GMHSCP Screening and Immunisation Team

RISK ASSESSMENT SEASONAL INFLUENZA VACCINATION, INDOOR walk through model

**RISK ASSESSMENT AND CHECKLIST FOR THE DELIVERY OF SEASONAL INFLUENZA 2020/21**

**VIA INDOOR WALK-THROUGH MODEL**

This risk assessment and checklist has been developed to support practices in Greater Manchester with the delivery of the seasonal influenza programme in 2020/21. Please note:

* The identified hazards below are NOT an exhaustive list. Local risks will also need to be identified and actions taken to mitigate these.
* National guidance on PPE and social distancing recommendations are subject to change and practices will need to ensure they are aware of the latest guidance and how this impacts their flu delivery plans.
* Further guidance and resources to support practices before and during the flu season may also be shared.
* If you answer no to any of the questions please indicate actions taken to reduce any risk before vaccination session.

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| **Date of assessment;**  **Date of next review;** | | **Practice Name and address** | |
| **Assessment carried out by ;**  **Job title;** | | **Flu vaccination venue address**  **Flu vaccination session date and time** | |
| **Hazard** | **YES/NO** | **Possible Actions** | **Action taken (to be completed and checked off before running an indoor walk-through clinic)** |
| 1. **Indoor walk-through model** | | | |
| Has patient information been reviewed to include information on COVID-19? | Y/N | * Screening questions included for confirmed/possible infection * Advice provided on rearranging appointments if symptomatic for COVID/ isolating due to household case of COVID/shielding * Phone numbers included for advice/information * Reminder to patients re: wearing clothing to allow vaccination (e.g. loose sleeves) |  |
| Has an alternative option to a walk-through appointment been discussed/ offered to the patient? | Y/N | Arrangements for:   * house-bound patients * vulnerable patients * if venue is not accessible * shielding groups |  |
| Are staff able to maintain recommended social distancing rule or minimum contact with service user? | Y/N | * Only carry out essential tasks/procedures * Use of PPE (see IP & C section below) |  |
| Have work schedules been reviewed to reduce number of staff working at site to meet social distancing requirements? | Y/N | * Essential staff only to come into contact with patient * Changes to start/finish times/shift patterns * Staggered break times/use of staff break areas * Virtual handovers/staggered handovers * Staff to maintain social distancing in all areas * Staff made aware of need to go home if they develop symptoms whilst at work and advise line manager |  |
| Has workflow been reviewed to ensure number of patients entering the site allows for recommended social distancing? | Y/N | * Patients to attend by appointment only * Staggered appointment times, on a rotational basis * Patients advised to attend appointments alone or with maximum of 1 person (unless eligible household members, in this case offer appointment to all eligible members) |  |
| Are staff checking patient’s COVID-19 status? | Y/N | * Staff to consider screening by telephone calls before appointment * Staff asking screening questions on arrival at site, before entry * Clinical staff asking screening questions prior to vaccination |  |
| 1. **Staff** | | | |
| Have staff been risk assessed before being assigned to work at the walk-through? | Y/N | * Risk assessment in place for each staff member * Additional precautions in place if needed * Consideration for BAME employees |  |
| Have staff roles been clearly assigned? | Y/N | * Admin support team * Clinic manager * Coordinators (runners) * Immunisers (practice nurses, HCAs, GPs) * Clinical support (supporting immunisers with cleaning of equipment in between patients) * Back up staff identified in case of absence/sickness |  |
| Are staff adequately trained? | Y/N | Are staff up to date /competent with:   * annual immunisation update training? * basic life support training (adult and paediatric) in line with Resuscitation Council guidance during COVID-19? * anaphylaxis training? * If necessary, have staff signed appropriate PGD? * Will a prescriber be present on site, if necessary to create a PSD? |  |
| Are staff identifiable? | Y/N | * All staff to wear work ID badge to make themselves identifiable to other staff and the public * Register of staff present on site in case of fire/emergency/for contact tracing. |  |
| 1. **Environment** | | | |
| Is the space adequate for a walk-through clinic? | Y/N | * Is there space in the building to allow for people attending late or early causing potential crowding or compromise of social distancing * Is the waiting/ overflow area safe for patients to wait (i.e. not in a car park being used by other patients)   If outdoor waiting is being considered, what contingency has been made for poor weather conditions?   * Is there enough space for other users of the practice building (e.g. staff, patients attending practice, deliveries, emergency services?) * Is there space for patients to sit down where necessary? |  |
| Are signs in place asking about COVID-19 symptoms? | Y/N | * Signage displayed at entrance advising public with COVID-19 symptoms not to enter the site but to go home and what to do * This signage may need to be displayed in all potential waiting areas to reduce the possibility of someone with symptoms waiting in a queue |  |
