



THE POLICE TREATMENT CENTRES

COVID-19

General Safety Risk Assessment - St Andrews

The Police Treatment Centre Hazard	Potential Risks to employees, patients, visitors and contractors.	Control Measures	Further Controls required
<p>As the Centres re-opens for treatment , after lockdown and Employees, Patients, Visitors and Contractors, return to the Centre, the Charity must ensure their safety, by making the Centre COVID secure.</p>	<p>There is a direct threat to employees, patients, visitors and contractor's health and wellbeing from the transmission of 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 surfaces and then touching their eyes or mouth.	<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">• Requiring people to practice effective social distancing while in and around the Centre, while travelling to the centre, having treatment, 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 and set a positive example by their own conduct and adherence to the public health guidelines.</p> <ul style="list-style-type: none">• Encourage all employees to have both COVID-9 vaccinations and take advantage of booster shots when available.	

		<ul style="list-style-type: none">• Continue wearing of facemasks when moving about the centre.• Temperature checks for all persons entering the building at least once each day.• 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 sanitizer from the readily available dispensers.• One bottle per desk for office workers. Small dispensers for those employees who are transient.• Sanitizers and wipes available in the Charity vehicles.• PPE in the form of face masks, face shields, disposable gloves and aprons will be available for all employees.• Patients, Contractors, employees and visitors to wear a face covering if unable to social distance for 2 meters and whilst circulating around the Centre.• Employees will be provided with PPE appropriate for their role in line with statutory regulations in force at the time.	
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		<ul style="list-style-type: none">• For those working in close personal contact with patients (less than 2 meters) 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.• Avoid close contact with people who are unwell.• Clean and disinfect frequently touched objects and surfaces.• The Centre has increased its frequency and length of cleaning.• Each person will be responsible for cleaning their own workstation at the start and end of their working day/ Shift.• Screens have been fitted to the reception desk, Gym desk and office areas.• Do not touch face, eyes, nose and mouth if hands are not clean.• Only one person in the lift at a time, notices are in place.• Electronic fever screening in place at reception for all persons to use daily.• Physio and nursing waiting area have been reduced. These areas will be supervised by PTC staff.	
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		<ul style="list-style-type: none"> • One-way system in place for access to accommodation, physio, nursing and reception. • The reception and security team will be responsible for signing Patients in and out of the Centre for fire safety. Employees to sign in on the clip board on the table to the left of the reception desk. • No one should enter another person's office. Email or phone and agree a secure place to leave paperwork. • HK and Maintenance team members must not enter an occupied space to carry out cleaning or maintenance tasks. • Gym equipment, exercise classes, physio treatments, leisure and Hydro pool use, workshops and counseling will strictly follow the current guidelines at the time. • Social areas will be available for patients to use with social distancing guidelines. • Jigsaws, DVDs, clinical reference books etc. will be available, but will need to be returned to a COVID box. Items will be stored for 72 hours then placed back into circulation. • All departments fully implement Public Health England Guidance. 	
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		<ul style="list-style-type: none"> • Department risk assessments have been reviewed. • Consult with employee representatives and fully involve the workforce at all stages of the pandemic. • Make any adjustments to the workplace / rotas/ work patterns/ procedures necessary to facilitate infection prevention and social distancing. • Consider individual risk assessments. • Use appropriate cleaning product, ensure there is an adequate supply. • Provide additional waste removal facilities and more frequent collections. • Display appropriate health posters and notices around the Centre. 	
Equipment sharing.			
<p>Employees working together in the workplace premises inevitably raises the risk of virus transmission.</p> <p>Hot desking and sharing of equipment presents a high risk of transmission.</p>		<ul style="list-style-type: none"> • Hot desking will not be supported during this time. • Equipment should not be shared between employees or patients. • Facilities team to clean equipment between use that they share or purchase individual equipment 	<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.

