

Covid-19 risk assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called coronavirus. Remember that symptoms can be mild, moderate, severe or fatal. You must carry out a Covid-19 secure risk assessment and retain a record of your actions in order to protect your practice and support any insurance claim that may arise.

You can use this form to make a record for your acupuncture clinic during the current Covid-19 situation. This checklist is intended as a prompt for use alongside the BAAC Covid-19 secure Guidelines and reflects the level of detail we recommend: it may not cover every situation and you should also include anything unique to the set-up in your clinic.

Requirements for your Covid-19 secure risk assessment	Notes	Done/date
Legionella test where water/washing facilities have not been used for weeks/months: you may need to ask for advice from your local health authority		
<p>Contact/assess patient before agreeing to treat:</p> <ul style="list-style-type: none"> • suitability for treatment • treatment criteria: urgent care, high need, etc • consider taking an initial case history by phone or video link to decide on face-to-face or telemedicine consultation <p>Screen patient before clinic visit:</p> <ul style="list-style-type: none"> • any symptoms of Covid-19: high temperature, new persistent cough in the last seven days, anosmia etc. • extremely clinically vulnerable patients • additional respiratory symptoms or conditions: hay fever, asthma, etc • other member of household with symptoms of Covid-19 or in a high-risk category: shielded, extremely clinically vulnerable, etc • any contact in last 10 days with anyone with suspected/confirmed Covid-19 <p>Consider and/or explain to patient:</p> <ul style="list-style-type: none"> • options for telemedicine • risk of face-to-face consultation: obtain signed Covid-19 consent form – can be verbal consent over the phone and signed at first appointment • any instructions and/or procedures for visiting the clinic • any changes to your practice 		

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<ul style="list-style-type: none"> • travel to clinic and risk for vulnerable patient v requirement for treatment • need for chaperone and social distancing in your clinic room • timing to allow for cleaning between patients and to avoid any overlap • contactless payment wherever possible • let you know immediately of any change between appointments <p>Record all pre-screening information in each patient's notes</p>		
<p>Consider members of staff:</p> <ul style="list-style-type: none"> • high-risk category • any other member of household with symptoms of Covid-19 or in a high-risk category • decide and let staff know how you plan to manage such issues 		
<p>Put in place for all patients, visitors, clinic staff:</p> <ul style="list-style-type: none"> • cleaning regimes for toilet and hand washing facilities • guidance for stringent hand washing practice • hand washing facilities with soap and water • drying of hands with disposable paper towels • alcohol sanitisers in any area where washing facilities are not available 		
<p>Reception and common areas:</p> <ul style="list-style-type: none"> • allow time for cleaning between patients and to avoid overlap • contactless payment wherever possible • hand washing protocol for handling money or paperwork • hand washing/sanitising posters visible • respiratory hygiene posters visible • cleaning regimes for toilet and hand washing facilities 		
<p>Social/physical distancing measures:</p> <ul style="list-style-type: none"> • allow time for cleaning between patients and to avoid overlap • minimise time spent by patients in waiting area etc • check staff numbers and facilities allow social distancing • floor markers, spacing chairs, etc • sneeze guards/screens for reception 		

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<p>Consultations/treatment rooms:</p> <ul style="list-style-type: none"> • two-metre distance between you and your patient whenever possible • need for face covering for patient to wear during treatment • need for chaperone and social distancing in your clinic room • need for chaperone consent form 		
<p>Aeration of rooms</p> <ul style="list-style-type: none"> • open windows and close doors while cleaning between patients: if no windows, leave clinic room doors open • open windows and or doors of common/reception areas 		
<p>Respiratory and cough hygiene:</p> <ul style="list-style-type: none"> • 'Catch it, bin it, kill it' posters • disposable, single-use tissues and lined and foot-operated waste bins • hand hygiene facilities for all 		
<p>Cleaning rota/regimes:</p> <ul style="list-style-type: none"> • cleaning rota and record sheet in all areas: when, where, who • increase frequency of cleaning: for common areas depending on use • frequent inspection of toilets and hand washing rooms 		
<p>PPE requirements for your practice:</p> <ul style="list-style-type: none"> • reception staff: fluid resistant face masks (FRSM) for direct contact with patients, etc • patients: fluid-resistant face mask if patient has respiratory symptoms: hay fever, asthma, etc • face masks in clinical and waiting areas 		
<p>Replacement and disposal of PPE, cleaning wipes, tissues and cloths:</p> <ul style="list-style-type: none"> • when damaged, damp, difficult to breathe through, or potentially contaminated • at the end of every treatment session 		