

The Neuro Rehab Practice Covid Risk Assessment updated Jan 2021



How the Rehab Practice Protects or Clients and Staff:

As a Healthcare company, the health and safety of our clients and staff are our priority. We have strictly followed the guidelines from Public Health England, The NHS, the Government and The Health Care Professional Council.

We are already successfully running our on-line TeleHealth service and now under recent guidelines we are able to see clients Face-to-Face where appropriate.

We therefore risk assess each individual request and use our clinical experience combined with information from this form to support the decision.

All our staff Covid-19 tested weekly to ensure the safety of our clients particularly our most vulnerable.

Neuro rehabilitation sometimes requires clinicians to work within the standard socially distancing guidelines and therefore we follow the recommended requirements of using Personal Protective Equipment (PPE). Most of our Clinicians have had the first dose of Covid Vaccine in Dec 2020.

All our staff are trained in using Personal Protective Equipment (PPE), for clinic sessions and for home visit, this includes wearing a face mask, apron, gloves and if appropriate a visor.

This risk assessment has been developed based on the guidance for returning to clinic and face-to-face appointments in July. The guidance was issued by the government on Thursday, 2nd July and updated January 2021. The measures identified in this risk assessment are based on current (as at Jan 2021) government guidance in the following documents:



Description of Activity / Person / Area / Equipment being assessed		Provision of Neurophysiotherapy during the COVID-19 pandemic		
Practice Name:		The NeuroRehabPractice		
Location:		206 Stanley Rd, Teddington, TW118UE		
Date of Original Assessment:		1st July 2020 updated Jan 2021		
Shared with staff on:		7th July 2020 (by e-mail) 30th September (zoom Session and email) update Jan 2021		
Do staff understand the controls in place:		Yes		
HAZARD	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES

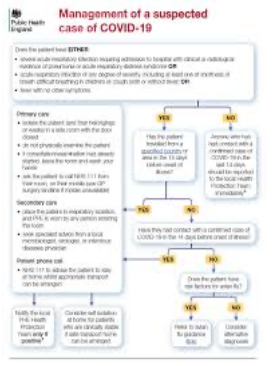
All of the situations below will be considered upon a number of things that will influence our decisions as a Practice. The predominant factors in there are as follows:

- The national 'R' rate.
- The local 'R' rate.
- The local infection rates. (number of confirmed cases in London Borough of Richmond upon Thames)
- Imposing of national or local lockdown.

Decisions will be taken based upon these rapidly changing statistics.

<p>All Patients/their support team fill in a Consent to Face-To-Face Therapy Sessions at Home/ Community before they commence appointments:</p> <p>I knowingly and willingly consent to having Face-to-Face therapy treatment in clinic/at home during the COVID-19 pandemic by checking this box I understand and accept this statement To prevent the spread of contagious viruses and to help protect each other, I understand that I will have to follow the clinician's strict guidelines by checking this box I understand and accept this statement I understand that due to the potential frequency of visits from the clinicians, the characteristics of the virus, and the characteristics of therapy services, that I have elevated the risk of contracting the virus by being seen by a clinician face to face by checking this box I understand and accept this statement I understand the COVID-19 virus has a long incubation period during which carriers of the virus may not show symptoms and still be highly contagious. It is impossible to determine who has it, and who does not, given the current limits in virus testing. by checking this box I understand and accept this statement I verify that I have not travelled outside the UK In the past 14 days to countries that have been affected by COVID-19</p> <p>No, I have not travelled</p>	<p>https://the-rehab-practice-ltd.cliniko.com/f/?0jDb-Qrq5mgW7SdFCa9eo8ZBBY1</p>		<p>individual responsibility .</p>	<p>Prior to commencement of any Face-to Face treatment sessions with clients</p>	
<p>Patients submit their consent to face- to -face Therapy Sessions before treatment : I understand, have read, and completed this questionnaire truthfully.</p> <p>Informed Consent for Face-To-Face Therapy Sessions: I agree that this constitutes full disclosure and that it supersedes any previous verbal or written disclosures. I understand that this document is for my protection and the protection of other individuals and is a requirement by The Chartered Society of Physiotherapy, Public Health England and the Government.</p>	<p>https://the-rehab-practice-ltd.cliniko.com/f/?0jDb-Qrq5mgW7SdFCa9eo8ZBBY1</p>		<p>individual responsibility .</p>	<p>Prior to commencement of any Face-to Face treatment sessions with clients</p>	