		<ul style="list-style-type: none"> Virtual Physiotherapy sharing stations for 10 colleagues there are in 3 bubble to reduce cross infection each therapist has a keyboard cover , and head set. All computers, desk areas and room are to be cleaned down in between users, by the cleaning materials which will be in place. 	
Social Distancing			
Effective social distancing is a key element in reducing the transmission of COVID 19	<p>Social distancing refers to people being required to maintain a distance from each other of 2 metres wherever possible or 1 metre plus.</p> <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>Employees, patients, visitors and contractors are required to practice effective social distancing while around the Centre. 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) or 1 metre plus from others whenever possible, but must be wearing a face mask. Do not share seating in the social areas. Do not join an already busy area and put yourself at greater risk. Ask people to social distance. Avoid physical contact e.g. hugs and handshakes. 	

		<p>Alterations to the Centre to support social distancing should include :</p> <ul style="list-style-type: none">• All work premises to identify suitable adaptations which will support social distancing. Some chairs have been removed from lounges and the dining room to create space and gaps.• All areas to be set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to designate safe distances etc.• Workstations and desks to be arranged with maximum separation between them and where necessary screens fitted.• Reducing the need for people to move around the Centre. One-way system in place for reception, physio, nursing and accommodation.• The current guidelines will be strictly followed at the time for swimming, complementary therapy use of the gym, hands on physio and indoor classes. This includes recommendations from the UK Government, PHE, the CSP, Swim England, HCPS, UK Fit, HSE and other relevant bodies.• Where possible holding of exercise classes outside.	
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		<ul style="list-style-type: none"> • Encourage employees to take breaks at different time and allocate safe areas. • Additional changing facilities in place for the catering, facilities and physio teams. <p>Adaptations to work process to support social distancing will include:</p> <ul style="list-style-type: none"> • Review of meetings and where and how best to hold them. • Holding essential meetings in well ventilated rooms with appropriate social distancing in place. For Guidance speak to the reception team for specific guidance on meeting room numbers which will vary regarding room layout. • Holding meetings outdoors if appropriate. • Provide hand sanitizer at meetings. • Review how best to conduct recruitment interviews. • The Catering department will provide table service. There will be no need for patients to move around the dining room and a buffet will not be provided. Social distance seating will be in place. <p>Managers should display notices in the Centre reminding employees of key infection</p>	
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		<p>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 manager must carry out further risk assessments and consider whether that activity needs to continue for the Centre to operate. Where such 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 • Air Con systems are COVID restriction compliant. • Reducing the number of people each person has contact with by using fixed teams or partnering, so each person works with only a few others in their work “bubble”, this can include patients using the gym or attending workshops. 	
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	Heavily used areas of the Centre are more likely to present an infection transmission risk. Essential for employees to wash hands regularly but also those	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 always while at the Centre (i.e. regularly 	

<p>room, gym and treatment areas and patient bedrooms.</p>	<p>toilets are kept clean and free of Coronavirus contamination. A number of employees or patients going to the toilet together may compromise their ability to comply with social distancing. Increased risk of people coughing and touching door handles, taps and toilet flush handles.</p>	<p>handwashing, wearing face masks when moving around the building. 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 to be displayed throughout the Centre, especially in toilets. • Encourage patients to only use their en suite bathrooms/ toilets and leave public toilets for employees use. • Limiting numbers of people who can use high traffic areas such as corridors stairs, toilets, staff rooms, dining room. • Limiting lift occupancy to one person. • Monitoring high traffic areas use and regulate access as necessary. • Reinforcing as needed to non-compliant individuals about social distancing etc. (Hands/ face / Space) • Wearing of face coverings in high traffic areas/spaces where one is unable to social distance. • Priorities disabled use where necessary, e.g. Accessible toilets. 	
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		<ul style="list-style-type: none"> • 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. • Increase HK supervision in all areas. • Paper towels should be provided rather than hand dryers. • Good ventilation in all indoor areas to reduce aerosolized transmission. • Staff showering and changing facilities numbers of users controlled to ensure COVID secure and all staff to clean down any showers and toilets after use. 	
Vulnerable Employees and patients.			
Some employees may have pre- existing medical conditions which render them more vulnerable to the	Those who are classified by PHE as at greater risk from COVID19 . Vulnerable people include those who: (list subject to change)	The following safety, employee and patient health arrangements should apply to all those who are classified as vulnerable.	<ul style="list-style-type: none"> • HR to monitor Managers to ensure they are keeping in contact with

