|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Potential Areas of Risk | Affecting Whom | Comments | Date to be Completed | Team Member Responsible | Completed (Date) |
| **Clinical Risks of**  **Reopening** |  |  | **DATE+**  **SIGNATURE**  all sections |  | **DATE+**  **SIGNATURE**  all sections |
| Waterlines and Taps Legionella | Pat and staff | To be run for 2 minutes daily for 4 days before opening (remove faucet filter and clean?) | /6/20 |  |  |
| Waterlines in surgery (chair) -Legionella | Pat and Staff | Waterlines run with disinfectant according to manufacturers instructions. Chairs to be flushed for two minutes with appropriate biocidal according to manufacturers instructions. For 4 days prior to opening. | /6/20 |  |  |
| LDU – Washers and Autoclave – daily and weekly checks | Pat and Staff | Daily and weekly checks to be completed successfully (contact manufacturer for advice, do they need serviced?) | /6/20 |  |  |
| Trip risks and general cleanliness | Pat and Staff | Thorough deep clean and check for hazards. Declutter surgery, remove unnecessary objects and minimise items on all horizontal work surfaces. | /6/20 |  |  |
| Suction Units | Pat and Staff | Tested for functionality and cleaning fluid run through daily, according to manufacturer’s instructions for 4 days prior to opening | /6/20 |  |  |
| **COVID X INFECTION RISKS** |  |  | **DATE+**  **SIGNATURE**  all sections |  | **DATE+**  **SIGNATURE**  all sections |
| Covid Positive Patient attending | Pat and Staff | Reception to ask patient if they have symptoms when first contact made. If symptomatic to cancel. Signage on door. Patient to confirm non-symptomatic status on arrival. Front door to be locked, opened by staff to greet patient. | On opening |  |  |
| Droplet contamination of reception staff | Staff | Consider social distancing markers on floor. Reception staff provided with PPE. Consider perspex screen at reception. | On opening |  |  |
| Patient contamination of pens and stationery | Pat and Staff | No pens or paper used. Ideally card payment and subsequent appointments made by phone. Where terminal used, barrier protection employed or cleaned Complete MH electronically in advance where possible. | On opening |  |  |
| Patient contamination of door handles etc | Pat and Staff | Ensure doors are open to minimise handling. Where door needs to remain closed staff should open them for patients and hold. Consider escorting patients from the front door directly to surgeries, avoiding waiting rooms. | On opening |  |  |
| Patient contamination of surfaces | Pat and Staff | Provide alcohol gel on arrival and ask patient to use. Wipe alcohol gel dispenser after patient use with a disinfectant wipe. If taking payments ask patient to use contactless or consider online. If using EPOS terminal then wipe down after use.  Regular cleaning of surfaces with hypochlorite fluid. Particularly door handles  Consider tissue, bin, cough etiquette signage  Preferably use of foot operated bins.  Consider asking patient to wear mask.  Keep toilets closed. If patient needs to use toilet then clean thoroughly after. Disable hand driers if present. Hand hygiene products and paper towels present.  Consider wipeable chairs in waiting area. Remove all magazines, toys etc from waiting area. | On opening |  |  |
| Patient social distance of 2m while awaiting appointment | Pat and staff | Minimise time and numbers in surgery. Consider asking patient to wait in car or outside until ready.  Remove chairs to maintain 2m distance in waiting areas. (Keep,front door locked and staff member stationed to prevent patient ingress) | On opening |  |  |
| Droplet contamination in surgery | Staff | Dental Team to wear masks if breaking 2m rule.  Use air extraction where possible. Consider opening windows where possible to improve ventilation | On opening |  |  |
| X contamination in  donning/doffing PPE | Staff/Patients | Ensure staff trained in donning/doffing , and consider displaying poster. <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster__.pdf> | On opening |  |  |
