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| ***Activity being Assessed:*** | ***Hazards Identified:✓*** |
| General risk assessment relating to COVID-19 control measures and the Requirement for Personal Protective Equipment (PPE) including Face Fit Protection (FFP) respirators in relation to COVID-19 | ***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:*** | COVID – 19 (SARs-CoV-2) - may present as a mild illness through to severe acute respiratory infection. COVID - 19 was declared a pandemic in March 2020. A hierarchy of control measures is required in order to reduce the potential transmission of COVID-19 within the workplace.During aerosol generating procedures involving the respiratory tract of an infected person (suspected or known), enhanced respiratory equipment 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 COVID-19 is suspected or confirmed and in the respiratory pathway (where staff are undertaking AGP’s. 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.  |
| ***Location:*** | All clinical / non-clinical areas |
| ***Person(s) exposed:*** | All clinical, nursing, allied professional, 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:***  |
| **Reducing numbers of staff at work**In line with government guidance, NHS GGC requires that were possible staff should work from home.Staff must not to come to work if they display COVID-19 symptoms. Staff must arrange to be tested to confirm positive or negative status and follow instruction re isolation. Any staff identified as a close contact must not come to work until completion of self-isolation along with necessary testing. Follow National guidance from Test and Protect.**Working Environment - Ventilation**Ventilation – Good ventilation can help reduce the risk of spreading CoronavirusWhere no mechanical ventilation is provided, natural ventilation can be gained through opening windows doors or vents (Remember that Fire doors should never be propped open).Work areas without mechanical ventilation should be aired regularly through the day, for as long as practicable. Being mindful of security and safety. Remember;* Identify poorly ventilated areas within your department (Look for areas where there is No mechanical ventilation or No natural ventilation, such as opening windows and vents etc.)
* Check that any Mechanical ventilation is working correctly (Liaise with Estates Department)
* Identify areas that feel “stuffy” or smell stale
* Certain Units/Wards may require specialist input regarding specific information/guidance on required “Air changes” within an area (Liaise with local Estates)
* Check that ventilation grilles are clean and free from dust and debris. Where this is not the case liaise with Local Estates and Facilities
* Contact for ventilation issues Corporate.Complianceteam@ggc.scot.nhs.uk

**Physical Distancing – manging and monitoring*** The NHS GGC Guidance on Physical Distancing and the COVID-19 Physical Distancing and Workplace Risk Assessment tool have been published and can be found on the [GGC Physical Distancing page](https://www.nhsggc.org.uk/your-health/health-issues/covid-19-coronavirus/for-nhsggc-staff/social-distancing-in-the-workplace/).
* A [Managers Action plan](https://www.nhsggc.org.uk/your-health/health-issues/covid-19-coronavirus/for-nhsggc-staff/social-distancing-in-the-workplace/) for Physical Distancing is available to assist in the management and monitoring of COVID-19 and physical distancing control measures.
* Catalogue for posters and signage: [Signage catalogue](https://www.nhsggc.org.uk/your-health/health-issues/covid-19-coronavirus/for-nhsggc-staff/social-distancing-in-the-workplace/)
* Risk assessment for physical distancing in the OPD

**Hand Hygiene and Cleaning*** Strict hygiene measures are to be followed including hand hygiene and the cleaning of surfaces.
* Hand sanitiser provision is in place across the Board and driven by the risk assessment process, following Chapter 1 of the NIPCM on hand hygiene
* Hand hygiene should include decontamination of the forearms following the removal of any PPE.
* An SOP for [screen cleaning](https://www.nhsggc.org.uk/media/264444/288-core-brief-24-december-2020-daily-update-110pm-a.pdf) is in place
* Cleaning regimes are in place across the Board in line with the [Scottish COVID-19 Infection Prevention and Control Addendum](http://www.nipcm.scot.nhs.uk/scottish-covid-19-infection-prevention-and-control-addendum-for-acute-settings/)
* SOP for terminal clean of isolation rooms/ward is in place.
* SOP Twice daily clean of isolation rooms is in place.

Further information is available here**:** [www.nhsinform.scot/coronavirus](http://www.nhsinform.scot/coronavirus)**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.
* The Boards Physical Distancing Group regularly issues reminders, guidance and advice to staff.
* GGC videos available on donning and doffing are available on IPCT site.
* Links to national IPC guidance is available on every desktop PC via the IPCT icon.

**Test and Protect*** In line with the Test and Protect Guidance a process was established for managers to review close contacts for positive staff cases to ensure self-isolation requirements are met.
* Test and Protect was also introduced in retail units, week commencing the 29th September 2020.

