



## Liverpool Osteopaths and Sports Injury Clinic Risk Assessment

We have assessed our practice for risks outlined and put in additional processes as detailed below

<b>Undertaken a risk assessment</b>	<p><i>Risk assessment undertaken on 23/05/2020</i></p> <ul style="list-style-type: none"> <li><i>You may also wish to indicate at which point you will review these processes e.g. on change of Government guidance or in a stated period if sooner.</i></li> </ul> <p>The risk assessment will be reviewed after every government announcement.</p>
<b>Heightened cleaning regimes</b>	<p><i>Put here your new, heightened cleaning regimes for your clinic, e.g. how, the frequency and in what areas</i></p> <ul style="list-style-type: none"> <li><i>Clinic rooms will be cleaned between in each patient</i></li> <li><i>A gap of 30 minutes will be left in between each patient to ensure the pillows are wiped down, treatment table is wiped down, the rubbish bin is disposed in the allocated place and the floor is cleaned. High touch areas such as door handles will also be wiped down with cleaning wipes.</i></li> <li><i>Common areas/washrooms are being asked to be avoided but will be cleaned after every use.</i></li> <li><i>Reception areas are being asked to be avoided by the patient. They are being asked to wait outside the building until their appointment time before being called in by me once the clinic room is ready.</i></li> </ul>
<b>Increased protection measures</b>	<p><i>Additional processes I have put in place include:</i></p> <ul style="list-style-type: none"> <li><i>You have removed all linens from the clinic Gowns will no longer be provided so patients will be asked to wear suitable clothing such as a vest top and shorts. Couch covers have also been removed.</i></li> <li><i>Patients are being asked to avoid the reception areas</i></li> <li><i>Patients will be asked to pay via bank transfer so to avoid unnecessary contact of cash</i></li> </ul>
<b>Put in place distancing measures</b>	<ul style="list-style-type: none"> <li><i>Appointments are staggered at 30 minute intervals to avoid patients coming into contact with each other</i></li> <li><i>Limit the number of patients in common areas Patients are being asked to avoid the reception area</i></li> </ul>
<b>Staff training</b>	<p><i>Detail here any additional training that you and your staff have undertaken:</i></p> <ul style="list-style-type: none"> <li><i>Correct handwashing technique best practice Michael has undertaken the WHO course on handwashing and putting on and removing PPE safely</i></li> <li><i>Put on/remove PPE safely</i></li> <li><i>Staff briefed and trained on updated clinic policies and infection measures No additional staff</i></li> </ul>
<b>Providing remote/</b>	<p><i>Detail here what telehealth/remote consultations you are offering e.g.</i></p> <ul style="list-style-type: none"> <li><i>All patients will have telephone pre-screening call. Phone and video consultations will still be available to all patients as well as those who are at high risk and self isolating</i></li> </ul>

<b>telehealth consultations</b>	<ul style="list-style-type: none"><li>• <i>Follow-up/maintenance appointments available via telephone/video call</i></li></ul>
	<b>(Document last updated: 28/05/2020)</b>

Table 2a. Protection of staff and patients before they visit, and when in, the clinic. We have assessed the following areas of risk in our practice and put in place the following precautions to			
	Description of risk	Mitigating action	When introduced
Pre-screening for risk before public/patients visit the clinic	<p><i>A Covid 19 positive patients calls/ turns up for an appointment.</i></p> <p><i>A patient who has been in contact with a covid 19 patient.</i></p> <p><i>Patients coming into contact with each other.</i></p> <p><i>Patients touching areas during their visit.</i></p>	<p><i>At the first instance a virtual consultation is offered.</i></p> <p><i>If a virtual consultation does not meet the needs of the patient, detail here how you will pre-screen a patient (and chaperone if relevant) before they arrive in the clinic for example but not limited to:</i></p> <ul style="list-style-type: none"> <li><i>• Screening for any symptoms of COVID 19 (e.g. high temperature or a new, persistent cough) in the last 7 days?</i></li> <li><i>• Screening for extremely clinically vulnerable patients</i></li> <li><i>• Screening for additional respiratory symptoms or conditions e.g. hay fever, asthmas etc</i></li> <li><i>• Screen to see if a member of their household had/has symptoms of COVID-19 or are in a high-risk category i.e. shielded as considered extremely clinically vulnerable?</i></li> <li><i>• Have they been in contact with someone with suspected/confirmed COVID-19 in last 14 days?</i></li> </ul> <p><i>During the pre-screening call the following information will be provided.</i></p> <ul style="list-style-type: none"> <li><i>• Inform of the risk of face to face consultation – staff must document that they have informed the patient of risk associated with attending the clinic, and that they are not experiencing symptoms of COVID-19.</i></li> <li><i>• Options for telehealth</i></li> </ul> <p><i>I expect the following processes to be undertaken by the patient on arrival and whilst at the clinic e.g. as detailed in processes below</i></p> <p><i>Patient is to wait in their car or outside the building until called by me. I will meet them at the side gate so not to touch the front door or the buzzers. I will escort them to the treatment room and open the door so they are not touching the door. Chairs spaced further apart. Hand sanitiser given to patient on arrival and exit of the room. I will escort the patient out so there is no need for the patient to touch anything.</i></p>	