| X Contamination when receiving deliveries | Staff | Have protocol in place for receiving deliveries. Deliveries left at the door. Opened with gloves and hand hygiene carried out afterwards | /6/20 |  |  |
| **Systems Risks** |  |  | **DATE+**  **SIGNATURE**  all sections |  | **DATE+**  **SIGNATURE**  all sections |
| Dental Equipment all working correctly and safely | Pat and Staff | Chairs and equipment all turned on and tested one week prior. Charge any battery operated equipment, e.g. light curing units. | /6/20 |  |  |
| LDU Equipment all working correctly | Pat and Staff | LDU Washer and autoclaves to be run and all checks to be completed the week prior to opening. | /6/20 |  |  |
| Lack of PPE | Staff | Inventory what is present and order through NHSH for more. Clear process for stock control and ordering. | /6/20 |  |  |
| H & S Risk Assessment | All | Refresh Practice H & S Risk Assessment | /6/20 |  |  |
| Fire Risk Assessment | All | Refresh Practice Fire Risk assessment. Test fire alarm/smoke alam | /6/20 |  |  |
| Medical Emergency | All | Update Med emergency protocol with new Covid Guidelines. Staff training required.  Check Defib Unit charge. Check emergency drugs expiry dates and oxygen cylinder levels. | /6/20 |  |  |
| **Personnel Risks** |  |  | **DATE+**  **SIGNATURE**  all sections |  | **DATE+**  **SIGNATURE**  all sections |
| Covid Positive Personnel | Pat and Staff | Symptomatic Staff to not come in. Occ Health to arrange Swab test. Only to return to work if allowed by Occ Health. | /6/20 | All |  |
| Non Symptomatic Covid + Staff | Pat and Staff | Temperature checks and logs. Staff to work in teams (bubbles) so as few in contact at one time. Ask patients to contact if they develop symptoms /test positive within 7 days of attending. | /6/20 | All |  |
| Identifying X infection of other team members | Pat and Staff | Sign in book to identify who is in building on any day ( consider electronic log to be completed by member of staff). Potentially important for contact tracing. | /6/20 | All |  |
| Social Distancing during breaks | Pat and Staff | Stagger tea breaks staff room. | /6/20 | All |  |
| Social Distancing | Staff | Vigilance and use of masks where social distance is impossible. Consideration given to shift working to reduce number of individuals in building (2b in particular). | /6/20 | All |  |
| X infection from clinical clothing | Staff and their families | Staff to wear plastic apron for every patient contact and scrubs to be laundered daily. If not on site then scrubs should be placed in a washable bag/cover before leaving the practice to be laundered immediately at home. Separate 60 degree wash. |  |  |  |
| High risk staff members | Staff | Seek advice from Occupational Health for staff members who fall into vulnerable group, shield if advised. | /6/20 | All |  |
| **Environmental Risks** |  |  | **DATE+**  **SIGNATURE**  all sections |  | **DATE+**  **SIGNATURE**  all sections |
| Non essential footfall deliveries | Staff/Pats | Minimise by advising deliveries to contact by phone before arriving. | /6/20 |  |  |
| Non essential footfall uninvited visitors | Staff Pats | Poster on door to prevent non essential visit. IE Phone to make appointments etc. | /6/20 |  |  |
| Non essential footfall patient journey. |  | Single entrance and exit door. | /6/20 |  |  |
| **Vicarious Liability** |  |  | **DATE+**  **SIGNATURE**  all sections |  | **DATE+**  **SIGNATURE**  all sections |
| Lack of Indemnification | Staff | Check with Indemnity provider. Advise reopening | /6/20 |  |  |
| Lack of insurance | Staff | Advise insurance company of reopening | /6/20 |  |  |
| **OTHER** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# COVID Reopening Risk Assessment of Dental Practice

| **Dental Practice Name:** |  |
| --- | --- |
| **Overall Responsibility for Risk Management:** |  |
| **Date of Assessment:** |  |