

Coronation Road Dental Surgery

COVID-19 risk assessment form

LOCATION	YES/ NO/ N/A	COMMENTS
Outside the practice		
Are there two-metre distance queuing markers for social distancing purposes?	yes	
Do signs advise patients that they should only enter the building if they have appointments?	yes	
Do signs direct patients to the practice website for further information?	yes	
Do signs ask patients to book appointments and make all other enquiries over the telephone?	yes	
Practice entrance		
Is the front door locked?	yes	
Is a hand sanitation station provided upon entry?	yes	
Is there a sign to tell patients to use it before entry into the rest of the practice?	yes	
Reception area		
Do all reception staff who cannot observe a two-meter distance wear IIR masks?	yes	
Has the practice installed a clear barrier?	yes	
Do reception staff have individual telephone headsets?	no	Individual telephones
Is the air circulated in the waiting room eg by windows and doors being open?	yes	
Are electronic equipment items such eg telephones and PCs decontaminated at least twice daily? (With 70% ethyl alcohol/product specified by manufacturer)	yes	
Is cash taken at the reception desk?	yes	Only if absolutely necessary
If so, are gloves/sanitising products available?	yes	
Are PDQ machines wiped after use or covered over with protective covering?	yes	
Waiting room		
Are chairs placed two metres apart where possible?	yes	
Are there two-metre distance markers on the floor?	yes	
Have all non-essential items eg toys, reading materials, remote controls or other communal	yes	

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objects been removed?		
Communal areas		
Have all communal facilities used by patients (eg coffee machines) been removed?	N/A	
Does any water dispensers use disposable single-use cups?	N/A	
Are all touchable surface areas wiped with an approved surface cleaner on a regular basis?	yes	
Is there a laminated wipe-clean cleaning checklist for patients to see?	yes	
Toilets		
Have patients been advised not to use the toilet facilities?	no	Advise staff if required
If not, must patients request access to ensure staff know they have been used?	yes	
Have appropriate supplies eg tissues, alcohol-based hand rub, liquid soap been provided?	yes	
Are instructions on proper hand washing provided?	yes	
Have bathroom towels been replaced with paper ones?	yes	
Staff areas social distancing		
Are there indicators to maintain two meters between staff?	no	Staff aware to maintain 2m or PPE to be worn
Has an assessment been done to maintain social distancing between staff i.e. lunch times, numbers in building, social distancing staff areas	yes	
If two metre distancing cannot be maintained are staff provided with masks while at work?	yes	
Is there hand sanitiser and hand washing facilities available to staff?	yes	
Treatment environment assessment.		
Is there adequate ventilation in the building?	yes	
Have you agreed a fallow time for each surgery for AGPs?	yes	
Have you decided where you will don and doff PPE?	yes	
Is there a poster displayed to help clinicians don and doff in the correct order?	yes	
Is there adequate PPE available to all staff	yes	

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and being used as advised by PHE guidance?		
Do all staff know where to find all the information about treating patients safely?	yes	
Staff risk assessments		
Have you carried out a documented risk assessment with each member of staff individually?	yes	
Have you documented any underlying health risks of each staff member before returning to work?	yes	
Do you have information for staff available so they can assess their own risks to COVID-19?	yes	
Are staff aware of what to do should they develop symptoms of COVID 19?	yes	
Have you a record of all staff who have passed a fit test for RPE?	yes	
Have you explained to staff the importance of PPE & why it is important that they wear it correctly?	yes	
Are staff aware of who to speak to should they have any concerns?	yes	
Bookings and clinics		
Have you planned your clinics into AGP and non-AGP clinics?	no	Fallow time being observed
Have you allocated staff correctly based on whether they are fit tested?	yes	
Have you got adequate staffing levels to deliver an effective service?	yes	
Have you carried out training for all staff in the new AGP and non-AGP protocols?	yes	
Have you put in place contingencies should staff need to self-isolate due to COVID-19?	yes	
Do you have sustainable supply of PPE to provide ongoing services whether AGP and non-AGP?	yes	
Infection Control procedures		
Have you created a list for the cleaning team to ensure they follow the post-AGP guidance correctly?	yes	
Clinical records		
Are you recording staff involved in AGP	yes	

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procedures as part of your clinical notes?		
Are you recording the COVID status of patients as part of their records?	yes	