



THE POLICE TREATMENT CENTRES

COVID-19

General Safety Risk Assessment - Castlebrae

The Police Treatment Centre Hazard	Potential Risks To Employees, Patients, Visitors And Contractors.	Control Measures	Further Action That May Be Required
1. General			
<p>The Charity must ensure the safety of the Patients, Employees and Visitors by making the Centre COVID secure.</p>	<p>There is a direct threat to employees, patients, visitors and contractors' health and wellbeing from the transmission of the COVID 19 while at the Centre. People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • Virus moves from person to person in droplets from the nose or mouth, spread when a person with the virus coughs or exhales. • The virus can survive up to 72 hours out of the body on surfaces which people have coughed on. • People can pick up the virus by breathing in the droplets or by touching contaminated surfaces 	<p>Circulating COVID secure coronavirus polices and safety procedure to all employees, managers, Patients, visitors and contractors. These set out how people should behave and the precautions they must adapt during the pandemic to keep them safe.</p> <ul style="list-style-type: none"> • Practicing sensible social distancing while in and around the Centre, while travelling to the Centre or carrying out PTC business. <p>The PTC Management team should fully implement Public Health Scotland Guidance and pass on and reinforce key guidance to all people using the Centre.</p> <ul style="list-style-type: none"> • Encourage all employees to have the triple Covid-19 vaccinations 	



THE POLICE TREATMENT CENTRES

COVID-19

General Safety Risk Assessment - Castlebrae

	<p>and then touching their eyes or mouth.</p>	<ul style="list-style-type: none">• Encourage employees to take two lateral flow tests per week• Masks worn in clinical areas• Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing• Put used tissues in the bin straight away.• Wash hands regularly with soap and water for at least 20 seconds• Use hand sanitiser from the readily available dispensers.• Avoid close contact with people who are unwell.• Clean and disinfect frequently touched objects and surfaces.• Do not touch face, eyes, nose and mouth if hands are not clean.• Department risk assessments more frequently reviewed• Consult with staff representatives fully involve the workforce at all stages of the pandemic.• Follow government health and travel advice.	
--	---	---	--



THE POLICE TREATMENT CENTRES

COVID-19

General Safety Risk Assessment - Castlebrae

		<ul style="list-style-type: none">• Adjustments to the workplace/ rotas/ work patterns/ procedures necessary to facilitate infection prevention and social distancing.• Personal protective equipment provided• Screens placed around Reception Desk• Appropriate health posters and notices are displayed around the Centre.• DVDs, books etc. will be available, but will need to be returned to a COVID box. And stored for 72 hours before being placed back into circulation.• Sanitisers and wipes made available in the Charity vehicles.• Increased frequency and length of time for cleaning all public areas, to include toilets, changing rooms, corridors, lounges, staircases and treatment areas.• Temperature checks for employees, patients and visitors/contractors on arrival.	
2. Equipment Sharing. Employees working together in the workplace premises inevitably raises the risk of virus transmission.		Equipment should not be shared between employees or patients where possible. Limit use of high touch equipment in the Centre such as pens and white boards.	



THE POLICE TREATMENT CENTRES

COVID-19

General Safety Risk Assessment - Castlebrae

<p>Hot desking and sharing of equipment present a high risk of transmission.</p>		<ul style="list-style-type: none"> • Facilities team/Individual departments to clean equipment between use that they share or purchase individual equipment. • Reception staff to have own keyboard skin. Shared desk areas to be thoroughly cleaned down between each user. • Photocopying to be managed such as reducing the amount of time required to use the copier. Cleaned after each use. 	
<p>3. Social Distancing.</p>			
<p>Effective distancing is a key element in reducing the transmission of COVID 19 This is no longer mandatory (except in clinical areas) but should be continued where possible and practical</p>	<p>Social distancing refers to people being required to maintain a sensible distance apart where possible. Social distancing effectively puts people at a safe range from anyone coughing. The main route of the virus transmission is through droplets exhaled or coughed by an infected person.</p>	<p>Employees, patients, visitors and contractors should practice effective social distancing where possible while around the Centre especially in clinical areas. Employees must follow the relevant guidelines for their profession.</p> <ul style="list-style-type: none"> • Avoid non-essential contact with others. • Keeping a sensible distance apart where possible. • 2 metres apart is still mandatory within the Clinical areas 	