<p>Pre-Session COVID-19 Symptom Screening Form: In order to protect our clients, their families and our team, our staff fill in a daily COVID symptom check form.</p> <p>We will also send you a COVID symptom checking form. This will be sent out the day before your session which is automated with your session appointment reminder.</p> <p>We ask that you please fill it in as early as possible on the morning of the day you are due to be seen as without this for completed, our clinicians are would be unable to see you.</p> <p>Public Health England and the Government advice is that COVID symptoms are recognised as:</p> <p>High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p> <p>A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</p> <p>Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</p>	<p>https://the-rehab-practice-ltd.cliniko.com/f/?0jDb-Qrq5mqW7SdFCa9eo8ZBBY1</p>	<p>The Rehab Practice Ltd trading as: Neuro Rehab Practice Pre-Session COVID-19 Symptom Screening Form Pre-Session COVID-19 Symptom Screening Form</p> <p>Pre-Session COVID-19 Symptom Screening Form This form is used before each visit as a screening protection for our clients and staff Have you experienced any of these symptoms within the last 24 hrs? A New, Continuous Cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) A High Temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p>	<p>individual responsibility .</p>	<p>Prior to commencement of any Face-to Face treatment sessions with clients</p>	
<p>Working face to face with Clients . Planning and Protection Fit mask testing is an essential part of pandemic planning. It will ensure the safety of staff treating suspected and positive COVID 19 patients. It is advised all staff should have had a recent fit mask test performed and be confident in the application of both the FFP3 (or equivalent) mask and Personal Protection Equipment (PPE):</p>	 <p>Public Health England Guide to donning and doffing standard Personal Protective Equipment (PPE) for health and social care settings</p> <p>Donning or putting on PPE Before putting on the PPE, perform hand hygiene. Use alcohol handrub or soap and water. Wash hands for at least 20 seconds. Do not touch your face, hair, or clothing while wearing PPE.</p> <p>Do not touch the front of the PPE. If you do, change it immediately.</p> <p>Do not touch your face, hair, or clothing while wearing PPE.</p> <p>Do not touch the front of the PPE. If you do, change it immediately.</p> <p>Doffing or taking off PPE Do not touch the front of the PPE. If you do, change it immediately.</p> <p>Do not touch your face, hair, or clothing while wearing PPE.</p> <p>Do not touch the front of the PPE. If you do, change it immediately.</p> <p>Please refer to the PHE standard PPE video in the COVID-19 guidance collection. https://www.gov.uk/guidance/coronavirus-covid-19-essential-protective-equipment-use-in-health-and-social-care</p> <p>If you require the PPE for essential generating procedures (MGP), please visit https://www.gov.uk/guidance/coronavirus-covid-19-essential-protective-equipment-use-in-health-and-social-care</p>	 <p>HOW TO WEAR A MEDICAL MASK SAFELY</p> <p>Do's →</p> <ul style="list-style-type: none"> Wash hands before and after wearing the mask. Use a clean, dry mask. Fit the mask properly over your nose and mouth. Do not touch the front of the mask. Do not wear a mask if you have a fever, cough, or sore throat. Do not wear a mask if you are not confident in your ability to wear it correctly. Do not wear a mask if you are not confident in your ability to wear it correctly. <p>Don'ts →</p> <ul style="list-style-type: none"> Do not wear a mask if you have a fever, cough, or sore throat. Do not wear a mask if you are not confident in your ability to wear it correctly. Do not wear a mask if you are not confident in your ability to wear it correctly. Do not wear a mask if you are not confident in your ability to wear it correctly. Do not wear a mask if you are not confident in your ability to wear it correctly. <p>Remember that masks alone cannot protect you from COVID-19. Always use hand hygiene. Avoid others and wash your hands frequently and thoroughly with soap and water.</p> <p>PHE-WN</p>	<p>individual responsibility .</p>	<p>Prior to commencement of any Face-to Face treatment sessions with clients</p>	<p>All staff were trained via zoom call meetings .</p>

