# Risk assessment template

## Company name: Ridings Opticians Ltd  Assessment carried out by: Nicola Riding

## Date of next review: 25/5/2021  Date assessment was carried out: 25/5/20

| 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 should the action be carried out? | Done |
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| **Infection from door handles/light switches and other ‘touch points’** | All staff and patients (px) , by touch. | The first person to enter the practice in the morning immdiately puts gloves on, makes a dilute solution of Milton (per instructions) and using a white cloth cleans thoroughly all door handles, light switches, taps, soap, sanitiser and paper towel dispensers. | All staff to receive training on cleaning to currrent NHS/HSE guidelines.Make sure Milton and cloths are available, advise NR when stocks are getting low (allowing 2 weeks for delivery).Used cloths to be placed in bin bag for washing. | First person to enter the premises in the morning.NR to arrange for all staff.All staff to advise NR when new stock is needed.All staff to place used cloth in bin bag for washing. | Before returning to work. Every day the practice is open (Mon–Sat)  | 25/5/20 |
| **Infection from touching work station surfaces** | All staff and px, by touch. | Work stations are cleaned every morning.  | Instrument tables to be cleaned at the beginning of every session (AM and PM) with alcohol wipes. All other work station surfaces to be cleaned with dilute solution of Milton and white cloth. | All staff to clean their own work stations.Rota for all other work station surfaces. | Every day the practice is open (Mon–Sat) | 25/5/20 |
| **Infection from touching PC, keyboard, mouse and telephone.** | All staff, by touch. | Personal PC, keyboard, mouse and telephone are cleaned every morning with alcohol wipes (\*). | Personal PC, keyboard, mouse and telephone are cleaned every session with alcohol wipes.Rota for cleaning of all other items.Ensure supply of alcohol wipes is mantained. | All staff to clean their own items. Rota for all other PCs, keyboards, mice and telephones. | Every day the practice is open (Mon–Sat) | 25/5/20 |
| **Infection from touching PDQ terminal** | All staff and px, by touch. | Cleaning PDQ terminal with alcohol wipe after every use (\*). | Cleaning the PDQ terminal before. each use (or px peace of mind) | All staff using PDQ terminal. | Every day the practice is open (Mon–Sat) | 25/5/20 |
| **Infection from touching pens, keys, frame and facial measuring tools** | All staff and px, by touch. | Do not offer pens to px, no signing needed at preset. | If px needs to sign and has no pen, wipe in front of px. Wipe keys, frame and facial measurement tools with alochol wipes before use (\*). | All staff to clean their own pens. Anyone using keys frame and facial measurent tools to clean them. | Every day the practice is open (Mon–Sat) | 25/5/20 |
| **Infection from members of staff** | All staff and px, by touch and airborne particles. | Maintain social distancing of 2m. | Plan breaks so only 1 person on a break at any one time.Clean taps, toilet seat after use with alcohol wipes (\*). Change into work uniform once the practice and out of it at the end of the day. | All staff. Manager to organise breaks.All staff.All staff. | Every day the practice is open (Mon–Sat) | 25/5/20 |

