

Frost Borneo Opticians Covid-19 Risk Assessment

When booking appointments please ask the following questions;

Do you have a new continuous cough, fever, or loss or change in taste or smell?

If they answer yes, they need to seek advice from 111 and we cannot see them.

See <https://www.aop.org.uk/coronavirus-updates/ppe-guide>

<https://www.college-optometrists.org/the-college/media-hub/news-listing/coronavirus-2019-advice-for-optometrists.html#should-my-reception-staff-or-patients-wear-ppe>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Infection from touching door handles and light switches	All staff and members of the public, by touch	Azo Wipes to be used to clean all door handles and light switches	<ul style="list-style-type: none"> Make sure Azo wipes are available 	Nominated person each day	Daily	Daily
Infection from touching work station surfaces	All staff, by touch	Cleaning surfaces with Azo wipes when starting session, after returning from lunch and at the end of a session	<ul style="list-style-type: none"> Make sure wipes are available and reorder as required 	All staff	Daily	daily
Infection from touching PC keyboard and mouse	All staff, by touch	Cleaning keyboard and mouse with Azo wipes when starting session, after returning from lunch and at the end of a session	<ul style="list-style-type: none"> Make sure wipes are available and reorder as required 	All staff	Daily	daily
Infection from touching CC machine	All front of house staff, by touch	Cleaning the CC machines with Azo/CC wipes after every use	<ul style="list-style-type: none"> Make sure Azo/CC wipes are available 	All staff	Daily	Daily
Infection from touching pens, keys, frame and facial measuring tools	All front of house staff and members of the public	Clean Ipad stylus and Ipad case before and after use with Azo wipe	<ul style="list-style-type: none"> Make sure Azo wipes are available 	All staff	Daily	Daily
Infection from other members of staff	All staff, and members of the public, by airborne particles, and touch	Maintain recommended social distancing No more than 1 person in back office at one time	<ul style="list-style-type: none"> Understand recommendations 	All staff	Daily	Daily

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Members of the public infecting each other	Members of the public, by airborne particles and touch	Maintain an appointment and locked door policy whereby we can limit number of patients in the practice Consider asking Pxs to wait outside until Optom or DO is ready to see them Floor signs outside the practice Only one person in each waiting area- others can wait outside When dispensing, use only 1 dispensing desk	<ul style="list-style-type: none"> Put up sign on front door informing patients of social distancing and locked door appointment only policy Instruction poster to be visible immediately on entering and stand hand sanitiser 	All staff	1/6/2020	Daily
Infection from members of the public	All staff, and other members of the public, by airborne particles and touch	On entering the premises, ask the member of the public to use hand sanitiser Maintain recommended social distancing If you have to get closer, wear a face covering and ask the member of the public to do so too If you have to touch the member of the public, wear gloves or wash hands before and afterwards Limit the numbers of people in the building and each room to ensure the social distancing rule	<ul style="list-style-type: none"> Put up sign on front door informing patients of social distancing and locked door appointment only policy Instruction poster to be visible immediately on entering and stand hand sanitiser Poster explains all protocols to patient (Copy attached to this Risk Assessment) 	All staff	Daily	Daily
Infection from deliveries	All staff, by touch	Wear gloves whilst opening and handling deliveries, wipe everything with Azo wipes and dispose of gloves afterwards	<ul style="list-style-type: none"> Make sure that Azo wipes and gloves are available 	All staff	Daily	Daily
Infection from frames after frame selection	Front of house staff, by touch	All frames to be cleaned with Azo wipe before putting in acrylic tray for px to pick up and try on. Frame to be replaced into tray and cleaned later before returning to display	<ul style="list-style-type: none"> A UVC steriliser is on order. When arrives then frames can be sterilised in batches before returning to displays 	All staff	Daily, and UVC by end of July	Daily
Infection from members of the public during the dispensing process	Dispensers and Optometrists by airborne particles and touch	Maintain social distancing as much as possible If you have to get closer, wear a face covering and ask the member of the public to do so too If you have to touch the member of the public, wear gloves or wash hands before and afterwards A single use apron can be used if required A face shield can be used if required Clean any rulers and measuring instruments with Azo wipes after use and before putting away Clean any tools used with Azo wipes	<ul style="list-style-type: none"> The UVC steriliser can be used to disinfect all measuring instruments and tools used Make sure there is an adequate supply of PPE and that it is disposed of appropriately 	All staff	Daily, and UVC by end of July	Daily
Infection from member of the public during appointments in	Optometrists, by airborne particles and by touch	Wear single use apron Wear single use gloves Wear face mask Maybe wear face shield	<ul style="list-style-type: none"> See; https://www.gov.uk/government/publications/coronavirus-covid-19-personal-protective-equipment-ppe-plan/covid-19-personal-protective-equipment-ppe-plan 	Optometrists	Daily	Daily

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
the consulting rooms		Remove items correctly and dispose of them appropriately* After every appointment, clean all surfaces that have been touched by Px with Azo wipes	<ul style="list-style-type: none"> Make sure there are enough stocks of appropriate PPE and Azo wipes 			
Infection from handling cash	All staff, by touch	Credit card only		All staff	Daily	Daily

- Single use items of PPE are gloves, aprons Azo wipes and hand sanitiser
- Sessional use items of PPE are face masks
- Reusable items of PPE are face shields, slit lamp breath shields, perspex barriers
- *All single and sessional use PPE to be double bagged at the end of the day and then put into dedicated waste bin after 72 hours
- All reusable PPE such as face shields to be cleaned after each Px episode, or when removed, as appropriate
- Customer bathroom closed
- Staff bathroom-Poster to be put on door