<p>Public Health England (PHE) have provided a management pathway below:</p>			<p>Individual responsibility .</p>	<p>Prior to commencement of any Face-to-Face treatment sessions with clients</p>	<p>Policy paper; Coronavirus action plan: a guide to what you can expect across the UK . Department of Health and Social Care Published 3 March 2020 https://www.gov.uk/government/publications/coronavirus-action-plan/coronavirus-action-plan-a-guide-to-what-you-can-expect-across-the-uk</p>
<p>Contact with someone suffering from coronavirus.</p>	<p>Everyone will be asked not to come into work if they need to self-isolate under current guidance. Regular reminders will be given about this. Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process. If a symptomatic person comes into work, they will be sent home immediately or isolated until they can be picked up.</p>	<p>Individual responsibility .</p>	<p>Controls are already in place as a result of pre-lockdown arrangements and wider opening from July 7th unchanged in Jan 2021</p>	<p>Admin staff will ensure that we continue to have suitable stocks of PPE. Guidance from the following flowchart should be followed when dealing with a suspected case of COVID-19</p>	
	<p>The space used for this will be the Clinic Gym. It is very close to the entrance of the building and the toilets. If the toilets need to be used by the person who is symptomatic, then they must be cleaned before being allowed back into general use. Staff that clean the toilet must be provided with PPE to discharge this duty effectively.</p>				
	<p>999 will be called if they are seriously ill or injured or their life is at risk.</p>				
	<p>In the case of a symptomatic Staff/Client who needs to be</p>				
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	<p>supervised before being picked up:</p> <p><input type="checkbox"/> If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</p>				
	<p><input type="checkbox"/> If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</p>				

