**Creating a COVID- 19-secure workspace – Checklist and risk assessment**

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| **Clinical Team:** |  |
| **Location (please specify):** |  |
| **Date:** |  |
| **Person completing risk assessment (and role)** |  |
| **Risk assessment** |
| Areas can be considered Covid-secure if: | **Tick the all that apply:** |
| * everyone is able to be two metres apart, with the maximum number of people who can occupy the space at a two-metre distance clearly indicated at the entrance
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| * cleaning products are available for staff to wipe down their desk and equipment at the beginning and end of their work day
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| * staff wipe down communal areas, including door handles, kitchen equipment more frequently
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| * hand cleaning facilities are available, such as soap or hand gel
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| * supplies of face masks, hand gel and clinical waste bins are available for the safe wearing of masks
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| * there are prompts for everyone in the space to follow best practice
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| Compliance with the checklist will provide assurance that the workspace is safe – or identify the additional actions that need to be taken to make it safe. It also means that staff in those areas do not have to wear surgical masks (see below).Clinical waste bins, bags and extra soap and hand rub will be distributed to non-clinical areas as quickly as possible.  |
| **Remedial actions** |
| **Part 1 – General rules:** * only people who need to be in the space should be there
* use Microsoft Teams/phone/virtual meetings to limit use of meeting rooms
* bring in pre-prepared food and do not share food
* take responsibility to help keep the areas safe
* check the intranet regularly for the latest updates
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| **Part 2 – Location specific risk management** *Please note that if unable to provide a satisfactory risk management, staff in the non-clinical areas will have to wear face masks all the time.* **Specify any local remedial actions below:** |