<p>dangers of Coronavirus infection.</p> <p>If there are Vulnerable patients who fall into any the “At Risk” categories, they should in the first instance be prepared to discuss their personal circumstances with the Clinical HODs & HoCS and assess whether it is appropriate to attend the PTC at this time.</p>	<ul style="list-style-type: none"> • Are 70 and older • 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) • Are taking medication that can affect the immune system (such as low dose steroids) • Those that 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. • Have a serious heart condition and are pregnant. <p>The following PHE advise applies:</p>	<ul style="list-style-type: none"> • Managers, Clinicians and HR departments should identify and be aware of people in the vulnerable category so they can ensure that they are given adequate protection and support to enable them to comply with government health recommendations. • Employees who fall into the vulnerable category should be considered on a case by case basis. • Those that return to work should be offered additional protection so that they can achieve effective social distancing and discuss any specific concerns with their Line Manager. • Managers should stay in touch with all those that fall into the vulnerable category that are at home by phone to ensure they are well and prevent them from feeling isolated. • Managers should refer to existing policies regarding new and expectant mothers, e.g. Entitlement to suspension on full pay if suitable roles cannot be found. 	<p>Vulnerable employees or HR to contact those that they are aware of who may be vulnerable but wish to remain confidential.</p>
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	<ul style="list-style-type: none"> • Those in the vulnerable category, Employees should contact the HR department and patients will be contacted by the Clinical team once an application form has been received. • All patients will be issued with a COVID 19 consent form. • Pregnant women included in the moderate risk category as a precaution but are not considered by PHE 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. 		
Employee health and staffing levels.			
Low staffing hazards due to high rates of staff sickness or staff having to self-isolate themselves at home.	<p>Employees may get sick with Coronavirus infection. People who have a positive test must 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 a positive</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 self-isolation should follow the attendance management policy. On no account should they come into the Centre. • Consideration should be given to temporary departmental closures or 	<p>HR to support Managers with vulnerable employees. HR to monitor sickness levels with HODs. HODs to put a contingency plan in place for the potential reduction in their teams and impact on service provision.</p>

	test must isolate as a household for 14 days from the day the first person displayed symptoms.	operational adjustments if staffing is reduced to unsafe levels.	
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.</p> <p>Public transport may be restricted in order to achieve social distancing on trains, buses etc.</p> <p>Access to buildings may create a virus transmission risk for people all seek entrance at one time or channeled through one point of entry.</p> <p>Risk may increase for those who require greater accessibility facilities to enter the Centre.</p>	<p>The following safety arrangements should apply to access and travel arrangements to the center:</p> <ul style="list-style-type: none"> • All access points have sanitizer available. • Fever Screen available in the entrance for all building users. • Review accessibility access arrangements to ensure safe entrance and exit for those that require this. • Use floor markings and signage at entrances and exits and introduce one-way flow systems at entry and exit points. • Enable flexible staggered arrival times so that people avoid travelling at peak times or arriving and leaving at the same time. • Suggest employees and patients not to share cars and limit the use of PTC vehicles. • Not to wear PTC uniform on public transport. • Single use masks should be supplied in PTC vehicles. 	<ul style="list-style-type: none"> • Encourage employees to make use of the free government supplied Lateral Flow Tests. • Encourage patients to take a government supplies Lateral Flow test on arrival and final departure from PTC. • Refer employees to cycle to work scheme? • Consideration should be given to how patients travel to the Centre. • Advice given to patients on safe use of public transport. • DRCE to review travel arrangements and risk assess. Ensure PPE is available to all PTC vehicle users.