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	Description of risk	Mitigating action	When introduced
		<i>NB: All triage pre-screening information must be documented in the patient notes.</i>	
<b>Protecting members of staff</b>		<p>No staff to protect, however I have informed the manager and landlord of my risk assessment.</p> <p><i>Refer also to what your PPE policy will be, see table 3 below.</i></p> <p><b>PPE being used will be disposable gloves, apron, mask and if appropriate, a face shield.</b></p>	
<b>Confirmed cases of COVID 19 amongst staff or patients?</b>	<i>Risk of asymptomatic patient coming into clinic and spreading the virus.</i>	<p><i>The process should I be tested for COVID-19 see the attached Flowchart describing <a href="#">return to work following a SARS-CoV-2 test.</a></i></p> <p><i>Detail here your policy should a patient advise you that they have symptoms of COVID-19 after visiting the clinic in line with government guidance e.g</i></p> <ul style="list-style-type: none"> <li><i>If the patient experiences symptoms within 2/3 days of visiting the clinic, any staff with direct contact to that individual should self-isolate. As the only member of staff I should self isolate. I will contact patients 3 days after their appointment to ask about symptoms of covid-19.</i></li> <li><i>Anyone with indirect contact with the patient, should be advised of the situation and suggest they monitor for symptoms (those with indirect contact with suspected cases COVID 19 do not need to self-isolate)</i></li> </ul>	
<b>Travel to and from the clinic</b>	<i>Risk of contracting virus on route to car/work</i>	<i>Detail here what risk assessment you are making for yourself/ staff and/or patients/chaperones that may travel by public transport. I travel by car which will be cleaned before resuming work.</i>	

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	Description of risk	Mitigating action	When introduced
		Patients will be asked to wait in their car until they are called. Avoid the parking at the front to minimise congestion, unless they require the car park due to pain/ lack of mobility.	
<b>Entering and exiting the building</b>	<p><i>Risk of patients coming into contact with other staff and their patients.</i></p> <p><i>Risk of contact on the driveway.</i></p>	<p><i>Staff and patient entering and exiting the clinic process</i></p> <p>Sanitise reusable equipment that you have brought into the home; •            Dispose of any non reusable equipment; •            Following doffing guidance remove PPE and take back to clinic for storing before disposing; •            Perform hand hygiene; •            Ask patient to open the door for you and leave home without touching anything and keeping a 2 metre distance; •            Re-sanitise using hand gel if necessary.</p> <ul style="list-style-type: none"> <li>• I will travel to and from work in separate footwear to that which I work in.</li> <li>• Patients asked to wait outside of the office until called in by me when the room is ready. They are asked to arrive 5 minutes early.</li> <li>• <i>Will patients arriving early be asked to wait in their car or outside the building (observing social distancing).</i> Either until called in by me.</li> <li>• The side entrance will be used for going in and out of the clinic. The main entrance and building will be avoided as much as possible unless in the event of needing the toilet.</li> <li>• Hand sanitiser will be provided for all patients when entering the treatment room.</li> </ul>	
<b>Reception and common areas</b>	<i>Patients coming into contact at waiting areas.</i>	<p><i>Patient recommendations include</i></p> <ul style="list-style-type: none"> <li>• <i>Patients are asked to wait outside or in their car until called in by me.</i></li> <li>• Bank transfer will be asked as the preferred method of payment</li> <li>• Reception will not be used.</li> </ul> <p><b>Calls are directed straight to my mobile</b></p>	

