



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>As the Centres rebuild after lockdown and employees, Patients, Visitors and Contractors, return to work the Charity must ensure their safety, 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.</p> <p>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 	<p>Circulating COVID secure coronavirus polices and safety procedure to all employees, managers, Patients, visitors and contractors.</p> <p>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"> • Requiring people to practice effective social distancing while in and around the Centre, while travelling to the center or carrying out PTC business. <p>The PTC Management team should pass on and reinforce key government public health guidance to all people using the Centre.</p> <ul style="list-style-type: none"> • Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it, Bin it Kill it) • 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 	



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	<p>surfaces and then touching their eyes or mouth.</p>	<p>available dispensers.</p> <ul style="list-style-type: none">• 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. <p>In all departments, fully implement Public Health Scotland Guidance.</p> <ul style="list-style-type: none">• Review department risk assessments• Consult with staff representatives fully involve the workforce at all stages of the pandemic.• Follow government health and travel advice.• Make any adjustments to the workplace/ rotas/ work patterns/ procedures necessary to facilitate infection prevention and social distancing.• Circulation routes to be planned to assist 2 metre distance rules.• Provide hand sanitiser as required.• Provide Personal protective equipment.• Screens placed around Reception Desk• Increase environmental cleaning. Use	
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		<p>appropriate cleaning product, ensure there is an adequate supply.</p> <ul style="list-style-type: none">• Provide additional waste removal facilities and more frequent collections.• Display appropriate health posters and notices around the Centre.• Employees have access to face masks.• 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.• Face masks to be worn by employees as per current guidelines.• Increase the frequency and length of time for cleaning all public areas, to include toilets, changing rooms, corridors, lounges, staircases and treatment areas.• Review the HK team and rota to accommodate the increase in cleaning.• Patient bedroom keys to be kept in the patient rooms and not left in reception.• Emergency role calls will be carried out in an emergency evacuation and those that	
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		<p>can't be physically accounted for; names will be passed onto the fire and rescue service.</p> <ul style="list-style-type: none">• Only one person in a lift at any one time.• Temperature checks for employees, patients and visitors/contractors on arrival.• Consider not admitting the most vulnerable such as people with heart conditions, immunity compromised and those over the age of 70.• Chairs waiting area in physio dept. and gym reception spaced 2 metres apart.• Utilise the lounges around Reception for admissions keeping people 2 metres apart• Employees to enter at designated entrances for that department. The relevant HOD or Supervisor will take their temperature and must let Reception/Security know who is in building for Fire Procedures. Reception/Security will sign in and out all staff, patients and visitors.• Reduce the circulation of paper in PTC.• Do not enter a person's office if you can	
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		<p>phone or email.</p> <ul style="list-style-type: none"> • Visitors to be managed by the person that is responsible for the visit. • Contractors to be managed by the facilities team, or HOD 	
<p>2. Equipment Sharing. Employees working together in the workplace premises inevitably raises the risk of virus transmission. Hot desking and sharing of equipment present a high risk of transmission.</p>		<p>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.</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. Clean after use. 	
<p>3. Social Distancing.</p>			
<p>Effective distancing is a key element in reducing the transmission of COVID 19</p>	<p>Social distancing refers to people being required to maintain a distance from each other of 2 metres wherever possible.</p>	<p>Employees, patients, visitors and contractors are required to practice effective social distancing while around the Centre.</p> <ul style="list-style-type: none"> • Email patients before admission with 	



