

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>Transmission between members of staff based within the administration sites of N.78 + N.80 St Mary's Street.</p>	<p>Staff members working at either site.</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 social distancing takes place between staff members of at least 2m wherever</p>	<p>These controls are reviewed and monitored on a regular basis and changed as required.</p> <p>To continue to monitor the available space within both properties and how it is utilised. We will make further adjustments to support social distancing as and when required.</p> <p>To increase the provision of external cleaning from our cleaning contractor.</p>	<p>GP Partners, Practice Manager, Infection Control Lead, H & 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>practical. Where this is not possible in certain work rooms, to ensure that appropriate PPE is worn to minimise risk of transmission.</p> <p>The garden is available for staff for coffee breaks or for their lunches. Social distancing of 2m, must be maintained should the garden be used by staff</p> <p>Communal working areas such as printers and work stations are recommended to be wiped down every hour.</p>	<p>To oversee a daily rota of hourly cleaning to be delegated between staff working at both sites every day.</p> <p>To ensure that the supplies of hand sanitiser and masks for the staff remain in stock.</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>Good and regular hand washing is encouraged with soap and water. Staff are reminded of the importance of washing their hands for 20 seconds and then drying them with disposable towels. Hand sanitiser is also available as required.</p>				
<p>Risk to individual staff identified as being at higher risk due to health or other factors.</p>	<p>Those staff members identified.</p>	<p>Individual discussions have taken place with staff members to assess the specific risk to them.</p>	<p>Ongoing discussions take place to ensure that the affected individuals are comfortable with the measures which have been outlined.</p>	<p>Partners, Practice Manager, Team Leaders</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>Appropriate measures are then taken for the individual including – a relocation of workspace to a more suitable office where practical etc.</p>				
<p>Staff become unwell at the practice, with the possibility of being COVID positive.</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>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 felt well enough to return.</p>				
Staff member feels	Colleagues within	The staff member	Ensure that all staff remain	All staff to be	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>unwell when away from the practice.</p>	<p>the practice and patients who enter the building</p>	<p>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, they would self-isolate as per government guidance, keeping in touch with the practice to ensure</p>	<p>aware of the need to inform their Team Leaders, Management and Partners of any occasion when they may start to feel unwell.</p>	<p>actively responsible for their own health and reporting any changes to the appropriate individuals.</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 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>				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/