THE POLICE TREATMENT CENTRES

COVID-19

General Safety Risk Assessment - Castlebrae

		<ul style="list-style-type: none">• Avoid physical contact e.g. hugs and handshakes.• A review of all work premises to identify suitable adaptations which will support social distancing.• Workstations and desks to be arranged with maximum separation between them where necessary screens are fitted. <p>Notices are displayed in the Centre reminding employees of key infection prevention requirements, including the need to maintain safe distancing.</p> <p>Where such an activity needs to continue appropriate mitigation methods should be put in place such as:</p> <ul style="list-style-type: none">• Increased hand washing.• Increased environmental cleaning• Keeping the activity as short as possible• Employees take breaks at different times and safe areas are allocated.	
--	--	--	--



THE POLICE TREATMENT CENTRES

COVID-19

General Safety Risk Assessment - Castlebrae

<p>4. High Risk Areas of the Centre.</p>			
<p>Some areas and activities of the Centre may present a higher risk than others, this may include areas such as toilets, staff rooms, dining room, gym and treatment areas and patient bedrooms and some Clinical treatments.</p>	<p>Heavily used areas of the Centre are more likely to present an infection transmission risk.</p> <p>It is essential for employees to wash hands regularly but also that toilets are kept clean and free of Coronavirus contamination.</p> <p>A number of employees or patients going to the toilet together may compromise their ability to comply with social distancing.</p> <p>There is an increased risk when people are coughing and touching door handles, taps and toilet flush handles.</p>	<p>Ensure higher risk traffic areas in the Centre are COVID secure by applying appropriate safety precautions, including:</p> <ul style="list-style-type: none"> • Stressing the need for people to follow good hygiene practice at all times while at the Centre (i.e. regularly handwashing, using tissues and disposing of them appropriately. etc.) • Managers ensuring that adequate hand cleaning resources are provided all toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels. • Handwashing instruction posters are displayed throughout the Centre especially in toilets. • Compulsory cleaning of equipment in gym area • Monitoring high traffic areas use and regulate access as necessary. • Prioritise disabled use where necessary, e.g. Accessible toilets. 	



THE POLICE TREATMENT CENTRES

COVID-19

General Safety Risk Assessment - Castlebrae

		<ul style="list-style-type: none">• Staggering breaks, treatments, to ensure staff rooms, treatment areas and toilets are not over loaded.• Placing 60% alcohol hand gels at convenient places around the workplace.• Increase environmental cleaning, especially around toilets and staff rooms, special attention to frequently touched surfaces such as door handles, banisters, handrails and toilets. Use of 'Storm' backpack spray and surface sanitiser• Increase HK supervision in all areas.• Paper towels should be provided rather than hand dryers. <p>Nursing Treatment:</p> <ul style="list-style-type: none">• Sensible Social Distance guidelines (2metres in clinical areas) followed within Department• Employees will be provided with the PPE appropriate for their role in line with statutory regulations in force at the time.	
--	--	--	--



THE POLICE TREATMENT CENTRES

COVID-19

General Safety Risk Assessment - Castlebrae

		<ul style="list-style-type: none">• For those working in close personal contact with patients (less than 2m) the level of PPE required will be in line with NHS recommendations• Where close personal contact with others is an essential part of an employee role then the use of a visor is not a suitable substitute for the recommended level of PPE face mask.• Appropriate disposal of PPE• 3 admission rooms in operation,• Head nurse office to admit PWP patients• Nurse office and Treatment room to admit physio patients• Only one Nurse and patient to be in an office until social distancing guideline change• Clear sign on door to show occupancy• Nurse to follow infection control guidance- hand washing, use of hand gel, change of gloves, apron between patients, if worn by nurse• Disinfection of working area, wipe down desk, patient chair, blood pressure	
--	--	---	--



