Risk Assessment Awaken Chiropractic Buckingham and Ware Clinics: Dated 18th May 2020. Written by Francesca Aitken Chiropractor and Director

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	**Staff** **Patients** **Potential Vulnerable patients** **Potential Pregnant Patients** **Patients with underlying medical conditions** **Other persons who work from other offices within the same building**	**Hand Washing** Hand washing facilities with soap and water in place. Stringent hand washing taking place. On entering the premises and before leaving the premises. See poster around clinic and in the toilets on how to correctly wash your hands. Drying of hands with disposable paper towels. Staff will not be allowed on the premises whilst the clinic is actively attending to patients. (They will need to come into clinic around patient visiting times.) Gel sanitisers in any area where washing facilities not readily available. This will include the entrainment room, reception, and the kitchen. **Cleaning** Cleaning will be undertaken by the chiropractor or a staff member. There will be no contracted cleaner to minimise persons on the premises. Frequent cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – There are posters located in every room within clinic, including the toilets			

	Cleaner contracted	This will be done before and after a shift, or any time where there has been a patient in the building. This must also be done if a staff member has entered the building. All benches are to be sanitised before and after a patient uses them. Patients are required to clean the bench with his or her own facecloth. Patients are required to take the facecloth from the top of the pile and not select a facecloth within the pile (to take their favourite facecloth). This will prevent contamination of all facecloths. If they do not wish to use a clinic facecloth, they must source their own, or a recommend bringing a scarf or some other form of their own clothing to protect the benches and themselves. All doors on each premise of Buckingham and Ware will always remain open during patient hours. This will ensure that no one needs to touch a door handle, unless it's the bathroom door. We have doorstops on every door. After using the bathroom, it is important that you use hand gel, not just to protect yourself to so that your hands do not encounter any surface area. This is essential and a requirement of being in the clinic. **<u>Social Distancing</u>** Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. There will be duct tape marked out on the floor of the entrainment room, to ensure people adhere to social distancing rules whilst in the clinic. The shift will be	Posters, leaflets and other materials are available for display. Rigorous checks will be carried out by the director and manager to ensure that the necessary procedures are being followed. Staff and patients to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. The chiropractor checks to ensure this is adhered to.			

		staggered so patients are not arriving at the same times, to reduce a congestion and backlog of patients within the clinic. You must arrive at the clinic at your exact entrainment slot. If you are early you will be required to wait in your car before you may come upstairs. Patients are advised NOT to wait in reception. Patients are required to come straight upstairs into the entrainment towards the free bench. They should not to bring any bags or coats with them, and if they do, they must be kept to the absolute essentials. Essentials MUST be placed on a chair, DO NOT PUT ANY BELONGINGS ON THE FLOOR OR UNDER THE BENCH. If They are not essential, then please leave them at home or in the car. Face to face contact must now be kept to a minimum and talking before the entrainment must either be done with the patient lying face down, or to exceed no more than 2 minutes face to face. There will be no physical contact between patients or patient and chiropractor whilst on site. When the entrainment is finished the patient must put the facecloth in the basket provided. It will be the chiropractor's responsibility to wipe down the benches after the entrainment is finished with the anti-bacterial spray and an antibacterial cloth. These will be disposed of after use. 2 clothes will be used per bench. There will be a maximum of 3 patients in the entrainment room at any one time, 4 including the chiropractor. The			

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		room layout has changed to allow for social distancing and a screen has been put up between the benches. The chiropractor will be required to use anti-bacterial gel and/or anti-bacterial wipe between each client. PLEASE NOTE. When the client is sat on the table the chiropractor will be required to be stood at least 2 metres away from the patient. The client must be wearing socks. This is a requirement otherwise they will not be treated. Shoes are to be left underneath a chair in the entrainment room. After each chair use, they will be wiped by two anti-bacterial clothes. The slot per entrainment will be increased to 30 minutes per session. This will allow for a decrease in the chance of backlog. This does not increase the time of the entrainment or the ability to "talk to the chiropractor" more than usual. This is to ensure you are in and out within a certain time frame, so the next person can be on time for their entrainment. Just because you can't see them, or the clinic doesn't "feel" busy doesn't mean they are not in their car waiting. Redesigning processes to ensure social distancing in place. Conference calls will be made between staff members, and staff members will have no face to face contact during this				

		crisis. Staff members who can be furloughed will be furloughed. **PPE** The chiropractor always must wear a mask. KN95 will be required to protect themselves and patients from increased chance of transmission. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Patients must be fully clothed. No bear arms. And socks MUST be worn. It will be patients own choice to wear a mask or not. Only 1 person will be moving around the clinic at any one time. It is important to follow the chiropractor's direction on this to avoid face to face contact with another patient. Please ask if you need to use the bathroom. Do not assume it is vacant. On first arrival at the clinic please check in at the entrainment room. **Symptoms of Covid-19** If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be asked to leave and advised to follow the stay at home guidance. If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been	The chiropractors mask will be fit tested before any shift begins. This is to ensure a safe seal of the mask. This will be done before the shift commences. Gloves will be provided on site for this purpose. Internal communication channels and cascading of messages through managers will be carried out regularly to reassure and support employees in a fast-changing situation. Chiropractor will offer support to staff who are affected by Coronavirus or has a family member affected.			

		in contact with them and will take advice on any actions or precautions that should be taken. **Driving** If you are driving to the clinic, please park in the designated spaces. (Buckingham). If coming to Ware please use the Tesco's car park. If you are visiting Buckingham and there is a car parked next to you, you must ascertain that you will not open your door where you could meet another person and break social distancing rules. Please be vigilant when exiting or entering your vehicle. **Mental Health** Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. **High Risk** The clinic will not see any patient who is pregnant, without prior consent and communication from the patient themselves, via teleconsultation. If a patient is vulnerable or has any underlying health condition this must be discussed prior to them coming to the clinic. **Miscellaneous** There will be no handling of patient notes. This will be done by the chiropractor.	Regular communication of mental health information and open-door policy for those who need additional support. A formal discussion will be had with each individual case prior to entry of the clinic.			

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		The front door to both premises will remain open. In Buckingham the keypad door at the bottom of the stairs will be open, so there will be no need to press the keypad to enter. Please DO NOT sit in reception. Please do not hang any coats or sit on the bench in the stair well of Ware. Leave all unnecessary items at home or in your car. All items you bring into the clinic will go on one of the chairs in the entrainment room. After use the chair will be disinfected. Payment will be made online via stripe, an invoice will be sent afterwards to make payment, or payment to be made by BACS. No cash allowed on site. All face to face consultations will be done via zoom where possible. There will be no face to face discussion in clinic, and those that happen will be only 1-2 minutes maximum. You can talk but need to face down after that time. Any reviews will be carried out via zoom, maximum time 15 minutes. Consultations maximum time 60 minutes. Anything else that needs to be discussed a patient is urged to email. If there is anything important to be discussed before your appointment this must be done via email or telephone. A consent form must be signed by each new patient, which outlines the risks of attending clinic. This is to also ensure that they have not been abroad or encounter a known person who has COVID19. Patients are required to sign this every time they come into clinic.	Reception will be closed in Buckingham and in Ware you will be required to walk through to the entrainment room. Zoom to be used to all face to face communication that cannot be done in clinic due to social distancing and to minimise transmission.			

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