	<p><input type="checkbox"/> If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Any person (staff member or Client) who develops symptoms will be required to take a test. They will be required to self-isolate until they receive the results of the test. Should they test negative, they can return to work.</p> <p>Should they test positive for COVID-19 then they must follow the guidelines provided by the Government and self-isolate. They must inform the Practice Manager of the outcome of the test. *Note the change that isolation for a confirmed case is now 10 days. A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance. If the Rehab Practice becomes aware that a Staff member or a Client has tested positive for coronavirus, the Practice Manager will contact the local health protection team. The Practice Manager will</p>			
	<p>carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate. To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The staff in each location <input type="checkbox"/> Any close contact that takes place between clients and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> o Being coughed on, o A face-to-face conversation, or o Unprotected physical contact (skin-to-skin) <input type="checkbox"/> Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person <input type="checkbox"/> Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the Rehab Practice will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed. Staff/Clients will not be informed of any person with symptoms until a positive test is confirmed and the risk assessment performed as above steps have specified.</p> <p><u>Disposal of Used PPE</u> Personal waste from individuals with symptoms of</p>		<p>In place for our return at the beginning of July unchanged in Jan 2021</p> <p>In place currently</p>	<p>The Practice Manager will organise and provide necessary communications following advice from the local health protection teams. The Practice Manager will organise and provide the necessary communications following advice from the local health protection teams.</p>
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	<p>COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> Should be put in a plastic rubbish bag and tied when full The plastic bag should then be placed in a second bin bag and tied This should be put in a suitable and secure place and marked for storage until the individual's test results are known <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be put indisposed of immediately with the normal waste.</p> <p>Only if COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> keep it separate from your other waste. <input type="checkbox"/> arrange for collection by a specialist contractor as hazardous waste. 		and continued for Jan 2021	
Contact with coronavirus when getting to and from Clinic / Clients	<p>Everyone will be encouraged to walk or cycle or drive to Clinic, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p>	Individual responsibility.	Prior to the beginning of Jan 2021.	email beginning of July 2020 unchanged Jan 2021
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	<p>this period and until further notice.</p> <p>For those Staff relying upon public transport, the Practice will ensure that as much as possible discussions will be held with the staff:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow hygiene rules <input type="checkbox"/> Try to keep their distance from passengers where possible <input type="checkbox"/> Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the NeuroRehabPractice will work with Staff, Clients and carers as appropriate to ensure that, wherever possible:</p> <p>The Staff should obtain a copy of the LBRuT transport team risk assessment and ensure that all Staff traveling are prepared for any changes.</p> <p>Families/carers who need to drop off and pick up clients will be told through messages and signage:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Their allocated drop off and collection times, with different clients being given different times. <input type="checkbox"/> The protocols for minimising adult to adult contact : <ul style="list-style-type: none"> o Using different entrances and exits for other buisnesses in the uilding. We have two separate entrances to the clinic and all of these are being utilised, as well as one way systems. o Staggering start and end times of the clients appointments. 		These controls will be in place for the start of July and still in place Jan 2021	This information will be going to parents in a email in July. We will also be providing guidance of entry and exit from Clinic for staff and clients.
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	<ul style="list-style-type: none"> o That only one Client/carer should attend o Not to gather at entrance gates or doors, or enter the site unless they have a pre- arranged appointment. o Ensuring that one-way systems are in place for clients moving on the premises. o Ensure that Clients and staff operate one- way systems when moving around the premises. <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the day. If they're using disposable face coverings, these will be put in a covered bin. Staff/Clients/Carers wearing any sort of face covering when arriving to Clinicl will wash their hands on arrival, dispose of/store the covering, and wash their hands again before going to their Client. Staff will be made aware that they mustn't touch the front of the covering during use or removal.</p>			A bin will need to be placed by each different entrance to the clinic gyms.
Spreading infection due to touch, sneezes and coughs	<p>Handwashing facilities will be provided. Staff will either wash hands thoroughly and / or use a hand sanitiser if this is more convenient. Where using hand sanitiser, Staff should also be given the chance to wash their hands with soap and water at other times of the day.</p>	Individual responsibility.	These controls will be shared with staff towards the end of the Summer and then again in October	The Practice Manager will ensure that there is suitable stock in place and monitor supplies with the staff using clinic. WE have a supplier through the NHS . Should this become
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	<p>All Staff will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands <input type="checkbox"/> Clean / sanitise their hands on arrival, after breaks, before and after eating, after sneezing or coughing and before they go home. <input type="checkbox"/> Be encouraged not to touch their mouth, eyes and nose <input type="checkbox"/> Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Staff will be encouraged to learn and practise these habits in lessons and by posters put up in the toilet in clinic.</p> <p>Help will be available for any staff/clients who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Clients may be supervised during hand washing.</p> <p>Staff which are more at risk due to an underlying condition will have a personal risk assessment. This will identify any risk that may be more prevalent due to the nature of the staff's needs. These have currently been in place and will need to be adapted for the return to a Clinical setting .</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p>		in September.	difficult, we should have at least two suppliers to go to. The Practice Manager to alert staff if supplies become difficult to obtain. It will be important that those responsible for supplies communicate with suppliers when this happens .The Practice manager will check that stocks are regularly topped up.
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	Bins for tissues, operated by a foot pedal, no touch technique will be emptied at the end of the day.			
Spreading infection through contact with coronavirus on surfaces	<p>Staff /cleaners will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Counters <input type="checkbox"/> Desks and tables <input type="checkbox"/> Bathroom facilities (including taps and flush buttons) <input type="checkbox"/> Door and window handles <input type="checkbox"/> Furniture <input type="checkbox"/> Light switches <input type="checkbox"/> Reception desks <input type="checkbox"/> Gym Equipment <input type="checkbox"/> Computer equipment (including keyboards and mouse) <input type="checkbox"/> Sports equipment <input type="checkbox"/> Telephones <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between Clients between washes.</p> <p>Staff /Clients /carers will be asked to limit the</p>	Individual responsibility.	These controls have been in place since Jul 2020 and will continue to be so for 2021	We have asked each staff member using clinic to work a pathway around the area used in the gym/clinic room cleaning each used area. When this is complete, the pattern starts again.
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	<p>amount of equipment they bring into Clinic each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the Clinic that are used by Staff/Clients will be cleaned thoroughly at the end of the day.</p> <p>To facilitate all Staff/Clients returning, we are expecting all areas of the clinic to be open. Shared spaces such as the gym or reception can be used by consecutive groups, but must be cleaned before another group use the space.</p> <p>Any resources shared between groups, such as sports/gym equipment, will be either:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cleaned frequently and meticulously, and always between groups using them; or <input type="checkbox"/> Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for other shared resources that clients or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to a clients/staff education/rehab and development.</p> <p>Individual and very frequently used equipment, like laptops will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Restricted to one user; or 		<p>Controls will already be in place.</p> <p>Agreement and schedule prior to return in July.</p> <p>In preparation for full return in July/August. Still in place Jan 2021</p>	<p>Controls will have been in place over the lockdown period and since the wider return to clinic face to face appointments in July.</p> <p>Staff will be reminded of these.</p> <p>Staff in clinic have been provided with a box of cleaning equipment including anti-bac spray and mop as well as anti-bac wipes and PPE.</p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as Gym/clinic room and reception areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into Clinic a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Staff will wash their hands and surfaces before and after handling Clients.</p>			<p>for Staff with any additional needs this will be done with support from admin staff.</p> <p>This will need to be done following guidance and using the full PPE.</p>
<p>Spreading infection due to excessive contact and mixing between staff in Clinic or community shared working</p>	<p>The other companies in Foundry fitness are separate bubbles . They will stay separate and the Clinic will be thoroughly cleaned between groups. This includes toilets, chairs, desks and small or large gym equipment.</p> <p>The NR Practice clients will be separate from other clients in the building. This will be constantly reviewed as social integration policy changes.</p> <p>The rest of the building will be grouped into client / Therapist/PT bubbles. Clients will be in separate rooms and these should stay separate. All areas should be well ventilated with doors and windows left open as much as possible both when working with clients and after each session.</p>	<p>Individual responsibility</p>	<p>In place for the return in July and still in place in Jan 2021 unless Gyms close during Lockdown</p>	<p>This position will be reviewed on a two weekly basis with a range of evidence sources being used to inform any decision.</p>
	<p>There should be a 15 mins lag time for cleaning and ventilation between clients to minimise environmental risk .</p>		<p>In place for July still in place Jan 2021</p>	<p>Clients have been informed of the appointment</p>