		<ul style="list-style-type: none"> • Support employees to cycle or walk wherever possible, providing safe bike storage, showers and lockers. • Suggest to people not to use public transport if possible. Where they do use public transport, they should conform to all requirements e.g. wearing face masks. <p>In all cases non-essential travel for PTC should be minimized.</p>	
Cases of possible infection at the Centre.			
People becoming unwell while at the Centre or symptomatic person using the Centre.	High risk of transmission.	<p>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:</p> <ul style="list-style-type: none"> • If a person activates the fever screening, it must be assumed that they have COVID 19 in the first instance and if feasible they should not enter the building and should return to their car. If this is not possible then they will be asked to go to rooms 1 or 2 until such time they are able to leave the building. In the case if an employee they should then be instructed to isolate and attend an NHS testing Centre. • All surfaces to be cleaned and disinfected. • Consider fogging patient bedrooms. 	<ul style="list-style-type: none"> • Consider closing the Centre with immediate effect. • Review infection control policy.

		<ul style="list-style-type: none"> • Follow HK infection control measures. • Follow the infection control policy. • Encourage patients/ employees to report symptoms through the NHS Track and Trace App. 	
Communication			
Threat to effective communications.	The pandemic crisis threatens communications with patients, supporters and employees. Communication is vital in the re-establishing operational activity after lock down.	<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 values of the organization. • Managers to revise communication strategies and plans. DRCE and CFO to lead. All strategic communication should be approved by the CEO before release. • Devise specific plans for how and how often to communicate with patients and employees. 	<ul style="list-style-type: none"> • Communication strategy to put in place.
Cyber security			
Cyber security risk	Cyber security threats often accompany a crisis, including viruses, phishing and scam emails and coronavirus related ransomware.	<p>The following safety arrangements should be applied to mitigate cyber risk,</p> <ul style="list-style-type: none"> • Review cyber security and surveillance infrastructure and 	

	<p>With the organization 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>	<p>ensure that all reasonable protection is in place.</p> <ul style="list-style-type: none"> • Circulate warnings to employees and credible cyber threats; especially scam emails and text messages. • Ensure that all employees working from home and using remote working systems are covered by cyber risk protections. • Ensure homeworking arrangements maintain standards of data protection and IT security. • Ensure that existing cyber security systems do not interfere with the availability of critical safety information and updates relating to coronavirus. • Patients to report any concerns to reception. 	

<p><u>Key</u> S = Severity – 1. First Aid 2. Reportable 3. Permanent Disablement 4. Fatality 5. Multiple Fatality</p> <p>L = Likelihood – 1. Negligible 2. Low 3. Possible but not likely 4. Probable 5. Highly likely</p> <p>R = Risk (Severity + Likelihood = H, M or L) – 1-3 = L (Low) 4-6 M (Medium) Over 6 H (High)</p>										
Who is affected (<u>Underline</u>)	Numbers Exposed					A	B	C	D	E
<p><u>Employees</u> <u>Contractors</u> <u>Suppliers</u> <u>Visitors</u> <u>Young Persons</u> <u>Lone workers</u></p>								/		

<u>Disabled</u> <u>Public</u> <u>New/Exp mothers</u> <u>Children</u> <u>Intruders</u>					A. 1 B. 2-5 C. 6-20 D. 21-100 E. 100+				
Specific assessment required (Underline)					PPE required (Underline)				
COSHH	Noise	Manual Handling	<u>PPE</u>	Asbestos	Hard hat	Protective footwear	High visibility clothing	Gloves	
Fire	Lead	Vibration	Young Persons		Eye protection	Hearing protection	Overalls	Respiratory protection (face mask and visors)	
PPE individual role assessments have been completed.					Other (state): plastic apron.				