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| ***Activity being Assessed:*** | | | ***Hazards Identified:✓*** | | | | | | | | | | | | |
| General risk awareness re Covid-19 Requirement for Personal Protective Equipment (PPE) including Face Fit Protection (FFP) respirators in relation to COVID19 | | | ***Violence and Aggression*** | |  | ***Blood and Body Fluids*** | | | ***✓*** | ***Radiation*** | | | | |  |
| ***Lone Working*** | |  | ***Machinery / Equipment*** | | |  | ***Fire*** | | | | |  |
| ***Sharps / Needlestick*** | |  | ***Hazardous Substances*** | | | ***✓*** | ***Ergonomic*** | | | | |  |
| ***Slips, trips, falls*** | |  | ***Electricity*** | | |  | ***Work Methodology*** | | | | | ***✓*** |
| ***Moving & Handling*** | |  | ***Weather*** | | |  | ***Work Environment*** | | | | |  |
| ***Department / Service:*** | Generic all departments | | ***Additional information:*** | | |  | | --- | | Novel coronavirus (COVID - 19) - a new strain of virus that may present as a mild  illness through to severe acute respiratory infection. COVID - 19 was declared a  pandemic in March 2020. The highest risk of transmission of respiratory viruses is  during Aerosol Generating Procedures (AGP) of the respiratory tract, and use of  enhanced Respiratory Protective Equipment (RPE) is required for staff performing or  assisting with AGPs. Respirators are also required to be worn in High Risk Acute  Areas where ventilated patients with COVID19 is suspected or confirmed and in any  area where staff are undertaking Aerosol Generating Procedures (AGP). NHSGGC  guidance for CPR is that the first responder should not undertake airway management  but can do chest compressions. RPE is required for airway management.  The following procedures are currently considered to be potentially infectious AGPs  for COVID-19   * Intubation, extubation and related procedures, for example manual ventilation and open suctioning of the respiratory tract (including the upper respiratory tract) * Tracheotomy or tracheostomy procedures (insertion or open suctioning or removal) * Bronchoscopy and upper ENT airway procedures that involve suctioning * Upper gastro-intestinal endoscopy where there is open suctioning of the upper respiratory tract * Surgery and post mortem procedures involving high-speed devices * Some dental procedures (for example, high-speed drilling) * Non-invasive ventilation (NIV); Bi-level Positive Airway Pressure Ventilation (BiPAP) and Continuous Positive Airway Pressure Ventilation (CPAP) * High Frequency Oscillatory Ventilation (HFOV) * Induction of sputum (cough) * High flow nasal oxygen (HFNO) | | | | | | | | | | | | | |
| ***Location:*** | Generic all clinical areas | |
| ***Person(s) exposed:*** | | | All clinical, allied, administrative and support staff. All contractors, volunteers or visitors to clinical/non-clinical areas. | | | | | | | | | | | | |
| ***Control measures currently in place:*** | | | | | | | | | | | | | ***Specific risk assessments or guidance to be referred to:*** | | |
| **Personal Protective Equipment**  All staff must wear the PPE required for the area that they are working in or tasks they are undertaking. Where staff are unsure of requirements for a particular task or in a particular area they should seek clarification from their line manager or person in charge of the work area. Guidance, regularly updated, is available (including posters) on Health Protection Scotland Website:   * <https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/> * Interim Guidance on the extended Use of Face masks Sept.2020 embedded document   **Social Distancing**   * Separate guidance along with a template risk assessment tool have been published and can be found at * [Guidance on Social distancing in the Workplace](https://www.nhsggc.org.uk/media/261236/guidance-on-social-distancing-within-the-workplace_17-june-2020-version-1a.pdf) * [COVID 19 Social Distancing and Workplace Risk Assessment](https://www.nhsggc.org.uk/media/261237/covid-19-social-distancing-and-workplace-risk-assessment.docx)   **Hand Hygiene** [www.nhsinform.scot/coronavirus](http://www.nhsinform.scot/coronavirus)  Hand hygiene should include decontamination of the forearms following the removal of any PPE.  **Communication**   * Departmental Safety Brief and daily Core Brief. Any changes to PPE, RPE, Infection Control guidance is provided through these briefings. * [http://www.staffnet.ggc.scot.nhs.uk/Corporate%20Services/Communications/Briefs/Pages/BriefsList.asp](http://www.staffnet.ggc.scot.nhs.uk/Corporate%20Services/Communications/Briefs/Pages/BriefsList.aspx) [x](http://www.staffnet.ggc.scot.nhs.uk/Corporate%20Services/Communications/Briefs/Pages/BriefsList.aspx) * Posters on Health Protection Scotland website on donning and doffing of PPE. * <https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/> * Posters advising on what PPE to wear also available on HPS website.   **Undertaking Fit Testing of Face Masks**   * All staff who are required to work within an AGP area or undertake AGP must wear a FFP3 mask that has been fitted by a trained Face Fit Tester * NHSGGC policy is to retest staff who are identified as requiring to wear FFP3 as part of a three year cycle. * Retesting will also be required within this timeframe if the model of mask being provided changes or where staff require due to changes to facial structure, e.g. significant dental work, weight gain / loss. * Any Staff, Contractors or Volunteers undertaking Face Fit testing must be appropriately trained. * Database of Face Fit Testers held and updated by Health & Safety Service, available on HR Connect & Staffnet. * Fit testers should follow current Government advice on social distancing (2metres) as they can observe and deliver verbal instruction from this distance. * Both fit tester and those being fit tested should undertake hand hygiene before and after the test. * Hand hygiene should be performed by Fit testers after cleaning of the tubes, hoods etc.   **Reporting Incidents**   * All incidents to be reported in accordance with NHSGGC’s incident management reporting procedures via the   Datix system.   * Significant incidents to be reported to the Infection and Prevention Control Team and the Health and Safety Service.   **Information and Advice**   * + Information and advice is available on Staffnet/HR Connect   + The Health and Safety Executive’s website - <https://www.hse.gov.uk/>   + Health Protection Scotland’s website <https://www.hps.scot.nhs.uk/a-to-z-of-topics/wuhan-novel-coronavirus/>   + The Scottish Governments website <https://www.gov.scot/coronavirus-covid-19/>   + Further advice can be sought form the Infection, Prevention and Control Team; Occupational Health Service or the Health and Safety Service.   <https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-further-information/pages/0/> | | | | | | | | | | | | | See links opposite. | | |
| ***Evaluation of Risk:*** | | | | | | | | ***Additional Control Measures Required:*** | | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Likelihood |  | Severity | | |  | |  | Negligible 1 | Minor 2 | **Moderate 3** | **Major** | **Extreme** | | **Almost Certain** | **Medium** | **High** | **High** | **V High** | **V High** | | **Likely** | **Medium** | **Medium** | **High** | **High** | **V High** | | **Possible** | **Low** | **Medium** | **Medium** | **High** | **High** | | **Unlikely** | **Low** | **Medium** | **Medium** | **Medium** | **High** | | **Rare** | **Low** | **Low** | **Low** | **Medium** | **Medium** |   ***Negligible*** *– minor injury first aid not required*  ***Minor*** *– minor injury or illness first aid required*  ***Moderate*** *– agency reportable, significant injury/illness medical treatment or counselling required*  ***Major*** *– major injury or long term incapacity/disability*  ***Extreme*** *– death or permanent incapacity* | | | | | | | | Continued review of guidance from Health Protection Scotland and Health & Safety Executive. | | | | | | | | |
| ***Risk Level: ✓*** | | | | | | | | ***Responsible Manager for arranging additional controls:*** | | | | | | | | |
| ***Low Risk*** | | | Safety Executive. | ***High Risk*** | ***Very High Risk*** | | | *(Insert Name / Title)* | | | | | *Signature:* | | | |
| ***Risk Level Acceptable: ✓*** | | | | | | | | ***Date additional controls to be in place:*** | | | | | | | | |
| ***Yes***  ***( If medium risk indicate any additional controls desirable)*** | | | | ***No***  ***(Indicate additional controls required)*** | | | |  | | | | | | | | |
| ***Final Risk Level: ✓*** | | | | | | | | ***Low*** | ***Medium*** | | | ***High*** | | | ***Very High*** | |

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| ***Requirement to Add to Risk Register? ✓*** | ***Y*** | ***N*** | ***Requirement to share Risk Assessment? ✓*** | ***Y*** | ***N*** | ***Services / Depts. shared with:*** | **Generic – All Services** |

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| ***Assessed by / Job Title:*** | ***Date:*** | ***Review Date:*** |
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