

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls at Allister and Simpson Opticians	Actioned by who?	Actioned by when?	Completed
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Visitors to your premises</li> <li>· Cleaners</li> <li>· Contractors</li> <li>· Drivers</li> <li>· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>· Anyone else who physically comes in contact with you in relation to our business.</li> </ul>	<p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>· Hand washing facilities with soap and water in place.</li> <li>· Stringent hand washing taking place.</li> <li>· See hand washing guidance.</li> <li>· <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>· Drying of hands with disposable paper towels.</li> <li>· <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>· Staff encouraged to protect their skin by applying emollient cream regularly</li> <li>· <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>· Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<ul style="list-style-type: none"> <li>· Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>· Employees will be asked to clean their hands before helping each patient with alcohol gel.</li> <li>· Tissues will be made available throughout the workplace. If tissues unavailable advised to cough into elbow and not hands.</li> <li>· Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></li> <li>· Staff encouraged to protect the skin by applying emollient cream regularly · <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a> · Gel sanitisers in any area where washing facilities not readily available</li> <li>· To help reduce the spread of coronavirus (COVID-19) reminding everyone on the public health advice <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></li> <li>· Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></li> </ul>	Mark Simpson	May 2020	Yes

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Spread of Covid-19 Coronavirus		<p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>· Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</li> <li>· Cleaner should be a dilution of 1000 parts per million chlorine (1000ppm av.Cl)</li> <li>· Alcohol gels need to be atleast 60% alcohol and should be available in places where there is no sink.</li> <li>· If cleaning after a suspected Covid-19 case follow the governments advice.</li> <li>· Staff to clean workspace, remove waste and their belongings from the work area at the end of their shift.</li> </ul>	<ul style="list-style-type: none"> <li>· Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</li> <li>· UVC sterilising unit to clean eye test accesories between each patient as well as spectacle frames</li> <li>· Alcohol wipes availabe in testing rooms and by the frame bars in case a patient also chooses to wipe frames before trying them on (they will be advised they have been sterilised with UVC).</li> <li>· Alcohol gels available on front desk and patients will be advised to use this on entry.</li> <li>· All areas touched cleaned in between each patient using alcohol wipes.</li> <li>· If a task needs to be carried out on a patients' spectacles, the patient should be asked to take them off and should be provided with a wipe to sanitise their frames before these are touched by the professional.</li> <li>· Seperate bins will be available in testing rooms to dispose of used PPE and disposable items that have come into contact with a patient. These will be sealed in white bags after use and labelled with that days date. (Keep for 72 hours, before disposing in normal bin.)</li> <li>· Practice is cleaned at the end of each clinic. This includes mopping and disinfecting the surfaces.</li> </ul>	Mark Simpson	May 2020	Yes

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Spread of Covid-19 Coronavirus		<p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>· Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></li> <li>· Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</li> <li>· Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings. Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in canteen area and smoking area.</li> </ul>	<ul style="list-style-type: none"> <li>· Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</li> <li>· Patients will only be allowed to enter building if they have an appointment (locked door policy)</li> <li>· Patients advised to come to appointment alone if possible. Patients advised to sit in waiting area until they are called through by clinician / dispenser.</li> <li>· Posters in practice outlining our social distancing policy. Patient will also be advised on this verbally on entry.</li> <li>· Longer appointment times and staggered clinics to reduce the number of customers in the practice at any one time. Test room 1. Browsing frames 1. Waiting area 2 (unless family - parent responsible to manage kids)</li> <li>· Waiting area chairs atleast 2m apart</li> <li>· Protective screen at reception desk.</li> <li>· Adjustment on spectacles will only be carried out if required by patient.</li> <li>· Video consultations will be carried out where possible.</li> <li>· Consistant rota and minimum amount of staff on shop floor to function safely.</li> <li>· Staff advised to look through glass pane in doors before accessing narrow corridors.</li> </ul>	Mark Simpson	May 2020	Yes

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Spread of Covid-19 Coronavirus		<p><b><u>Wearing gloves and Aprons</u></b></p> <ul style="list-style-type: none"> <li>· Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</li> <li>· Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</li> </ul>	<ul style="list-style-type: none"> <li>· Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</li> <li>· Seperate bins will be available in testing rooms and at the back of the shop to dispose of used aprons / gloves and disposable items that have come into contact with a patient. These will be sealed in white bags after use and labelled with that days date. (Keep for 72 hours, before disposing in normal bin.)</li> <li>· Posters displayed in testing rooms and office about how to put on and remove gloves and aprons safely.</li> </ul>	Mark Simpson	May 2020	Yes
Spread of Covid-19 Coronavirus		<p><b><u>PPE</u></b></p> <ul style="list-style-type: none"> <li>· Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings.</li> <li>· In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</li> <li>· Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed -</li> </ul> <p><a href="https://www.aop.org.uk/coronavirus-updates/ppe-guide">https://www.aop.org.uk/coronavirus-updates/ppe-guide</a></p>	<ul style="list-style-type: none"> <li>· Posters will be displayed in testing and staff rooms about how to correctly wear and remove PPE.</li> <li>· During an eye test clinic the Optometrist will wear a fluid resistant (Type IIR) surgical mask, disposable gloves, disposable apron and an eye/face shield. <a href="https://www.aop.org.uk/coronavirus-updates/ppe-guide">https://www.aop.org.uk/coronavirus-updates/ppe-guide</a></li> <li>· Non contact tonometry will be replaced with Goldmann to reduce need of an aerosol.</li> <li>· Dispensing staff will wear a type IIR surgical mask whilst on shop floor. They will also use disposable gloves, apron and face shield when doing measurements within two metres of a patient.</li> </ul>	Mark Simpson	May 2020	Yes

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Spread of Covid-19 Coronavirus		<p><b><u>Symptoms of Covid-19</u></b></p> <ul style="list-style-type: none"> <li>· If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</li> <li>· If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></li> </ul>	<ul style="list-style-type: none"> <li>· Patients will be asked a series of questions over the phone to determine if they are likely to have Covid-19 before they are allowed to visit the practice. If we determine they may have it we will advise them to call 111 and self isolate.</li> <li>If they call with an eye concern an Optometrist will contact them for a video/ telephone call to determine the next best steps i.e. referral to the hospital eye service (HES) and alerting them that this is a potential Covid patient.</li> <li>· We will ask all patients if they are happy to visit the practice as they may be self isolating and don't want to put themselves at an increased risk.</li> <li>· Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</li> <li>· Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</li> </ul>	Mark Simpson	May 2020	Yes
Spread of Covid-19 Coronavirus		<p><b><u>Mental Health</u></b></p> <ul style="list-style-type: none"> <li>· Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</li> </ul> <p>Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>	<ul style="list-style-type: none"> <li>· Regular communication of mental health information and open door policy for those who need additional support.</li> </ul>	Mark Simpson	May 2020	Yes

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Threat to life		<b><u>Fire / Emergency</u></b>  In case of an emergency or fire do not prioritise the 2m rule. Just get out of the building.	<ul style="list-style-type: none"><li>· Staff will be advised to enter the building first once the emergency is over and under control to ensure it is clean and ready prior to patient access.</li><li>· Staff will need to clean hands before letting patients back in.</li></ul>	Mark Simpson	May 2020	Yes