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	<p>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>some information that receptionists usually given to patients on arrival; this would reduce time interacting at reception</p> <ul style="list-style-type: none">• Email patients a map of Castlebrae to replace tour of building. <p>Employees must follow the relevant guidelines for their profession.</p> <ul style="list-style-type: none">• Avoid non-essential contact with others.• Keeping safe at least 2 metres apart (about 3 steps) from others whenever possible.• Avoid physical contact e.g. hugs and handshakes.• Floor markings used for social distancing <p>Adaptions to the Centre to support social distancing should include:</p> <ul style="list-style-type: none">• A review of all work premises to identify suitable adaptations which will support social distancing.• All areas to be set up to support social	
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		<p>distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances etc.</p> <ul style="list-style-type: none">• Workstations and desks to be arranged with maximum separation between them where necessary screens are fitted.• Reducing the need for people to move around the Centre by using one-way systems• Dining Areas adapted to 1 metre distancing between tables. No buffet.• Each patient given own mat, band etc for gym classes. These are disinfected at end of stay. <p>Adaptations to work process to support social distancing will include:</p> <ul style="list-style-type: none">• Holding essential meetings in well ventilated rooms with appropriate social distancing in place, limit numbers to essential members only and use phone / video conferencing etc. where appropriate.• Holding meetings outdoors if possible.• Provide hand sanitiser at meetings.• Cancelling non-essential and face to face	
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		<p>training if social distancing is not possible</p> <p>Notices are displayed in the Centre reminding employees of key infection prevention requirements, including the need to maintain safe distancing.</p> <p>Where social distancing guidelines cannot be followed in full, in relation to a particular activity, managers must carry out further risk assessments and consider whether that activity needs to continue for the Centre to operate. 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. 	
4. High Risk Areas of the Centre.			
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	Heavily used areas of the Centre are more likely to present an infection transmission risk. It is essential for employees to wash hands regularly but also that toilets are kept clean and free of	Ensure higher risk traffic areas in the Centre are COVID secure by applying appropriate safety precautions, including: <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, 	<ul style="list-style-type: none"> • Single use of sauna and steam rooms (once opened)



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<p>bedrooms and some Clinical treatments.</p>	<p>Coronavirus contamination. A number of employees or patients going to the toilet together may compromise their ability to comply with social distancing. There is an increased risk when people are coughing and touching door handles, taps and toilet flush handles.</p>	<p>using tissues and disposing of them appropriately. etc.)</p> <ul style="list-style-type: none"> • 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. • Limiting numbers of people who can use high traffic areas such as corridors stairs, toilets, staff rooms, dining room, gym and lounges at same time. • Mark out gym equipment and compulsory cleaning of equipment • Limit class sizes in sports hall and distance markings on floor-compulsory cleaning of all equipment used. • Each patient given own mat, band etc for gym classes. These are disinfected at end of stay. • Restrict numbers in pools <p>Nursing Treatment:</p> <ul style="list-style-type: none"> • Employees will be provided with the PPE appropriate for their role in line with 	
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		<p>statutory regulations in force at the time.</p> <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	
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		<p>machine, door handles in between each appointment</p> <ul style="list-style-type: none">• Nurses to wipe down keyboard /mouse between use• Limiting lift occupancy to one person.• Monitoring high traffic areas use and regulate access as necessary.• Prioritise disabled use where necessary, e.g. Accessible toilets.• Staggering breaks, treatments, meals, to ensure staff rooms, dining room, treatment areas and toilets are not over loaded.• Establish queuing system by use of room occupancy limits and floor markings/ signage etc.• Placing 60% alcohol hand gels at convenient places around the workplace with instruction on how to use them.• 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	
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		<ul style="list-style-type: none"> • Increase HK supervision in all areas. • Paper towels should be provided rather than hand dryers. <p>Physio Treatment:</p> <ul style="list-style-type: none"> • Social Distance within Office • Zone each Physio workspace • Clean equipment/area on entering and leaving with wipes • Attend Anywhere App screening pre face to face appointment • Sign agreement; agree treatment plan and where possible avoid contact • Plinths socially distanced covered only by paper • All plinths and equipment cleaned after use • One-way flow systems/zoned physio work area 	
5. Vulnerable and Extremely Vulnerable Employees and Patients.			
Some people may have pre-existing medical conditions which render them more vulnerable to the dangers of	Some people are classified by Public Health Scotland & England to be a greater risk from COVID19. Those considered vulnerable include:	The following safety, employee and patient health arrangements should apply to all those who are classified as vulnerable. <ul style="list-style-type: none"> • Managers, Clinicians and HR departments 	



