

COSHH Risk Assessment for Fittleworth Medical Ltd

Purpose:

In order to demonstrate our continued commitment to Health & Safety issues at Fittleworth it is necessary to carry out a COSHH risk assessment on any substances that are used that may be harmful to health.

The assessment should follow the guidance laid out in the COSHH procedure. Where possible the assessment should cover the use of a substance.

Name of assessor	Jeremy Stokes	Date of assessment	13/5/2020
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Work Area	Fittleworth	Employee advised date	29 th May 2020
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Substance	COVID-19 Corona Virus						
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What is the hazard?	How might people be harmed?	Who might be harmed?	Existing risk control measures	Additional controls	Who	When	Check
Pathogens classified as Hazard Group 3 According to the Advisory Committee on Dangerous Pathogens,	Severe biological hazard. May cause severe human disease and serious hazard to exposed individuals. Effective prophylaxis or treatment usually available. Disease may spread to the community	Nurses treating patients	Reduce consultations, use video where possible. Use pre appt. checks to identify infected patients and then delay appt				
		Nurses treating patients	Before and during any client contact, nurses to wear PPE that has been issued inc. FRSM, apron and gloves. Use of hand washing and hand sanitizer	Dermatitis awareness from excessive hand washing in hot water to be added to advise	TM	30/4/20	Done
		DRMs visiting hospitals	All calls to clinical locations cancelled				
		Staff cutting at home Staff handling stock	Stock transport period sufficient (>72 hrs) for virus to be non-infectious				

		All staff	<p>Travelling to work – advise issued not to use public transport unless unavoidable, wear masks when doing so</p> <p>Reduce infection risk by working at home where possible.</p> <p>Vulnerable staff strongly advised to stay at home.</p> <p>All non-essential visitors to sites banned.</p>	<ul style="list-style-type: none"> Issue masks for use on travel to work if desired by staff Discourage all non-essential movement in building Discourage use of high touch items such as printers, whiteboards 	JS	31/5/2020	
		Staff at NDC Warehouse & Office areas	<ul style="list-style-type: none"> Sufficient car parking and bike parking for social distancing Multiple entrances for staff at NDC to improve separation – Connect, Offices, Warehouse. Hand washing required on entry and exit to building. Hand sanitizer issued to staff for cleansing. Staff encouraged to stay on site after arrival. Staff in premises Social distancing (2m) Supervisor appointed to oversee social distancing One way picking routes created, separation walking zones delineated All staff issued with own cutting equipment; no sharing instructions issued. Cutting machine sharing at NDC, Barriers in place between cutting machines where back to back working is taking place and in Goods in Workstation wipe down instructions at start end of day, between shifts. Enhanced cleaning regime implemented with contractor Clean areas if known infectious person attends. Follow Gov. guidelines 	<ul style="list-style-type: none"> Dermatitis awareness from excessive hand washing in hot water to be added to advice 2 shift system introduced to reduce staff flow and building occupancy Improve signage at entrances to ensure queuing and distancing Improve hand sanitizer availability at access points Purchase lockers for each staff member for storage of personal items ensure location of lockers does not create a congestion point and is near entrance to reduce possible infection from external items Improve signage inside NDC to increase awareness of social distancing and hygiene. Improve signage to reduce of high touch items – allocate use of items to limited people NDC – change lock security to prevent warehouse staff accessing office areas Improve signage at NDC cutting machines for cleaning at shift end and shift start. NDC – change lock setting to allow staff to use toilets on ground floor NDC allocate toilet usage to specific teams Improve availability of cleaning wipes 	RL	5/6/2020	