	<p>Clinic rooms that are used and shared between Clients . These will be wiped between use and their use minimised only to what is essential. These items may include gym equipment and accessories. See comment above regarding cleaning. Staff will need to plan for any shared resources . They can be left for 48 hours or cleaned as above.</p> <p>They should be cleaned regularly.</p> <p>Resources that are shared between clients or bubbles, such as gym and exercise equipment, should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left out of reach and unused for 48 hours (72 hours if plastic) between use by different groups.</p>		equipment in the Clinic supplies to be ready for return to work in July	Staff and Clients should ensure handwashing before and after using gym equipment and should avoid touching their faces. Staff will have to organise equipment so that it is cleaned thoroughly between
	<p>For physical activity, contact will be avoided. Outdoor exercise will be prioritised where possible, or large indoor spaces used where it is not. Distance between clients and staff will be maximised as much as possible. Outdoor equipment should be more frequently cleaned and thoroughly cleaned between groups / bubbles. It should not be used by different groups without being thoroughly cleaned.</p> <p>Each group should have their own set of outdoor exercise equipment that is for their own exclusive use.</p>		Cleaned prior to the start of return to working in July and continuously between clients still in place Jan 2021	The Practice Manager completing
	<p>Staff can work across different groups in order to deliver the service, but they will keep their distance from Clients and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with Clients, Staff must always wear PPE when working with clients but close face-to-face contact will be avoided, if at all possible and time spent within 1 metre will be minimised.</p> <p>Any Client who needs or who will need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Specialists, therapists, clinicians and other support staff for Clients should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>		shared diaries with staff in preparation for the beginning of July and In place for September when more admin staff return.	Any visiting professionals attending the Clinic for a specific purpose such as tuition will be required to adhere to our Covid requirements and fill in a pre face to face consent and Covid Screening form before they can commence work.
Training or Client session provision not available on site due to local / group lockdown.	The NR Practice will be prepared to provide on line peer learning and education and support from the point at which localised lockdown is enforced or the Clinic has to enforce group isolation.	Individual responsibility	In place by July so it can be issued in the event of localised lockdown or group self-isolation, still in place Jan 2021	
Spreading infection due to excessive contact and mixing between Clients and staff around and outside of Clinic / Community work	<p>Staff/ Client appointments will be kept separate from other groups. As mentioned prior, these groups will be based on other businesses that work in the clinic. Staggered appointment times , including for start and finish times, to avoid too many Clients being in one place at the same time.</p> <p>Movement around the Clinic will be kept to a minimum. Clients will be booked in with a 15min lag between them to allow for cleaning of the room and PPE to be binned changed and handwashing. Clients will not be allowed to wait around the reception area but only admitted straight into the treatment room at their appointment time. All clients have to submit an on the appointment day pre treatment Covid screening form as do all the staff daily .All clients and carers should wear a mask from entry into the clinic .</p>		From July still in place from Jan 2021	Staff and clients informed of these new Covid-19 Clinic protocols in July .