THE POLICE TREATMENT CENTRES

COVID-19

General Safety Risk Assessment - Castlebrae

		<p>machine, door handles in between each appointment</p> <ul style="list-style-type: none"> • Nurses to wipe down keyboard /mouse between use <p>Physio Treatment:</p> <ul style="list-style-type: none"> • Social Distance guidelines (2metres) followed within Department • Zone each Physio workspace • Clean equipment/area on entering and leaving with wipes • Plinths socially distanced covered only by paper • All plinths and equipment cleaned after use • One-way flow systems/zoned physio work area 	
<p>5. Vulnerable and Extremely Vulnerable Employees and Patients.</p>			
<p>Some people may have pre- existing medical conditions which render them more vulnerable to the dangers of Coronavirus infection. This is checked during phone triage with the clinicians who will discuss the risks with the patients and come to a joint decision if it is suitable</p>	<p>Some people are classified by Public Health Scotland & England to be a greater risk from COVID19. Those considered vulnerable include:</p> <ul style="list-style-type: none"> • Are 70 and older 	<p>The following safety, employee and patient health arrangements should apply to all those who are classified as vulnerable.</p> <ul style="list-style-type: none"> • Managers, Clinicians and HR departments should identify and be aware of people who fall into categories so they can ensure that they are given 	



THE POLICE TREATMENT CENTRES

COVID-19

General Safety Risk Assessment - Castlebrae

<p>for them to attend and if they do the Charity can put in specific safe guards .</p>	<ul style="list-style-type: none"> • Have a lung condition such as asthma, COPD, emphysema, or Bronchitis (not severe) • Have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis) • Receiving renal dialysis treatment • Those who are obese. • Have had an organ transplant • Are having chemotherapy for cancer, including immunotherapy. • Are having intense courses of radiotherapy for lung cancer. • Are taking medicine that makes them more likely to get infections such as high dose of steroids. • Have a serious heart condition and are pregnant. <p>The following Public Health Scotland & England advice applies:</p> <ul style="list-style-type: none"> • People in the vulnerable category are advised by the government to be particularly stringent in complying with social distancing requirements. 	<p>adequate protection and support to enable them to comply with government health recommendations.</p> <ul style="list-style-type: none"> • Continue to triage these patients via telephone prior to allowing them to attend as per The Chartered Society of Physiotherapy guidance. • All Patients are issued with a Covid-19 consent form • Pregnant Staff will be dealt with on a case by case basis. • All employees have opportunity to have Covid vaccinations 	
--	--	---	--



THE POLICE TREATMENT CENTRES

COVID-19

General Safety Risk Assessment - Castlebrae

	<ul style="list-style-type: none"> • There is some evidence that people from ethnic minority backgrounds are hit harder by COVID 19. • All patients are issued with a COVID 19 consent form. 		
<p>6. Employee Health and Staffing Levels.</p>			
<p>Low staffing hazards due to high rates of staff sickness or staff having to self-isolate</p>	<p>Employees may get sick with Coronavirus infection.</p> <p>People who have symptoms or tested positive with a LFT must self-isolate at home for 10 days from the start of symptoms to prevent them from passing on the infection. They can come back to work if they are well and LFT is clear for two days after day 6.</p> <p>No isolation is necessary for close contacts if they have been fully vaccinated and a LFT comes back negative. 10 day isolation is necessary for close contacts who are not vaccinated</p>	<p>The following safety arrangements should apply to employee health or staffing levels.</p> <ul style="list-style-type: none"> • Employees who are sick or in self-isolation should follow the attendance management policy. On no account should they come into the Centre. • Consideration should be given to operational adjustments if staffing is reduced to unsafe levels. • HR supporting Managers with vulnerable employees. • HR monitoring sickness levels with HOD`s. 	



THE POLICE TREATMENT CENTRES

COVID-19

General Safety Risk Assessment - Castlebrae

7. Centre Access and Travel			
<p>Employees who are required to attend work must be given safe access to the workplace.</p> <p>Patients who attend the Centre must have a safe environment to be able to receive treatment and feel safe and secure during their stay.</p>	<p>Travel to and from the Centre may lead to greater risk of virus transmission.</p>	<p>The following safety arrangements should apply to access and travel arrangements to the Center:</p> <ul style="list-style-type: none"> • Ensure that sufficient access points are provided so that people do not congregate at entrances and exits and ensure that all access points have sanitiser available. • Temperature Check on entry • Accessibility access arrangements in place to ensure safe entrance and exit for those who require this. • Single use masks will be provided in PTC vehicles • Protective screen fitted in minibus • Support employees to cycle or walk wherever possible, providing bike storage, showers and lockers. • Where employees use public transport, they should conform to all requirements e.g., wearing face masks. <p>All non-essential travel for PTC should be minimised.</p>	



