

Business Name:	Hamilton Specialist Referrals
Address:	Unit 5 Halifax Road, High Wycombe, HP12 3SD
Person Carrying out This Assessment:	Martina Micurova
Date:	18/05/2020

Hazardous Operations Specific to the Premises (Mark boxes 1, 2, or 3 depending on assessment of low, med or high risk or mark N/A)	
1. Handling cats/dogs who may have come from a home with known and unknown Covid-19	<input type="checkbox"/> 2
2. Carrying out tasks which are not able to be performed at >2m apart to respect social distancing (e.g. restraining an animal to place catheter etc)	<input type="checkbox"/> 3
3. Retrieving pets from clients' cars	<input type="checkbox"/> 2

Persons Exposed to Hazards (tick where applicable)			
Staff	<input checked="" type="checkbox"/> Customers/Visitors	<input checked="" type="checkbox"/> Staff Members Household	<input type="checkbox"/>
Young Persons	<input type="checkbox"/> Pregnant Workers	<input type="checkbox"/> Contractors/Other	<input checked="" type="checkbox"/>

Control Measures	Yes	No	N/A
Staff Safety			
1. Is there a senior person in charge responsible for preventing and controlling Covid19 within the Practice?	Y		
2. Is there a documented COVID19 prevention and control procedure?	Y		
3. Have employees been instructed in the COVID19 prevention and control procedure?	Y		
4. Have employees been briefed on the possible hazards from COVID19 and its symptoms?	Y		
5. Has the Practice explored the option of some employees working at home if possible to reduce the numbers in the premises?	Y		
6. Where possible, are different shift patterns in place to keep staff overlapping at a minimum?	Y		
7. Are employees with suspected COVID19 symptoms requested to remain away from work whilst the symptoms exist?	Y		

Control Measures	Yes	No	N/A
Staff Safety continued			
8. Have staff been informed and agreed to only come into work if they are well and no one in their household is self-isolating?	Y		
9. Have you checked whether staff have anyone in their household who is or could be classed as high-risk (e.g. parent/partner/sibling/child who is immunosuppressed) and, if so, have you and the staff member put controls in place to reduce the risk to as low as possible?			
10. Is signage placed at all entrances to the Practice asking staff, customers, contractors and visitors with symptoms not to enter the premises?	Y		
11. Are there measures in place to maintain a 2 metre distance (where possible) between all persons in the premises?	Y		
12. Are workstations positioned (where possible) 2 metres away from other workstations? E.g. reception/admin areas	Y		
13. Are safety shields fitted where necessary to help prevent the spread of droplets entering through the eyes, nose or mouth from person to person?		N	
14. Do staff work side by side? If so can they face away from each other or have shields to protect them?	Y		
15. Have staff been briefed on the importance of maintaining good personal hygiene – i.e. a) Washing hands thoroughly with warm water and soap for at least 20 seconds frequently throughout the day, plus before starting work, before leaving to go home and before eating/smoking/drinking? b) Covering their mouth and nose with their elbow when coughing and sneezing? c) Avoiding touching their face wherever possible and d) Disposing of any used tissues immediately in a lidded bin and then washing hands afterwards?	Y		
16. Are there adequate hand-washing facilities throughout the business with hot water, soap or anti-bacterial gel and paper towels for drying hands?	Y		
17. Are all workstations, surfaces and communal areas cleaned down thoroughly throughout the day and also before starting work and at the end of each shift?	Y		
18. Are staff break times staggered to allow staff to practice social distancing?	Y		
19. Have appropriate measures been put in place to ensure staff using the toilet facilities can do so safely, e.g. introduce maximum occupancy rules?	Y		
20. Do employees have access to Personal Protective Equipment where required, i.e.: a) Face Masks/shields? b) Disposable Gloves?	Y		

Control Measures	Yes	No	N/A
Customer Safety			
Are the following measures in place to deal with customers safely, namely:			
1. Provision of telephone or video conferencing consultations wherever possible?	Y		
2. Appointments scheduled, wherever possible, to allow sufficient time for pet owners to leave the premises before the next customer arrives.	Y		
3. Instructions, via telephone bookings and via signage, for pet owners to drop their animals off (where they can be safely) at the front door then wait in their cars until a member of the Practice staff retrieves the animal?	Y		
4. Contactless payment options or payment over the telephone by card to avoid staff and customers handling cash?	Y		
5. Appointment confirmations via email or text message so as to avoid printing and handling appointment cards?	Y		
6. Removal from public waiting areas of pet toys, leads, food, retail displays etc to avoid multiple persons handling products?			N/A
7. Seating area in the waiting room redesigned to allow social distancing, and where this isn't possible have persons sitting back to back instead of side by side?			N/A
8. Ensure that any weighing scale equipment in the waiting area is positioned in a manner that will both allow social distancing and prevent causing a slip-trip-fall hazard?			N/A
9. Provision of hand sanitiser stations for customers to use upon arrival and before they leave?	Y		
10. Signage/posters on display asking customers not to enter if they have any COVID-19 symptoms and to catch sneezes and coughs in their inner-elbow/a tissue?	Y		
11. Where pet owners have to enter a consultation area with a member of staff (e.g. to hold/comfort an animal or to observe how a treatment is administered so the pet owner can do this at home later) are there measures in place to reduce, as far as is reasonably practicable, the risk of cross-infection? Examples – face masks, gloves, customer instructed to stand in the open consultation room doorway.	Y		