		Staff at Care Centres	<ul style="list-style-type: none"> • Sufficient car parking and bike parking for social distancing • Staff have lockers for personal belongings and must use them. have limited staff numbers no congestion issues • Hand washing required on entry and exit to building. Hand sanitizer issued to staff for cleansing. • Staff in premises Social distancing (2m) • All staff issued with own cutting equipment; no sharing instructions issued. • No desk sharing at CC. • Workstation wipe down instructions at start end of day, between shifts. • Clean areas if known infectious person attends. Follow Gov. guidelines 	<ul style="list-style-type: none"> • Dermatitis awareness from excessive hand washing in hot water to be added to advice • Review personal item storage and separation of coat hooks to prevent cross infection • Improve signage to increase awareness of social distancing and hygiene • Improve hand sanitizer availability at access points • Improve one way picking routes at CC • Improve availability of cleaning wipes • Remove tea towels and hand towels from kitchen areas and toilets. Replace with paper towels • Issue instructions to CC staff on job rotation, only 1 person to pick at any one time • Require separation while switching over picking and cutting roles and no equipment sharing 	JB	5/6/2020	
		Staff in Glasgow	<ul style="list-style-type: none"> • Sufficient car parking and bike parking for social distancing CCs have limited staff numbers no congestion issues • Hand washing required on entry and exit to building. Hand sanitizer issued to staff for cleansing. • Staff have lockers for personal items • Staff in premises Social distancing (2m) • Staff are working at diagonally placed desks. • All staff issued with own cutting equipment; no sharing instructions issued. • No desk sharing at GLA. • Workstation wipe down instructions at start end of day, between shifts. • Clean areas if known infectious person attends. Follow Gov. guidelines 	<ul style="list-style-type: none"> • Dermatitis awareness from excessive hand washing in hot water to be added to advice • Improve signage to increase awareness of social distancing and hygiene • Improve hand sanitizer availability at access points • Improve one way picking route. • Improve availability of cleaning wipes • Review need for Plexiglas separators if other GLA CS staff are to return or use of CS T/L office • Remove tea towels and hand towels from kitchen areas and toilets. Replace with paper towels • Require separation while switching over picking and cutting roles and no equipment sharing • Kitchen and toilet facilities limited. Clear signage for social distancing while waiting, and 1 person at a time in kitchen area • Create clearly signed smoking/vaping area 	RL/YF	5/6/2020	

		Staff in offices	<ul style="list-style-type: none"> • Sufficient car parking • Entrances have been monitored for congestion, none observed, staff advised on entry and exit points. • Hand washing required on entry and exit to building. Hand sanitizer issued to staff for cleansing. • No desk sharing permitted • Wipe down and clean desks • Staff in premises must Social distance (2m) CSA has been spread across all 4 floors. All separated by 1 desk or some back to back • One way systems in place and clear separated walkways. Desks moved to accommodate • No shared equipment – printer has some limited use • Lift not to be used – any goods to be sent up in lift, while stairs used. • Benches outside clearly marked for 1 person only – tape off other seats. • Internal doors kept open to reduce touch. • Staff instructed not to move between zones 	<ul style="list-style-type: none"> • Dermatitis awareness from excessive hand washing in hot water to be added to advice • Printer to be limited to letter collection by Post room, wipes and wipe down instructions if used by anyone else. • TV Remotes to be wiped over after use. • Disable hot air driers in wash rooms and limit hand drying to paper towels • Improve access to wipes across building but especially in kitchen areas. Staff to wipe down kitchen equipment after use • HVAC service, ensure Govt. advice on ventilation levels followed by contractors to maintain airflow • Smoking areas, limit occupancy with signage and instructions. Allow Vapers to vape under cover of stairwell • Restrict toilet access to 1 person at a time • Staff training – look to utilise Log me In or Teams to screen share so that inductee can see mentor's screen and social distance • Look to install Plexiglas screening in Zone 1 and 2 to increase capacity if possible and maintain hygiene areas • Maintain non CS staff working at home unless essential (H&S risk) • Look to install magnetic self-release door openers to keep doors open but allow to close in fire. 	YF	5/6/2020	
		Drivers making deliveries to clients	<p>Drivers guidance updated:</p> <ul style="list-style-type: none"> • not to enter Care Homes/Client Homes and leave at point of entry <p>Issued with sanitizer to clean hands after delivery</p>	Issue guidance on entering shared accommodation during COVID-19 crisis	RL	21/4/2020	Done