Table 2a. Protection of staff and patients before they visit, and when in, the clinic. We have assessed the following areas of risk in our practice and put in place the following precautions to			
	Description of risk	Mitigating action	When introduced
<b>Social/physical distancing measures in place</b>	<i>Seating areas at close proximity</i>	<p><i>Measures of distancing that have been put in place include but not limited to</i></p> <ul style="list-style-type: none"> <li>• <i>Staggered appointment times so that patients do not overlap in reception. Appointments times are staggered with a 30 minute gap in between appointments for cleaning</i></li> <li>• <i>1 patient in the building at a time.</i></li> </ul>	
<b>Face to face consultations (in-clinic room)</b>	<i>Close proximity for an extended period of time.</i>	<ul style="list-style-type: none"> <li>• <b>Chairs will be moved further apart while having the consultation to increase spacing during the consultation.</b></li> <li>• <b>Modification of techniques such as prone thoracic spine manipulation to supine manipulation to avoid close proximity to the patients face.</b></li> <li>• <i>My policy on chaperones/family members in clinic rooms is that they should be expected to follow the same guidance as patients.</i></li> <li>• <i>One parent/guardian only with visits for children</i></li> <li>• <i>No additional family members except if requested as a chaperone</i></li> <li>• <b>Chaperones will be pre screened with the same triage as patients. I will provide an additional chair if there will be a chaperone present.</b></li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

Table 2b Hygiene measures We have assessed the following areas of risk in our practice and put in place the following heightened hygiene measures			
	Description of risk	Mitigating action	When introduced
<b>Increased sanitisation and cleaning</b>	<i>A dirty area of the clinic harbouring the</i>	<i>Detail types/and or changes of sanitisers that you will use and detail which surfaces will be cleaned at what intervals.</i>	

<b>Table 2b Hygiene measures</b>			
<b>We have assessed the following areas of risk in our practice and put in place the following heightened hygiene measures</b>			
	<b>Description of risk</b>	<b>Mitigating action</b>	<b>When introduced</b>
	<i>virus and contributing to the spread.</i>	<ul style="list-style-type: none"> <li>• <i>Clinic rooms - plinths, desk, door handles, equipment chairs - between each patient</i></li> <li>• <i>Reception surfaces, doors and door handles, chairs, taps, card machines etc.?</i></li> <li>• <i>Use of at least 60% alcohol sanitisers/wipes, using bleach-based detergents for floors</i></li> </ul> <p><i>Actions to minimise the number of surfaces requiring cleaning</i></p> <ul style="list-style-type: none"> <li>• <i>Remove unnecessary linen/use plastic pillowcases that can be cleaned between patients etc.</i></li> <li>• <i>Decluttering the clinic rooms and waiting area on unnecessary items</i> The room will be decluttered prior to the clinic being reopened to appointments.</li> </ul> <p><i>Carpeted areas have been removed.</i></p> <p><i>Keeping doors between common areas open if safe and appropriate to do so, to reduce touch points</i></p>	
<b>Aeration of rooms</b>	<i>Non aerated room having traces of the virus in it when the next patient comes in.</i>	<p><i>The aeration policy for clinic room is:</i></p> <ul style="list-style-type: none"> <li>• <i>Leaving the window open and the door closed for 20 minutes after each patient. The clinic has two windows which will be on the vent or open during treatments, weather appropriate. They will be opened and blinds pulled open in between to aerate the room. A minimum of 20 minutes.</i></li> <li>• <i>Fans will not be used to aerate the room.</i></li> </ul> <p><i>Aeration of common/reception areas between every patient.</i></p>	
<b>Staff hand hygiene measures</b>	<i>Inadequate hand hygiene passing on the virus</i>	<p><i>Detail the staff hand hygiene measure put in place e.g. I will follow WHO guidelines on handwashing.</i></p> <ul style="list-style-type: none"> <li>• <i>Bare below the elbow/hand washing before and after patients with soap and water for at least 20 seconds, including forearms/use of hand sanitiser gel/ use of gloves</i></li> </ul>	
<b>Respiratory and cough hygiene</b>	<i>Particals of the virus being</i>	<i>Communication of cough hygiene measures for staff and patients will be done through:</i>	



