

General Risk Reduction Assessment for GPhC Community Pharmacy Inspections

HS09, 10 June 2020



Risk assessment (HS09)

Title:	General Pharmaceutical Council	Description of Works:	Community Pharmacy Inspections	
Author:	Andy Herron	RA Reference & Revision:	WSS/GPhC/CPI/RA	01
Location:	Various Locations	Date:	10/06/2020	

People Affected by Works				Likelihood (L)	Risk (L x S)			Severity (S)
Staff	X	Managers	X	Frequent	5	X	5	Fatality
Public		Young Persons		Probable	4	X	4	Major Injury
Visitors	X	Others		Occasional	3	X	3	7 Day/LTI Injury
				Possible	2	X	2	Minor Injury
				Improbable	1	X	1	No Injury

Risks above 6 are not acceptable; control measures must be implemented to reduce risks to below 6.

General Risk Reduction Assessment for GPhC Community Pharmacy Inspections
 HS09 Version 00001

	Hazard	Consequence	Without Controls			Control Measures to Reduce the Risks	With Controls		
			L	S	RS		L	S	RS
1	Individual health and well being	Employees suffering health issues	3	5	15	<ul style="list-style-type: none"> Should any employee display/notice any specific COVID-19 symptoms, they are to self-isolate, inform their line manager and arrange for a test to be carried out Inform their line manager of the results of the test If condition allows, employee can continue to work at home should they choose to do so Whilst homeworking, encourage use of video calls whenever possible. If videoconferencing is a step too far, for some use other social apps such as WhatsApp video for basic video calls to check in on employees Where possible, keep work channels clear for work topics - but create a space where employees can discuss non work-related items or share pictures without talk of the virus Encourage employees who are able to do so to daily exercise as advised 	1	1	5

General Risk Reduction Assessment for GPhC Community Pharmacy Inspections
HS09 Version 00001

	Hazard	Consequence	Without Controls			Control Measures to Reduce the Risks	With Controls		
			L	S	RS		L	S	RS
2	Exposure to COVID19, whilst working within the business or on Pharmacy premises	Contracting the Coronavirus	4	5	20	<ul style="list-style-type: none"> Inform your line manager if you or family member within your household is “Clinically Extremely Vulnerable” or “Clinically Vulnerable”, so that a decision can be made with regard to your working arrangements Work at home, where it is possible and practicable to do so and when directed to do so by your line manager 	1	5	5
3	Exposure to COVID19, whilst travelling to Pharmacy premises	Contracting the Coronavirus	4	5	20	<ul style="list-style-type: none"> Travel alone in own vehicle Prior to travel, research the route and a place to park If public transport is to be used, research/review options and travel at times that may be less busy If possible, walk from main train line connections, to avoid the use of the tube Always se social distancing, where possible/practicable Wear “medical” type face mask on public transport Wear disposable gloves on public transport (if used), or Carry/use hand sanitiser after coming into skin contact with any surfaces, handles, hand rails, operating buttons, etc. 	1	5	5

General Risk Reduction Assessment for GPhC Community Pharmacy Inspections
HS09 Version 00001

	Hazard	Consequence	Without Controls			Control Measures to Reduce the Risks	With Controls		
			L	S	RS		L	S	RS
4	Exposure to COVID19, whilst accessing and egressing Pharmacy premises	Contracting the Coronavirus	4	5	20	<ul style="list-style-type: none"> Adhere to client/premises specific arrangements (if previously notified/obtained) After touching/using any door handles, touch screens, key pads, turnstiles, etc. use hand sanitiser Before entering the premises ensure that you wear a “medical” type face mask: <ol style="list-style-type: none"> Unfold Unfold the multiple pleats downwards Hang the loops on both ears Pinch the nose piece tightly. Ensure that the mask is within the expiry date Wear disposable gloves if required or if you want to do so Disposable gloves must only be worn once and are not to be worn in multiple premises/shop visits Maintain social distancing at all times where possible Should you encounter “pinch points” where social distancing cannot be maintained, pass others by facing away, thus avoiding any potential face to face issues On leaving the premises the mask and gloves worn should be placed in a bag and disposed of as Bio-waste 	1	5	5

General Risk Reduction Assessment for GPhC Community Pharmacy Inspections
HS09 Version 00001

