

COVID-19

PRACTICE RISK ASSESSMENT



The Association of British Dispensing Opticians (ABDO) has created this example template to assist members in carrying out a practice risk assessment alongside the recommendations paper we have provided. You can find this at www.abdo.org.uk/coronavirus. There is free space on the template for you to make this specific to your own practices. The information provides recommendations on six key areas. You can use this risk assessment to prepare for reopening to provide routine care, if you haven't already assessed the risk in what will be the new normal in how eyecare will be delivered.

We suggest a member of the practice team be made responsible for daily and weekly reviews. At the start of each day, you may want to discuss what staff have learned the day before, and implement improvement accordingly for patient and staff safety.

All PPE and sanitising stock should be checked on a weekly basis to make sure you always have sufficient supplies.

We will provide updates on any risks that need to be reviewed in line with evolving public health advice on the situation.

SOCIAL DISTANCING

- ☐ Pre-book all appointments including spectacle dispensing, spectacle collections, repairs and adjustments. (You may want to operate a locked door policy to help manage this).
- ☐ Add a notice on the practice exterior to this effect.
- ☐ Add a notice about this policy to the practice website.
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- ☐ Rearrange practice layout to adhere to the two metre social distancing rules for patients and staff?
- ☐ Add floor markings to clearly show the two metre points between seats in the waiting area.
- ☐ Add floor markings in communal areas including around the reception/dispensing areas.
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HYGIENE FOR STAFF AND PATIENTS

- ☐ Do you have a protocol for checking staff health?
- ☐ Question staff each morning to ensure they are well.
- ☐ Keep a daily log of staff responses.
- ☐ Provide access to testing for staff who feel unwell.
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- ☐ Do you have a policy on uniform which has been updated to reflect more stringent hygiene requirements?
- ☐ Communicate updated uniform policy with staff.
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- ☐ Have you updated rules on hand washing/sanitising protocols for staff?
- ☐ Provide soap/hand sanitiser for staff/patients.
- ☐ Provide guides in practice on hand washing/sanitising.
- ☐ Advise staff to wash hands/sanitise before and after every patient.
- ☐ Provide guidance for patients entering the practice on hand sanitising.
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PERSONAL PROTECTIVE EQUIPMENT

- ☐ Do you have personal protective equipment (PPE) for all staff who are providing care within a two-metre radius?

Check if you have adequate supplies of:-

- ☐ Gloves ☐ Masks
☐ Aprons ☐ Protective eyewear

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PRACTICE LAYOUT, FURNITURE AND EQUIPMENT

- ☐ Have you considered your practice layout, furniture and equipment?
- ☐ Fit reception areas with breath shield panels.
- ☐ Add safety guards to optical equipment where needed.
- ☐ Remove unnecessary items from all areas within the practice e.g. pen holders, magazines, and toys.

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PRACTICE CLEANING

- ☐ Have you updated your practice cleaning protocol?
- ☐ All communal areas cleaned daily with household disinfectant.
- ☐ Consulting room and dispensing areas cleaned between patients.
- ☐ Surfaces that will be touched regularly by different individuals like door handles, table tops and light switches cleaned regularly with household disinfectant or antibacterial wipes.

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FRAMES

- ☐ Have you updated protocols for selecting, trying and fitting spectacles?
- ☐ Create a notice asking patients to use hand sanitiser or wear gloves provided by the practice before they select and try on frames.
- ☐ Create a policy to set aside frames that have been tried to clean before being returned to display stands.
- ☐ Consider whether you want to limit it to staff taking frames off display.

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PATIENT SAFETY

- ☐ Have you created a protocol to pre-screen patients over the phone the day before their appointment, and on arrival, to establish that they are not symptomatic? *See ABDO example.*
- ☐ Communicate with staff new protocol to pre-screen patients.

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- ☐ Have you rearranged appointment schedules to allow extra time between patients for cleaning and limit contact with other patients?
- ☐ Add in extra time between patients.
- ☐ Communicate new appointment schedule to staff.
- ☐ Consider specific time slots for shielded patients.

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