THE POLICE TREATMENT CENTRES

COVID-19

General Safety Risk Assessment - Castlebrae

8. Cases of Possible Infection at the Centre.			
People becoming unwell while at the Centre or symptomatic persons using the Centre.	High risk of transmission.	If a patient or employee becomes unwell at the Centre with Coronavirus symptoms, they should be sent home and advised to follow government advice and self-isolate. The following actions should be taken within the Centre: <ul style="list-style-type: none">• If a person activates the temperature scanner on admittance, they will be asked to return to their car and to return home. One of the Cottages can be used for emergency accommodation whilst arrangements are made for the patient to go home. They will not be allowed to enter the Centre.• If the patient shows symptoms during their stay they will be asked to leave, and the following will take place:• All surfaces to be cleaned and disinfected.• All areas of the patient's bedroom will be cleaned and sprayed with surface disinfectant using the 'storm' backpack• Follow HK infection control measures.	



THE POLICE TREATMENT CENTRES

COVID-19

General Safety Risk Assessment - Castlebrae

		<ul style="list-style-type: none"> • Follow the infection control policy. • Communicate any necessary information to patients and employees 	
9. Communication			
Threat to effective communications.	<p>The pandemic crisis threatens communications with patients, supporters and employees.</p> <p>Communication is vital in the re-establishing operational activity after lock down.</p>	<p>After lockdown following safety arrangements should be applied to mitigate risks to communication systems:</p> <ul style="list-style-type: none"> • SMT to review all outward facing communications, website, social media etc. • Messages should be clear, consistent and patient focused and socially aware of the values of the organisation. • Managers to revise communications, strategies and plans. DRCE, CEO and CFO to lead. • Devise specific plans for how and how often to communicate with patients and employees. • All proposed Strategic Communication to be cleared by the CEO in advance of issue. 	
10. Cyber Security			
Cyber security risk	Cyber security threats often accompany a crises, including viruses, phishing and	The following safety arrangements should be applied to mitigate cyber risk,	



THE POLICE TREATMENT CENTRES

COVID-19

General Safety Risk Assessment - Castlebrae

	<p>scam emails and coronavirus related ransomware.</p> <p>With the organisation and individual employees more reliant than ever on digital communication and the internet and using a variety of digital devices, the need to ensure the security function of our digital systems is more important.</p>	<ul style="list-style-type: none">• Review cyber security and surveillance infrastructure and ensure that all reasonable protection is in place.• Circulate warnings to employees and credible cyber threats; especially scam emails and text messages.• Ensure that all employees using remote working systems are covered by cyber risk protections.• Ensure that existing cyber security systems do not interfere with the availability of critical safety information and updates relating to coronavirus.	
--	--	---	--

NB. This Risk Assessment is a living document and subject to the Scottish Government Guidelines.



THE POLICE TREATMENT CENTRES

COVID-19

General Safety Risk Assessment - Castlebrae

Description of Activity, Associated Hazards and Potential Consequences	Risk Rating	Controls	Risk Rating	Further Controls
Catching Covid-19 whilst working or having treatment at the Centre. Death Long Covid	S-5 x L-3 = 15 High	See Above	S-5 x L-1 = 5 Medium	None
ASSESSMENT KEY: S = SEVERITY 1 – MINOR INJURY 2 – INJURY REQ 1 ST AID 3 - OVER 3 DAY (RIDDER) 4 - MAJOR INJURY 5 – FATALITY / MULTIPLE FATALITY L = LIKELIHOOD 1 – NEGLIBLE / HIGHLY UNLIKELY 2 – UNLIKELY 3 – POSSIBLE 4 – PROBABLE 5 - CERTAINTY R = RISK (SEVERITY x LIKELIHOOD = RISK LEVEL) LOW (L) 1-3 MEDIUM (M) 4-6 HIGH (H) 6+				
WHO MAY BE AFFECTED?				
EMPLOYEES CONTRACTORS SUPPLIERS VISITORS PATIENTS YOUNG PERSONS				
DISABLED PERSONS MOP CHILDREN NEW/EXPECTANT MOTHERS INTRUDERS				
NUMBERS EXPOSED: A. 1 B. 2-5 C. 6-20 <u>D. 21-100</u> E. 100+				
PPE REQUIRED				
HARD HAT - PROTECTIVE FOOTWEAR - <u>OVERALLS</u> - <u>GLOVES</u> - <u>EYE PROTECTION</u> - HEARING PROTECTION - <u>RESPIRATORY PROTECTION</u> - HIGH VIS CLOTHING - <u>APRONS</u>				