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	<p>Only one set of toilets open for use. These must be cleaned by staff thoroughly after each use .</p> <p>Staff use of clinic rooms and gyms will be reduced to limit occupancy. Staff will be encouraged to take their breaks outside.</p> <p>Visitors to the Clinic, such as contractors and visiting professionals, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of clinic appointment hours wherever possible.</p>		From July still in place Jan 2021	Jan-21
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, patients/carers, visitors. Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	Individual responsibility		Visitors to Clinic will be by pre-arrangement or appointment to the Clinic only. Meetings and staff training will be recorded for staff to access if they cannot attend in person.
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Individuals vulnerable to serious infection coming into Clinic	<p>The NR Practice will continue to follow any shielding guidance in place to decide who should come into Clinic .A individual risk assessment should be done before any client a community visit is approved through a pre-treatment consent to face-to -face appointment Covid-19 screening form .</p> <p>If the guidance is paused, all staff and clients are expected to come into clinic , apart from staff who can</p>	Individual responsibility		
HAZARD	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
	<p>continue to work from home (e.g. some admin staff).</p> <p>Staff /clients who are clinically extremely vulnerable and coming into clinic will be placed in the safest possible on-site roles where it's possible to maintain social distancing.</p> <p>Staff/clients who are in the clinically extremely vulnerable groups will be required to complete and individual risk assessment to ensure that they are supported in their roles.</p> <p>Any staff who are in the clinically extremely vulnerable group should take advice from their named medical professional. This should form the basis of a risk assessment that will be provided and carried out by the NR practice in conjunction with the medical professional.</p>			Individual risk assessments for staff should be carried out with the Clinical Practice manager . Any patients who fall into this category must have a risk assessment in place.