**COVID-19 Vaccination Programme**The [COVID-19 vaccination programme](https://www.nhsggc.org.uk/your-health/health-issues/covid-19-coronavirus/for-primary-care-contractors/covid-19-vaccination-programme/) commenced within NHS, based on guidance form the CMO.**Lateral Flow Testing** The provision of testing kits, is being made available to all staff currently in a patient-facing role within NHS Greater Glasgow and Clyde hospitals and in COVID-19 Assessment Centres as per current Scottish Government criteria. Staff advice and guidance. Staff advice and guidance is available here: [lateral flow testing in place](https://www.nhsggc.org.uk/your-health/health-issues/covid-19-coronavirus/for-nhsggc-staff/lateral-flow-device-testing-guidance/) Staff are encouraged to record the results of the lateral flow testing that they carry out. These results feed into the national surveillance picture and help inform national policy and guidance.**Personal Protective Equipment**All staff must wear the PPE required for the area that they are working in or tasks they are undertaking, in line with the National Infection, Prevention and Control Manual. 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

Users of Face masks should undertake a pre-user check following the [Pre-user Checklist](https://www.nhsggc.org.uk/media/263337/ffp3-disposable-mask-face-mask-pre-user-check.docx). For information on correct use of PPE, including how to dispose of it safely, see our [PPE Donning & Doffing Poster](https://www.nhsggc.org.uk/media/259300/ppe-donning_doffing-poster-amended-mar-20-draft.pdf)Further guidance is available on [Training in use of PPE (Masks etc.)](https://www.nhsggc.org.uk/media/264667/covid19_staff_face_masks_coverings.pdf) – Staff briefing pack issued and [HSE video issued on core brief](https://www.nhsggc.org.uk/media/265069/024-core-brief-5-february-2021-daily-update.pdf).**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 physical 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 and the [Guidance on COVID RIDDOR](https://www.nhsggc.org.uk/working-with-us/hr-connect/health-safety/policies-guidance-documents-forms/incident-accident-management/covid-riddor-reporting/) reporting via the Datix system.
* Significant incidents to be reported to the Infection and Prevention Control Team via the ARHAI ORT and the Health and Safety Service.

**Information and Advice*** Information and advice is available on Staffnet/HR Connect and [GGC COVID-19](https://www.nhsggc.org.uk/your-health/health-issues/covid-19-coronavirus/) page.
* 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 from the Infection, Prevention and Control Team; Occupational Health Service or the Health and Safety Service. | See links opposite. |
| ***Evaluation of Risk:*** | ***Additional Control Measures Required:*** |
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| 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. |

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| ***Risk Level: ✓*** | ***Responsible Manager for arranging additional controls:*** |
| ***Low Risk*** | **Medium*✓*** | ***High Risk*** | ***Very High Risk*** | *Local Management* |  |
| ***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\**** |  | ***Requirement to share Risk Assessment? ✓*** | ***Y\*\**** |  | ***Services / Depts. shared with:*** | **Generic – All Services** |

 \*NHSGGC has a dedicated COVID Risk Register in place.

 \*\*Risk Assessment is available on the [COVID-19 staff page](https://www.nhsggc.org.uk/your-health/health-issues/covid-19-coronavirus/for-nhsggc-staff/).

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| ***Assessed by / Job Title:*** | ***Date:*** | ***Review Date:*** |
| Health and Safety Service / Infection Prevention and Control  | December 21 | March 22 |

\* Aerosol Generating Procedures as described in the [Scottish COVID-19 Infection Control Addendum for Acute Settings](http://www.nipcm.scot.nhs.uk/scottish-covid-19-infection-prevention-and-control-addendum-for-acute-settings/):

An Aerosol Generating Procedure (AGP) is a medical procedure that can result in the release of airborne particles from the respiratory tract when treating someone who is suspected or known to be suffering from an infectious agent transmitted wholly or partly by the airborne or droplet route.

Below is the list of medical procedures for COVID-19 that have been reported to be aerosol-generating and are associated with an increased risk of respiratory transmission:

* tracheal intubation and extubation
* manual ventilation
* tracheotomy or tracheostomy procedures (insertion or removal)
* bronchoscopy
* dental procedures (using high-speed devices, for example, ultrasonic scalers/high-speed drills)
* non-invasive ventilation (NIV): Bi-level Positive Airway Pressure Ventilation (BiPAP) and Continuous Positive Airway Pressure Ventilation (CPAP)
* high flow nasal oxygen (HFNO)
* high frequency oscillatory ventilation (HFOV)
* induction of sputum using nebulised saline
* respiratory tract suctioning
* upper ENT airway procedures that involve respiratory suctioning
* upper gastrointestinal endoscopy where open suction of the upper respiratory tract occurs
* high speed cutting in surgery/post-mortem procedures if respiratory tract/paranasal sinuses involved