Table 2b Hygiene measures			
We have assessed the following areas of risk in our practice and put in place the following heightened hygiene measures			
	Description of risk	Mitigating action	When introduced
	<i>spread through coughs from the practitioner or the patient.</i>	<ul style="list-style-type: none"> <li>• <i>'Catch it, bin it, kill it' posters. These will be printed and put up in the clinic room.</i></li> <li>• <i>New foot operated pedal bin purchased by the landlord for single use tissues.</i></li> <li>• <i>Hand hygiene facilities available for patients, visitors, and staff. Hand sanitiser and cleaned toilets provided.</i></li> </ul>	
<b>Cleaning rota/regimes</b>	<i>Risk of contamination from not cleaning the room properly.</i>	<p><i>Cleaning rota details include:</i></p> <ul style="list-style-type: none"> <li>• <i>Cleaning rota frequency increased to a clean between every patient.</i></li> <li>• <i>A written record of cleaning time and by whom kept by me</i></li> </ul>	

Table 3. Personal Protective Equipment: Detail here your policy for use and disposal of PPE	
<b>Clinicians will wear the following PPE</b>	<p><i>PPE worn by clinicians during treatments will include.</i></p> <ul style="list-style-type: none"> <li>• <i>Single-use nitrile gloves and plastic aprons will be worn with each patient</i></li> <li>• <i>Fluid-resistant surgical masks (or higher grade) will be worn with every patient</i></li> <li>• <i>if there is a risk of droplet transmission or fluids entering eyes on patients with respiratory issues and for techniques such as thoracic hvt then eye protection will be worn.</i></li> </ul>
<b>When will PPE be replaced</b>	<p><i>PPE will be replaced when</i></p> <ul style="list-style-type: none"> <li>• <i>When potentially contaminated, damaged, damp, or difficult to breathe through. Masks will be replaced every four hours or when damp or taken off. They are not to be reused once</i></li> <li>• <i>At the end of a session (Detail here what a session may be e.g. 4 hours)</i></li> <li>• <b>Gowns and gloves will be disposed of after every use. If a visor is worn then it will be cleaned after every use.</b></li> </ul>
<b>Reception staff will wear the following PPE</b>	
<b>Patients will be asked to wear the following PPE</b>	<p>Patients will be asked to wear a mask if they are likely to receive a AGP technique such as a thoracic hvt.</p> <ul style="list-style-type: none"> <li>• <i>Fluid-resistant surgical masks if respiratory symptoms e.g. from hay fever or asthma</i></li> <li>• <i>Face-covering in clinical and waiting areas</i></li> </ul>

<b>PPE disposal</b>	<p><i>disposal of PPE including cleaning wipes and tissues after use will include,</i></p> <ul style="list-style-type: none"> <li>• <i>Double-plastic bagged and left for 72 hours before removal, keeping away from other household/garden waste, and then this can be placed in your normal waste for collection by the local authority. The shed has been secured as a place to store clinical waste. I will label the bags with the dates so I know when to dispose of them as normal waste</i></li> <li>• <i>Cloths and cleaning wipes also bagged and disposed of with PPE in the same manor</i></li> </ul>
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**Table 4. Communicating with patients: Detail here how you will advise patients of measures that we have taken to ensure their safety and the policies that have been put in place in our clinic**

<b>Publishing your updated clinic policy</b>	<p><i>The clinic policy risk assessment will be available on the clinic website with a link provided on conformation emails.</i></p> <ul style="list-style-type: none"> <li>• <i>Cleaning rota will be the on clinic wall, available on request.</i></li> <li>• <i>Provide as part of appointment confirmation emails. Sent out as an attachment on email.</i></li> <li>• <i>Available on your website. As link put on website</i></li> </ul>
<b>Information on how you have adapted practice to mitigate risk</b>	<p><i>General information on cleaning, triage and risk assessment has been published on the clinic website and links put on social media.</i></p>
<b>Pre-appointment screening calls</b>	<p><i>The day before a patients appointment I will call them to inform them of the changes to appointments with regard PPE and triage.</i></p>
<b>Information for patients displayed in the clinic</b>	<ul style="list-style-type: none"> <li>• <i>Catch-it, bin it kill posters are placed in the treatment room</i></li> <li>• <i>Providing patients contact for more information if needed see <a href="#">iO website for free posters</a></i></li> </ul>
<b>Other patient communications</b>	<p><i>No plans for a news letter as of yet</i>  <i>Follow up call 3 days after appointment to ask if they have developed any symptoms.</i></p>