

**PPE in primary care settings**

- On Friday 5 June, Health and Social Care Secretary Matt Hancock [announced](#) that from 15 June 2020 all staff in hospitals should wear face masks and all visitors and outpatients should wear face coverings. We are clarifying what changes would be appropriate for staff and patients in primary care settings. We will share further information shortly. In the meantime please continue to follow the [Public Health guidance](#) on the use of personal protective equipment (PPE).

## Covid-19 risk assessment

**Company name:**

**Assessment carried out by:**

**Date of next review:**

**Date last assessment was carried out:**

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
<b>Touch points</b> (light switches, door handles, hand rails, push plates and telephones etc)	The virus may be transmitted to anybody entering the practice e.g. the staff, patients and visitors, including but not limited to BAME staff, other vulnerable groups	Encouraging staff to work from home when they can  Focus on touch points during general cleaning using virucidal cleaner	Prevent the sharing of terminals or if not practicable provide guidance and materials on contamination of work instruments  Implement a clear desk policy	(Position allocated task) to lead further action.  Action needed by all.	Immediately	



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	<p>the staff, patients and visitors, including but not limited to BAME staff, other vulnerable groups and those categorised as very high risk</p>	<p>distancing policy at all times and always minimise the amount of time spent in close proximity with others in all cases. E.g. Space chairs at least 2m apart and keep casual interactions to a minimum</p> <p>Encouraging staff to work from home when they can</p> <p>We have created zones within the building and a policy to support safe practice</p> <p>We encourage indoor spaces to be</p>	<p>Introducing a one way system in the practice</p> <p>Reopen some of the exit and entrance points Consider seating arrangements so people are not sat facing each other</p> <p>Consider screening between members of staff working in close proximity</p> <p>Enhances signage and more visual cues around the practice to social distance. E.g. pop up banners, posters and floor decals etc</p> <p>Consider fixed teams</p>	<p>(Position allocated task) to lead</p> <p>(Position allocated task) to lead</p> <p>Department leads</p> <p>Department Leads</p> <p>(Position allocated task) to lead</p> <p>Department leads</p>	<p>Immediately</p> <p>Immediately</p> <p>Immediately</p> <p>Immediately</p> <p>Immediately</p>	

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		<p>ventilated wherever possible (doors and windows open)</p> <p>We only bring patients into the practice if the issue is urgent and cannot be dealt with remotely. The decision to bring somebody in is a 2 x GP decision.</p> <p>Routine meetings are virtual</p> <p>When staff are unable to socially distance a risk assessment is needed as masks may need to be considered for</p>	<p>approach</p> <p>Consider home working for anybody that doesn't need to be in the practice</p>	<p>Department leads</p>	<p>Immediately</p>	

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		sessional use if not track and trace will result in staff isolating for 14 days.				
<b>People returning to work</b>	The virus may be transmitted to the staff, patients and visitors to the practice	Consultation, briefing and discussion on concerns before returning to work,	Conduct a risk assessment on all members of staff returning to work	(Position allocated task)	Immediately	
<b>BAME staff</b>	The virus may be transmitted to the BAME Members of staff	Met with individuals and carried out an individual risk assessment.  Underlying issues explored and additional measures put in place by mutual agreement. Limiting contact with colleagues and narrowed focus of duties etc.	Conduct the SAAD risk assessment on BAME Employees	(Position allocated task) to lead	Immediately	

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<b>Extremely vulnerable staff</b>	The virus may be transmitted to the Extremely Vulnerable Members of staff	<p>Identified those that are classified as extremely vulnerable as per the guidance.</p> <p>Set them up to work remotely from home</p> <p>Provide extremely vulnerable staff with dot Gov guidance on shielding</p>	Check in with them every couple of weeks	BM to lead	Immediately	
<b>Vulnerable staff</b>	Vulnerable Members of staff	<p>Identified those that are classified as vulnerable as per the guidance.</p> <p>Signs around the practices encouraging people who think they are vulnerable to identify themselves.</p>	Reassess their needs every months or if the situation changes	N/A	N/A	

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		<p>Provided and continue to provide opportunities to work from home.</p> <p>Risk assess their specific circumstances and apply additional control measures where applicable</p> <p>Remove from patient facing role and limit contact with colleagues where applicable</p>				
<p><b>Exchange of goods / deliveries</b></p>	<p>Employees of the practice ,might be contaminated by incoming parcels</p>	<p>Ensuring social distancing is maintained when deliveries arrive</p>	<p>Ensure gloves as a minimum are worn when handling packages arriving into the practice. It might be appropriate in some cases</p>	<p>(Position allocated task) Leads</p>	<p>Immediately</p>	

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			<p>to wear an apron.</p> <p>Hands must be washed immediately after handling packages.</p> <p>Wipe down packages on arrival if practicable.</p> <p>Dispose of any packaging safely at the time of opening the packaging.</p>			
<p><b>Deterioration of mental wellbeing</b></p>	<p>Staff and patients of the practice</p>	<p>Staff have 24/7 access to the EAP</p> <p>Staff have been offered NHSE funded support coaching</p> <p>Staff have been made aware of other</p>				



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		<p>support resources available</p> <p>We have an open door policy to discuss concerns and prompts with visual aids can be found within the practice</p> <p>Staff are included in practice communications and are encouraged to join us virtually</p>				
<p><b>Movement and contact within the zoned areas of the practice</b></p>	<p>There is a higher risk that the virus may be transmitted to the staff and patients</p>	<p>We have Standard Operating Procedures for seeing patients and controlling</p>	<p>Review the SOP monthly or sooner if the situation changes to ensure that it continues to be fit for purpose.</p>	<p>(Position allocated task) to lead</p>	<p>Monthly</p>	

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		movement within the zoned areas of the practice. These were co-produced with the staff and informed using national guidance and local expertise	Considerations of wearing of PPE if 2m for greater than 15 minute contact or 1m for 1 minute			
<b>Travelling to and from work</b>		Issued staff with guidance on safer travel for passengers	<p>Discuss with members of staff their travel to work arrangements</p> <p>Try to arrange for staff travelling on public transport to work from home where possible</p> <p>Advice staff to not share transport to work</p>	<p>Department leads</p> <p>Department leads</p> <p>Department leads</p>	<p>Immediately</p> <p>Immediately</p> <p>Immediately</p>	
<b>Contaminated clothing</b>		Advising to wash clothes regularly and providing the opportunity to	Consider scrubs for all front line staff so that clothing can be washed at a high temperature.	N/A	N/A	

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		change at work  Guidance has been circulated and is available about contamination of self and not taking Covid-19 home.				

### Resources and references

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