p>	<p>CLINICAL CONSIDERATIONS</p>				
	<p>MITIGATING ACTIONS TO TAKE</p>	<p>RISK FACTOR MITIGATED</p>	<p>RESPONSIBLE PERSON</p>	<p>TO BE ACTIONED BY</p>	<p>DATE COMPLETED</p>
	<p>Manual Technique Selection</p> <p>Clinical staff must use their judgement to consider the relative risks associated with their technique selection in conjunction with the measures in 'Treatment Room'. For example, if performing an Anterior Thoracic technique on a patient with clear respiratory compromise i.e Hayfever) they may wish for both themselves and the patient to wear a mask.</p>	<p>127 89</p>	<p>Bethan</p>	<p>06/07/2020</p>	<p>29/06/2020</p>
	<p>Modalities</p> <p>If using modalities such as ultrasound or IASTM, clinical staff must clean this immediately after each use</p>	<p>78</p>	<p>Bethan</p>	<p>06/07/2020</p>	<p>29/06/2020</p>

	<p>Geriatrics</p> <p>Patients aged 70 or older (regardless of medical conditions), are currently (11 May 20) identified in the NHS <a href="#">risk criteria</a> as being at “moderate risk of developing complications from coronavirus (COVID-19) infection”.</p> <p>These patients should be informed of the increased risk prior to treatment and taking consent.</p>	17 89	Bethan	06/07/2020	29/06/2020
	<p>Consent</p> <p>Clinical staff must document that they have informed the patient of risk associated with attending the clinic, and that they are not experiencing symptoms of COVID-19.</p>	17 89	Bethan	06/07/2020	29/06/2020
K	POST TREATMENT				
	MITIGATING ACTIONS TO TAKE	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	TO BE ACTIONED BY	DATE COMPLETED
	<p>Online booking and payment</p> <p>In addition to the measures in ‘Patients, staff and visitors entrance to the clinic’, patients will be encouraged to leave the building immediately after their appointment.</p>	123 589	Bethan	06/07/2020	29/06/2020
	<p>To reduce time in the Reception area, Clinical staff will make a patients next appointment while in the treatment room or via the online booking system</p> <p>Patients using the online booking system will pay at the time of booking and payments made in the reception area will be cashless and contactless when possible</p>	123 589	Bethan	06/07/2020	29/06/2020
	<p>Hand hygiene</p> <p>Patients should be encouraged to wash their hands (with either soap and water or a form of hand sanitiser) upon exiting the building.</p>	7	Bethan	06/07/2020	29/06/2020

<p>Patient Education</p> <p>Signage will be placed around the clinic encouraging people to 'not linger' to wash their hands and to use cashless payment where possible</p>	179	Bethan	06/07/2020	30/06/2020
--	-----	--------	------------	------------

RISK FACTORS AND SEVERITY LEVELS						
L	RISK FACTORS TO CONSIDER	LEVEL OF RISK AFTER PRECAUTIONARY/MITIGATING ACTION TAKEN				
		F	S	VERY LOW/LOW	MEDIUM	HIGH
1	Patient / Public facing interaction	3	2		10	
2	Ability to maintain social distancing at work	4	3		12	
3	Number of different people sharing the treatment room	2	2	4		
4	Travel to and from work	1	2	3		
5	Workplace entry and exit	2	2	4		
6	Availability and use of PPE	2	2	4		
7	Ability to maintain hand / other hygiene	2	2	4		
8	Workplace environment cleanliness / control	2	2	4		
9	Ability to avoid symptomatic people	2	2	4		

# Timmins Health & Performance

Sports Therapy & Injury Rehabilitation