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<p>Coronavirus infection. Patients who fall into any of these categories should seek early advice from the Head Nurse/Physio to discuss whether it is appropriate that they attend the Centre during this period.</p>	<ul style="list-style-type: none"> • Are 70 and older • Are pregnant • 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. • Have a severe condition such as severe asthma or severe COPD. • Are taking medicine that makes them more likely to get infections such as high dose of steroids. 	<p>should identify and be aware of people who fall into categories so they can ensure that they are given adequate protection and support to enable them to comply with government health recommendations.</p> <ul style="list-style-type: none"> • All Patients are issued with a Covid-19 consent form • Staff in the Vulnerable Risk should seek an early meeting with their Line Manager and be offered additional protection once back at work so that they can achieve effective social distancing. • Managers should stay in touch with all staff who fall into the vulnerable category, who are having to stay at home, by phone to ensure they are well and prevent them from feeling isolated. • Pregnant Staff will be dealt with on a case by case basis. 	
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	<ul style="list-style-type: none"> • 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. • Pregnant women are included in the vulnerable category as a precaution but are not considered to be more likely to get seriously ill from COVID 19. • There is some evidence that people from ethnic minority backgrounds are hit harder by COVID 19. 		
6. Employee Health and Staffing Levels.			
Low staffing hazards due to high rates of staff sickness or staff having to self-isolate themselves	Employees may get sick with Coronavirus infection. People who have symptoms must	The following safety arrangements should apply to employee health or staffing levels. <ul style="list-style-type: none"> • Employees who are sick or in self-isolation 	<ul style="list-style-type: none"> • Employees to be encouraged to take up the Covid-



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<p>at home or remain at home because they are shielded.</p>	<p>self-isolate at home for 10 days from the start of symptoms to prevent them from passing on the infection. Those who live with others and where one person has symptoms must isolate as a household for 10 days from the day the first person displayed symptoms.</p>	<p>should follow the attendance management policy. On no account should they come into the Centre.</p> <ul style="list-style-type: none"> • 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. 	<p>19 vaccine</p>
7. Centre Access and Travel			
<p>Employees who are required to attend work must be given safe access to the workplace. 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. Public transport may be restricted in order to achieve social distancing on trains, buses etc. Access to buildings may create a virus transmission risk for people all seeking entrance at one time or channeled through one point of entry. Risk may increase for those who require greater accessibility facilities</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. • Use floor markings and signage at entrances and exits and introduce one 	



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	to enter the Centre.	<p>way flow systems.</p> <ul style="list-style-type: none"> • Enable flexible staggered arrival times so that people avoid travelling at peak times or arriving and leaving at the same time. • Employees and patients not to share cars and limit the use of PTC vehicles. • 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. • Suggest employees/patients not to use public transport if at all possible. Where they do 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>	
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.	<ul style="list-style-type: none"> • Review infection control policy. • Consider closing the Centre with



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		<p>The following actions should be taken within the Centre:</p> <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: <ul style="list-style-type: none"> • 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. • Follow the infection control policy. • Track and Trace implications should be followed. • Communicate any necessary information to patients and employees 	<p>immediate effect. (Decision to be taken by CEO only).</p>
9. Communication			
Threat to effective	The pandemic crisis threatens	After lockdown following safety arrangements	



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communications.	communications with patients, supporters and employees. Communication is vital in the re-establishing operational activity after lock down.	should be applied to mitigate risks to communication systems: <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 scam emails and coronavirus related ransomware. With the organisation and individual employees more reliant than ever on digital communication and the internet and using a variety of digital	The following safety arrangements should be applied to mitigate cyber risk, <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. 	



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	devices, the need to ensure the security function of our digital systems is more important.	<ul style="list-style-type: none">• 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.	
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NB. This Risk Assessment is a living document and subject to the Scottish Government Guidelines.