



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>The Charity must ensure that the safety of patients, visitors and employees, 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.</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">• 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">• Strongly encourage all employees to have all COVID-19 vaccinations in order to protect themselves and others and to take advantage of booster shots for both covid and Flue, when available.	

		<ul style="list-style-type: none">• 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.• 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.	
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		<p>procedures necessary to facilitate infection prevention.</p> <ul style="list-style-type: none"> • 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. Hot desking and sharing of equipment presents a high risk of transmission.</p>		<ul style="list-style-type: none"> • Facilities team to clean equipment between use that they share or purchase individual equipment • All computers, desk areas and rooms are to be cleaned down in between users, by the cleaning materials which will be in place. 	<ul style="list-style-type: none"> • PTC Visitors to be managed by the person that is responsible for the visit. • Contractors to be managed by the facilities team, or HOD.
Social Distancing			
<p>Although Social distancing is no longer mandatory. A commonsense approach is advised and social distancing should be practiced when practical.</p>	<p>Social distancing effectively puts people at a safe range from anyone coughing. The main route of the virus transmission is through</p>	<p>Employees must follow the relevant guidelines for their profession.</p> <ul style="list-style-type: none"> • Avoid non-essential contact with others. 	

	<p>droplets exhaled or coughed by an infected person.</p>	<ul style="list-style-type: none"> • Avoid physical contact e.g. hugs and handshakes. <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 • For Guidance speak to the reception team for specific guidance on meeting room numbers which will vary regarding room layout. • Provide hand sanitizer at meetings. <p>Managers should display notices 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 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 	
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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 bedrooms.	<p>Heavily used areas of the Centre are more likely to present an infection transmission risk.</p> <p>Essential for employees to wash hands regularly but also those 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>Increased risk of people 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 always while at the Centre (i.e. regularly handwashing, when moving around the building. 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 to be displayed throughout the Centre, especially in toilets. • Encourage patients to only use their en suite bathrooms/ toilets • Priorities disabled use where necessary, e.g. Accessible toilets. • Placing 60% alcohol hand gels at convenient places around the workplace with instruction on how to use them. 	

		<ul style="list-style-type: none"> • 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. 	
Vulnerable Employees and patients.			
<p>Some employees may have pre- existing medical conditions which render them more vulnerable to the 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>	<p>Those who are classified by PHE as at greater risk from COVID19 . Vulnerable people include those who: (list subject to change)</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. 	<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"> • Mangers, 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 	<ul style="list-style-type: none"> • HR to monitor Mangers to ensure they are keeping in contact with Vulnerable employees or HR to contact those that they are aware of who may be vulnerable but wish to remain confidential.

	<ul style="list-style-type: none"> • 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"> • 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 	<p>specific concerns with their Line Manager.</p> <ul style="list-style-type: none"> • 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. 	
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	<p>more likely to get seriously ill from COVID 19.</p> <ul style="list-style-type: none"> • 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.	Employees may get sick with Coronavirus infection.	<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. 	<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>
<p>GDPR Sensitive request for employee vaccine status.</p> <p>This information will assist the PTC wherever possible in limiting employee, patient & visitors risk, especially to those who may not have been vaccinated.</p>	<p>Potential Risks to employees, patients, visitors and contractors. Still an on-going risk to Employees, patients & visitors who have still not been fully vaccinated</p>	<p>Employees have been given the opportunity to get all vaccinations for Covid19. The PTC is already actively looking at getting all employees their booster vaccine for covid and a flu jab. This to further protect employees, patients & visitors to both our centres</p>	<p>Continuation of Good GDPR controls with this sensitive data. HR system password protected, and information constrained to two HR employees. Information will be limited to SMT team. Any other requests from managers will be scrutinised by HR team.</p>
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>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. • Single use masks should be supplied in PTC vehicles. • Support employees to cycle or walk wherever possible, providing safe bike storage, showers and lockers 	<ul style="list-style-type: none"> • Refer employees to cycle to work scheme? • DRCE to review travel arrangements and risk assess. Ensure PPE is available to all PTC vehicle users.
<p>Cases of possible infection at the Centre.</p>			
<p>People becoming unwell while at the Centre or symptomatic person using the Centre.</p>	<p>High risk of transmission.</p>	<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.</p> <p>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 room 1 until such time they are able to leave the building. 	<ul style="list-style-type: none"> • Consider closing the Centre with immediate effect. • Review infection control policy.

		<ul style="list-style-type: none"> • All surfaces to be cleaned and disinfected. • Follow HK infection control measures. • Follow the infection control policy. 	
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 any 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	<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>and coronavirus related ransomware.</p> <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>						
<p>Who is affected (Underline)</p>	<p>Numbers Exposed</p>	<p>A</p>	<p>B</p>	<p>C</p>	<p>D</p>	<p>E</p>

<u>Employees</u> <u>Contractors</u> <u>Suppliers</u> <u>Visitors</u> <u>Young Persons</u> <u>Lone workers</u> <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 Fire Lead Vibration Young Persons PPE individual role assessments have been completed.		Hard hat Protective footwear High visibility clothing Gloves Eye protection Hearing protection Overalls Respiratory protection (face mask and visors) Other (state): plastic apron.					