| Are signs in place to remind staff/public of recommended social distancing rule? | Y/N | * recommended social distancing signage displayed throughout the site * Markings on floor with recommended spacing |  |
| Has safety of all staff been considered? | Y/N | * Signage to maintain recommended social distancing |  |
| Have weather conditions been considered? | Y/N | * Weather assessments done if use of outdoor space is required (see drive-through IPC risk assessment for further information) |  |
| Are signs and directions in place for patients attending the walk-in? | Y/N | * Ensure one-way system where possible * Clear signage to avoid confusion (e.g. arrows for directions around site, spacing lines in areas where queueing might be required) |  |
| Is there a designated space for private discussions with patients? | Y/N | * Consent * Concerns re: safeguarding * Conversations of a confidential nature |  |
| Is the site secure? | Y/N | * Can confidential patient records and immunisations be stored securely? * Are any valuables stored securely? * Appropriate insurance in place for equipment such as laptops |  |
| 1. **Infection Control** | | | |
| Is Infection Control support available to staff? | Y/N | * If not currently available, networks to identify appropriate person/s to undertake the role of IP&C lead in CCG or Local Authority to support * Identify Champion to carry out regular hand hygiene audits/uniform/BBE checks/ensure social distancing, where appropriate * Ensure all staff aware of and have access to COVID-19 Plan/SOP |  |
| Are sufficient facilities provided to enable frequent/effective hand hygiene? | Y/N | * Access to sinks/soap/water/paper hand towels * Access to hand sanitizer throughout the site for staff and public * Ensure hand sanitizer available at entry/exit to site * Staff made aware of need to include washing wrist to elbow in addition to hand hygiene * Staff aware of need to wash hands for minimum of 20 seconds |  |
| Appropriate mechanisms for disposal of clinical waste and sharps | Y/N | * Ensure provision of sharps bins and clinical waste bins |  |
| Staff uniforms | Y/N | * Staff aware of need to change at work where facilities are provided * Staff aware of need to transport uniform home in plastic NOT fabric bag * Staff aware of need to wash uniform on its own at 60o |  |
| If recommended social distancing cannot be maintained and direct patient care is essential is appropriate PPE available? | Y/N | * Please ensure you are aware of the most up to date PPE guidelines * Staff made aware that masks should be changed when wet/affecting breathing/damaged/contaminated or following a session * Eye wear available if there is a risk of splashing & worn at the session |  |
| Are cleaning products available to clean equipment between patients and frequently touched areas | Y/N | * Provision of Clinell Universal wipes (or another brand that will kill enveloped viruses) * Cleaning schedules in place, fully completed and monitored after every patient contact |  |
| 1. **Equipment** | | | |
| How will the cold chain be maintained? | Y/N | * Appropriate equipment for transporting and storing vaccinations * Monitoring of temperature of vaccine storage |  |
| Has all appropriate equipment required for the walk-in been identified and sourced? | Y/N | * Table and chairs * Clinical equipment (e.g. cotton wool balls, plasters, gauze)   If not running the clinic at a usual clinical site, please consider sourcing:   * Crash mats or similar in the event of an anaphylactic reaction * Barrier or screen for privacy if required in the event of an emergency |  |
| Access to telephone? | Y/N | * Access to charged/ in signal phone in case of need to call emergency services |  |
| Are vaccinations being recorded? | Y/N | * System to be agreed for recording vaccines given to patients * Ensure all arrangements are in line with information governance requirements |  |
| 1. **Anaphylaxis** | | | |
| Are anaphylaxis kits available, in date and accessible? | Y/N | * Time allowed for patients after vaccination? * access to automated defibrillator * dedicated area identified on site for anaphylactic reactions * blood glucose monitoring machine available? * Blood pressure monitor available. |  |
| 1. **Other locally identified risks (please complete)** | Y/N |  |  |

**Useful links:**

**Please note guidance may be subject to change**

Clinical guidance for healthcare professionals on maintaining immunisation programmes during COVID-19 <https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/06/clinical-guidance-for-hcps-on-imms-for-covid-19.pdf>

COVID-19 Infection Prevention & Control

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Coronavirus guidance for clinicians and NHS managers

<https://www.england.nhs.uk/coronavirus/> Green Book

Green book

<https://www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book>

Flu programme letters

<https://www.england.nhs.uk/wp-content/uploads/2020/05/national-flu-immunisation-programme-2020-2021.pdf>

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907149/Letter_annualflu_2020_to_2021_update.pdf>

National programme resources

<https://www.gov.uk/government/collections/annual-flu-programme#2020-to-2021-flu-season>