	Hazard	Consequence	Without Controls			Control Measures to Reduce the Risks	With Controls		
			L	S	RS		L	S	RS
5	Exposure to COVID19, whilst on Pharmacy Premises	Contracting the Coronavirus	4	5	20	<ul style="list-style-type: none"> Use social distancing at all times, where possible/practicable Use hand sanitiser, should any skin contact be made with any surface Disposable medical masks must be worn whilst on Pharmacy premises When 2m distances cannot be maintained through the working environment ensure that alternative measures have been considered; could the task be avoided; or is additional PPE protection necessary until the task is complete 	1	5	5
6	Exposure to COVID19, whilst using Pharmacy lifts and stairs (if present)	Contracting the Coronavirus	4	5	20	<ul style="list-style-type: none"> Only enter the lift if social distancing can be maintained Use hand sanitizer after any contact is made with lift buttons/controls Use stairs if possible and practicable Where possible, use landings for passing places Should you encounter “pinch points” where social distancing cannot be maintained, pass others by facing away, thus avoiding any potential face to face issues Wear disposable gloves <p>or</p>	1	5	5

General Risk Reduction Assessment for GPhC Community Pharmacy Inspections
HS09 Version 00001

						<ul style="list-style-type: none">• Carry/use hand sanitizer after coming into skin contact with any surfaces, handles, hand rails, operating buttons, etc.• If contaminated gloves must be changed			
--	--	--	--	--	--	--	--	--	--

General Risk Reduction Assessment for GPhC Community Pharmacy Inspections
HS09 Version 00001

	Hazard	Consequence	Without Controls			Control Measures to Reduce the Risks	With Controls		
			L	S	RS		L	S	RS
7	Exposure to COVID19, whilst using Pharmacy toilet facilities	Contracting the Coronavirus	4	5	20	<ul style="list-style-type: none"> Adhere to client/site arrangements for use of toilet facilities Prior to leaving toilet, wash hands thoroughly for at least 20 seconds, drying hands, preferably with paper towels After leaving toilet, use hand sanitiser after use 	1	5	5
8	Before travelling to Pharmacy premises	Unfamiliarity of surroundings	2	4	8	<ul style="list-style-type: none"> Prior to travel, research the route and a safe place to park Research the area in order to complete the inspection at the safest possible time 	1	4	4
9	Before commencing Inspections	Injury/Unaware of escape routes	2	4	8	<ul style="list-style-type: none"> The Inspector should be made aware of the premises emergency procedures before undertaking the inspection, this should include planned fire drills/alarms and evacuation procedures in the event of an emergency. The Inspector should make themselves aware of any emergency procedures if not advised by the host 	1	4	4

General Risk Reduction Assessment for GPhC Community Pharmacy Inspections
HS09 Version 00001

	Hazard	Consequence	Without Controls			Control Measures to Reduce the Risks	With Controls		
			L	S	RS		L	S	RS
10	Violence/ Aggression	Threat, Violent Attack, Physical and Emotional Injury, Absenteeism	2	4	8	<ul style="list-style-type: none"> • Procedures to be in place and understood by the Inspectors in relation to 'what to do' when threatened or attacked • Line Manager to sufficiently monitor Inspector visits feedback in order to ensure continuous safe guarding of Inspectors whilst conducting pharmacy visits • Inspectors to be made aware of the correct reporting procedures should an incident occur • Line Manager to apply additional control measures if an additional assessment deems necessary • Appropriately listen to any employee concerns and act upon any issues within a timely manner • All Inspectors are to understand their duties and responsibilities to reduce threats, attacks and workplace stress 	1	4	4
11	Slips, trips and falls	Sprains; Strains; Fractures	2	4	8	<ul style="list-style-type: none"> • Before the inspection begins you should be notified of the presence of any trip hazards/uneven areas within the pharmacy/premises that may be of risk to you throughout the inspection • The Inspector should make themselves aware of any potential slip/trip hazards if not advised by the host 	1	4	4

General Risk Reduction Assessment for GPhC Community Pharmacy Inspections
 HS09 Version 00001

	Hazard	Consequence	Without Controls			Control Measures to Reduce the Risks	With Controls		
			L	S	RS		L	S	RS
12	Lone working	Inability to contact help in the event of emergency	2	4	8	<ul style="list-style-type: none"> Lone worker arrangements to be implemented An assessment must be made considering medical eligibility to lone work The Line Manger should conduct periodic checks/audits to ensure that the Inspection arrangements are adequate to ensure Inspector safety Arrangements may include: - Only agreed risk tasks to be undertaken, avoid high risk activities (e.g. working at height/use of step ladders); Mobile phone available; Notify manager of intention to work outside regular hours; Reduce time spent working alone so far as is reasonably practicable Consider making contact arrangements with your Line Manager/Colleague e.g. An agreed time to contact before and after inspection 	1	4	4