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| **Patients infecting each other** | Px, by touch and airborne particles.    | Maintaining a one way system, where possible (with signage).Waiting area seating set out to respect 2m social distancing.Glass fitted between dispensing desks to shield px. Limit the number of px in the practice at any one time to 5.  | Signage on walls and floor to guide pxs.Any soft furnishing to be covered with wipeable surface.All seating to be wiped after use (\*).Glass to be cleaned with Milton at the beginning of each session.  | All staff and members of the public.  NRRotaRota | Every day the practice is open (Mon–Sat)      | Before 8/6/20  Before8/6/20    |
| **Infection from patients**  | All staff, by touch and airborne particles.      | On entering the practice px asked to use hand sanitiser.   Maintain social distancing, staff using a face mask if needing to be closer than 2m. Perspex shields fitted to reception and dispensing desks.  | Touch-free hand sanitiser to be installed, located near front door. Stock of sanitiser needs to be maintained.  Signage on walls and floor to guide px.Face masks to be available, advising NR when stocks are low.Perspex shields to be cleaned with Milton at the beginning of each session.If staff need to touch px then gloves need to be worn (\*) | NRAll staff and px. All staff.  Rota All staff. | Every day the practice is open (Mon–Sat)     | Touch free hand sanitiser once arrived, until them hand sanitiser made available by staff. Other items 25/5/20    |
| **Infection from deliveries** | All staff and delivery people, by touch. | Delivery person to ring bell and staff to take delivery on doorstep. Wear gloves whilst handling deliveries and clean delivery boxes with Milton dilute solution and white cloth (\*).  | Note on door for delivery people. Ensure stock of gloves, Milton and cloths is maintained.   | All staff.      | Every day the practice is open (Mon–Sat)      |  25/5/20    |
| **Infection from frames after frame selection** | All staff and px, by touch.       | Cleaning all frames that px and staff have touched with Clinell wipes/Clinell spray and blue paper towel (\*) .      | Strerlise frames in UVC cleaner, as per guidelines, once arrived.      | All staff.      | Every day the practice is open (Mon–Sat)       |    25/5/20UVC once arrived   |
| **Infection from members of the public during dispensing process (close task – within 2 metres)** | All staff and px, by touch.      | Maintaining social distancing as much as possible.If closer than 2m to px and not behind perspex shield staff to wear mask and gloves (or wash hands before and after) (\*).     |  Ensure stock of gloves is maintained. Clean any rulers/measuring devices with Clinell wipes before use. Ensure stocks of Clinell wipes are maintained.   | All staff performing dispensing.      | Every day the practice is open (Mon–Sat)       |  25/5/20     |

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| **Infection from/to members of the public in the consulting rooms** | Optometrists and staff performing pre-screening, by touch and airborne particles.    | Optometrists to wear single use apron, gloves. Also sessional IRR mask and face shield.Optometrists to follow College/appropriate guidelines for examinations.Staff performing pre-screening to wear mask/shield and gloves.PPE items to be donned and doffed as per guidance (\*).Optometrists to no longer use non-contact tonometer “puff of air” due to possible aerosol effect.  | Ensure stocks of PPE items maintained.  Refer to NHSE guidance in practice for donning and doffing PPE.To purchase an icare tonometer to measure eye pressure with no possible aerosol effect and no need for drops to be instilled (see picture) | Optometrists and staff performing pre-screening. | Every day the practice is open (Mon–Sat)       |  23/3/20  25/5/20   |
| **Infection from handling cash** | All staff and px, by touch. | Do not accept cash, where possible.        | When handling cash used gloves or wash hands before and after. | All staff. | Every day the practice is open (Mon–Sat)    |   25/5/20    |
| **Infection from misc items (magazines, leaflets, clutter)** | All staff and px, by touch and airbourne particles.    |       | All magazines and leafelts to be removed and clutter be kept to a minimum | NR and all staff.   | Every day the practice is open (Mon–Sat)      |    3/6/20   |
| **Shielding px being infected.** | All staff and px, by touch and airbourne particles.      | No shielding px have attended the practice yet.   | Only shielding px to be on the premise with optometrist and 1 member of staff (keeping 2m distance). Px to attend alone if possible.Shielding px to have an appt to attend and when entering staff member to wear mask and gloves to open the door to the px.Optometrist in full PPE at all times.  Time inside the practice and any touch to be kept to a minimum.   | Staff member and optometrist.     | Every time a shielding px needs to attend the practice.     |  2/6/20     |
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\*All alcohol wipes/paper towels/masks/gloves/aprons to be placed in PPE bins. PPE bins to have double bin bags and at the end of everyday bag to be sealed and kept in basement or 72 hours. After this time they can be placed in normal refuse sacks.