***Creating a COVID-19 secure workplace - Checklist & Risk assessment -Clinical areas***

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| **Clinical Team:** |  | | |
| **Location (please specify):** |  | | |
| **Date:** |  | | |
| **Person completing risk assessment (and role)** |  | | |
| **Risk assessment by area:** | **Yes**  **Tick** √ | **No**  **Tick** X | **Actions if No:** |
| **Entrance to building** | | | |
| Is there alcohol foam hand sanitisers/ Handwashing facilities at entrance of building/ reception area? |  |  | *Alcohol hand gels to be displayed at entrance points. Ensure this meets Health & Safety requirements*  *See attached poster:* |
| Are handwashing posters displayed by sink/ alcohol gel? |  |  | *Hand hygiene poster to be displayed adjacent to hand washing sink or next to alcohol gel rub*  *See attached poster:* |
| Is there a box of fluid -resistant surgical mask? |  |  | *Place a box of fluid resistant surgical mask by reception desk* |
| Is there a signing in book that records Names and contact details of all people entering the building? Including mobile contact details |  |  | *Use sign in and out template form:* |
| Is the pen cleaned in-between use with disinfectant wipe? |  |  | *Place disinfectant wipes by reception area. Clean pen in-between use with disinfectant wipes.* |
| **Waiting area** | | | |
| Are chairs 2 meters apart? |  |  | *Ensure chairs are 2 meters apart. Place social distancing signs on floor. Remove chairs that are not use.* |
| Water dispensers cleaned 3 times a day? |  |  | *Ensure water dispensers are cleaned and wiped down, 3 times a day with disinfectant wipe.* |
| **Office Space** | | | |
| Is there alcohol gel available in each room for staff to clean there hands? |  |  | *Place alcohol gel in all office rooms. Ensure this meets Health & Safety requirements* |
| Are desks 2 metres apart? |  |  | *Ensure desks are 2 meters apart label. Place poster on computers that are out of use due to social distancing rule:*  *See attached poster:* |
| Are social distancing poster displayed on the floor? |  |  | *Place 2 meter social distancing signs on floor. Do not place social distancing stickers on carpeted floors.* |
| Are social distancing poster displayed? |  |  | *Display social distancing signs on room doors.* |
| Are disinfectant wipes available to clean equipment? |  |  | *Disinfectant wipes to be place near printer/ where suitable to wipe down printer button.* |
| Are disinfectant wipes available in office rooms? |  |  | *Disinfectant wipes to be place in all office rooms to encourage regular surface cleaning* |
| **Hot Desk Areas** | | | |
| Are computers 2 metres apart? |  |  | *Ensure desks are 2 meters apart.*  *Place poster on computers that are out of use due to social distancing rules.* |
| Are disinfectant wipes available to clean equipment? |  |  | *Disinfectant wipes to be place in hot desking room to encourage regular use.* |
| Are social distancing poster displayed? |  |  | *Display social distancing signs on room doors or floors. Do not place social distancing stickers on carpeted floors.* |
| Is there alcohol gel/ hand wash sink nearby? |  |  | *Alcohol hand gels to be available to staff. Ensure this meets Health & Safety requirements* |
| **Clinical Areas** | | | |
| Are there sufficient supplies of gloves, apron, and fluid resistance surgical mask? |  |  | *Order supplies via PPE order system* |
| Are social distancing poster displayed? |  |  | *Display social distancing signs on floors. Do not place social distancing stickers on carpeted floors.* |
| Are hand washing facilities available? |  |  | *Alcohol hand gels to be available to staff. Ensure this meets Health & Safety requirements*  *Hand wash basins to have soap and hand towels* |
| Are sharps containers dated, temporary seal, stored above waist level? |  |  | *Ensure sharps bin available if there is a clinical need. Must be place above waist level with temporary seal in-situ. Must be sign and dated with date of opening.* |
| Is disinfectant wipes available for cleaning re-usable equipment? |  |  | *Disinfectant wipes to be place in clinic room* |
| Is cleaning schedule available  re-usable equipment? |  |  | *Record of re-usable medical equipment to be maintained as per medical device policy, in clinical room.* |
| Has curtain been changed in the last 6 months |  |  | *Replace expired curtain* |
| **Toilets** | | | |
| Are social distancing poster displayed? |  |  | *Display social distancing signs on floors.* |
| Toilets with multiple users to ensure one in and one out system or social distancing of 2 meters? |  |  | *Display of social distancing on toilet cubicle door.* Toilet to have one user at a time if toilet has multiple users where social distancing 2 meter rule cannot be maintained. |
| Are hand wash basin available with soap and water?  Are hand towels available? |  |  | *Hand hygiene poster to be displayed adjacent to hand washing sink or next to alcohol gel rub.* |
| **Lobby to lift/stairs area** | | | |
| Are social distancing poster displayed? |  |  | *Display social distancing poster to be adjacent to lift. If lift small -only 1 user at a time.* |
| Is there alcohol foam hand sanitisers near lift? |  |  | *If suitable place alcohol foam hand sanitisers near lift. Ensure alcohol foam* |
| **Kitchen** | | | |
| Is there social distancing sign on kitchen door? |  |  | *If kitchen small -only 1 user at a time.*  *Display social distancing signs on floor and door* |
| Is there a Hand wash basin with soap and paper towels? |  |  | *Hand wash basins to have soap and hand towels* |
| Is there a poster on microwave door to reminder user to clean after use? |  |  | *Place poster above microwave to remind user to clean microwave door handle/ button after use with disinfectant wipe* |
| Are there disinfectant wipes in kitchen? |  |  | *Place disinfectant wipes in kitchen* |
| **Staff Rooms** | | | |
| Is seating 2 meters apart? |  |  | *Ensure chairs are 2 meters apart. Place social distancing signs on floor. Remove chairs that are not use.* |
| Are staff breaks staggered to social distancing of 2 meters, in staff rooms? |  |  | *Staggered breaks and sit 2 meters apart when having lunch.* |
| **Other issues : Please document** | | | |
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