

**Risk Assessment – COVID19 (coronavirus) infection spread**

<b>Area</b>		Swayne and Partners - Practice wide			<b>Date Assessed</b>		06/03/20			
<b>Person Conducting Assessment</b>		Practice Manager			<b>Date Reviewed</b>		12/03/20			
<b>Business Unit / Speciality</b>		Small Animal veterinary Practice			<b>Date Reviewed</b>		16/03/20			
<b>Practice Managers Name</b>		Heidi Fudge			<b>Date Reviewed</b>		23/03/20			
<b>Detail the source of the risk, the background information, description of the Event / Task / Service</b>		Coronavirus infection – the infection and spread of coronavirus through contact with infected persons in carrying out practice duties to clients, members of the public, contamination from staff to staff			Further reviews:		30/03/20 14/05/20			
Identify Hazards?		Describe the Risk?	Describe what Controls / Mitigating actions are being taken to reduce the risk	Actual Risk level			Are further actions necessary to reduce the risk below a Moderate Risk	Residual Risk level		
				L	C	RISK		L	C	RISK
1	Client contact – Reception, waiting room, surface areas, items, doors, public access areas contaminated	Risk of contamination from an infected person, virus spread by close proximity contact (airborne particles), physical contact, hard surfaces, money, payment devices or products surfaces	<ul style="list-style-type: none"> <li>• Clients are not allowed access to building</li> <li>• Gloves worn by staff for physical payments or transactions (these transactions are discouraged) and cash payments will be made outside if necessary</li> <li>• Regular sanitizing of surfaces and devices after use, door handles etc.</li> <li>• Hand washing facilities available on entrance to practice</li> <li>• Phone payments by card/contactless where possible, and avoid cash payments</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• Drop prescriptions/food/products to allocated collection point in car park (maintaining distancing from client)</li> <li>• Clients to report arrival to practice by telephone and wait in car for vet to approach (social distancing)</li> <li>• Spread appointments to reduce number of cars/clients in car park, client to remain in car whilst vet takes animal in for examination.</li> <li>• Delivery/postal of products to clients to avoid attendance at practice, (observing distancing and hygiene at all drops)</li> </ul>	1	4	4

							<ul style="list-style-type: none"> <li>keep consistent teams of employees for staffing to avoid cross contamination between teams and at different locations</li> </ul>			
2	Client contact - Consulting	Risk of contamination from an infected person, virus spread by close proximity contact (airborne particles), physical contact, hard surfaces, client participation in restraint or calming of patient increases close contact risk	<ul style="list-style-type: none"> <li>Maintain distancing of 2m</li> <li>Avoid client participation of animal restraint as close contact needed, use a team member</li> <li>Sanitizer used at start of each consult, clean down at end</li> <li>PPE used as appropriate, gloves, visor, mask</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Clients remain in car</li> <li>Gain as much information from client remotely as possible to limit contact time</li> <li>Limit consults to welfare/urgent/emergencies</li> </ul>	1	4	4
3	Staff to staff – clinical areas, close proximity work with others, hard surfaces in consult/prep/theatre/kennels etc	Risk of contamination from an infected person, virus spread by close proximity contact (airborne particles), physical contact, hard surfaces,	<ul style="list-style-type: none"> <li>Maintain distancing where possible 2m – If this is not possible, i.e. restraining animal with 2 people, PPE to be worn, mask, surgical grade if possible.</li> <li>Position staff members in close proximity physically to face away from each other as far as practicable</li> <li>Increase existing clean down or pre use/sterilization processes, (clinical areas ARE clean by general practice)</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Space patient treatment to allow maximum room to work</li> <li>Reduce staff numbers allowed in clinical areas to a minimum</li> </ul>	3	4	12
4	Staff to staff – Practice areas, entrances, kitchen, office, staff room areas contaminated	Risk of contamination from an infected person, virus spread by close proximity contact (airborne particles), physical contact, hard surfaces, staff entry door handle, keypads, coat racks, lockers, particularly resting and/or shared areas, (staff room, kitchen) communal crockery,(mugs, cups,	<ul style="list-style-type: none"> <li>Provide sanitizer/hand washing facilities inside/outside all entry points for staff, clean door handles/keypads, high traffic areas before /after shift changes or periodically</li> <li>Clean all shared computer terminals/keyboards/phones</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Reduce staff levels to a minimum</li> <li>Avoid shared utensils, cutlery, mugs etc.</li> </ul>	2	4	8

	glasses) cutlery present risk of contamination	before and after all changeovers in staff <ul style="list-style-type: none"> <li>Advise staff to limit amount and lock personal belongings, (coats, bags etc) in car where possible</li> </ul>					
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Take serial number from Risk Assessment	Transfer Key Actions Required for Risks	Who is responsible?	Target date / By When?	Progress	Completed Date
1	Ensure that the further controls are adhered to at <b>ALL</b> times	Veterinary Directors, Surgeons, Practice Management, Lead and Veterinary Nurses, ALL staff	From 06/03/2020 and ongoing		From 06/03/2020 and ongoing

Calculate the risk score by multiplying the Likelihood by the Consequence: L = (likelihood) x C (consequence) = R (risk score).

Consequence	Likelihood				
	Rare 1	Unlikely 2	Possible 3	Likely 4	Certain 5
Negligible - 1	1	2	3	4	5
Minor - 2	2	4	6	8	10
Moderate - 3	3	6	9	12	15
Major - 4	4	8	12	16	20
Death / Catastrophic - 5	5	10	15	20	25

**KEY:**  Low risk   
 Moderate risk   
 Significant risk   
 High risk