# FODO

## Risk assessment

|  |
| --- |
| The Government has said:   * “You must carry out an appropriate Covid-19 risk assessment, just as you would for other health and safety-related hazards” and do this “in consultation with unions or workers”. * This is “not about creating huge amounts of paperwork”. * It is about reducing “risk to the lowest practicable level by taking preventative measures.” * You should share the results of your risk assessment with your employees and recommended that if you have 50 and more employees you should publish the risk assessment on your website[[1]](#footnote-1),[[2]](#footnote-2) |

The goal of the Covid-19 risk assessment is to therefore reduce risk to the lowest reasonably practicable level by taking preventative measures.[[3]](#footnote-3) You can do this by working through the [Covid-19 framework for primary eye care providers](https://www.fodo.com/members/guidance/covid-19/fodo-covid-19-guidance-and-support/#framework) and seeking additional specialist advice as required.

You should make a record of your risk assessment, this includes: recording the nature of the hazard, who might be harmed, what you have done to reduce risks, whether you need to take any further actions and when.

The risk assessment templates below provide an example of:

* [a template form to complete](#_Risk_assessment_–)
* [a completed example - for illustrative purposes only](#_Covid-19_risk_assessment_1)

In England, once you have completed your risk assessment and taken all the necessary steps, you can [use this HM Government staying Covid-19 secure in 2020 poster](https://assets.publishing.service.gov.uk/media/5eb97021d3bf7f5d43765cbf/staying-covid-19-secure.pdf).[[4]](#footnote-4)

## Other resources you might find helpful

* England, Scotland and Wales: Health and Safety Executive (HSE) guide on how to perform a risk assessment can be – [here](https://www.hse.gov.uk/risk/controlling-risks.htm)
* Northern Ireland: Health and Safety Executive NI advice on Covid-19 – [here](https://www.hseni.gov.uk/topic/covid-19-advice-and-guidance-places-work)
* HSE step-by-step guide on how to complete a risk assessment – [here](https://www.hse.gov.uk/simple-health-safety/risk/index.htm)

## Covid-19 risk assessment – example blank template

|  |  |
| --- | --- |
| Risk assessment | Click or tap here to enter text. |
| Assessment type | Choose an item. |
| Date performed | Click or tap to enter a date. |
| Approved by | Click or tap here to enter text. |
| Review date | Click or tap to enter a date. |
| Description | |
| Click or tap here to enter text. | |

|  |  |  |
| --- | --- | --- |
| The hazard | Who is at risk and how? | How is risk being managed? |
| Covid-19 | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

## Covid-19 risk assessment – completed example

|  |  |
| --- | --- |
| Risk assessment | Covid-19 primary eye care |
| Assessment type | Practice - general |
| Date performed | 30/05/2020 |
| Approved by | John Johnson (Practice manager) |
| Review date | 30/06/2020 |
| Description | |
| This sets out actions we have taken to reduce risk to the lowest reasonably practicable level by taking preventative measures in the practice. | |

|  |  |  |
| --- | --- | --- |
| The hazard | Who is at risk and how? | How is risk being managed? |
| Covid-19 | Patients, staff and other visitors – e.g. couriers et al.  Risk of cross-infection and Covid-19 spread. Covid-19 can result in ill health ranging from mild symptoms to hospitalisation and fatalities. | Systems are in place to ensure people with Covid-19 signs and symptoms, or those living in the same household as suspect Covid-19 patients, do not attend the practice. For example: there is clear signage to minimise risk of suspect/confirmed Covid-19 cases entering the practice; staff complete a Covid-19 signs/symptoms daily self-check before leaving for work each day; patients are screened for Covid-19 before attending appointments. |
| All staff are trained in and adhere to standard infection prevention and control precautions. This includes: following official self-isolation and social distancing advice; best practice hand and respiratory hygiene; avoiding face touching; adhering to practice cleaning and disinfection protocols; and use of the correct PPE and using it correctly in line with applicable [official Infection prevention and control (IPC)](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control) for healthcare providers in the UK |
| Protocols are in place to identify clinically vulnerable and clinically extremely vulnerable staff/patients and additional safeguards based on the stage of pandemic and official advice |
| Clinical procedures are stopped/paused/continued based on Covid-19 and non-Covid-19 related risks to patients and staff. This is done in line with College of Optometrists pandemic guidance https://www.college-optometrists.org/guidance/covid-19-coronavirus-guidance-information/covid-19-college-guidance.html |
| System control measures have been put in place to aid social distancing for example: floor markings to aid social distancing, Perspex shields have been installed in the reception area to reduce the risk of virus transmission where social distancing is difficult |
| A protocol is in place in case a suspect/confirmed case of Covid-19 enters the practice. This includes how to isolate, support, exit and clean and disinfect the practice. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |

1. 11 May 2020, HM Government, Working safely during Covid-19 in shops and branches, [Section 1](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches) [↑](#footnote-ref-1)
2. 11 May 2020, HM Government, Working safely during Covid-19 in shops and branches, [Section 1.2](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches#shops-1-1) [↑](#footnote-ref-2)
3. 11 May 2020, HM Government, Working safely during Covid-19 in shops and branches, <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches#shops-1-1> [↑](#footnote-ref-3)
4. 11 May 2020, HM Government, Working safely during Covid-19 in shops and branches, <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>, <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches#shops-1-2> [↑](#footnote-ref-4)