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|  | cid:image003.jpg@01D2FB20.B009E750**Risk Assessment Prompt Sheet**  |
| **PS:041:00** | **Re: COVID-19 Vaccination Centre** |
| **Issue date:** | March 2021 | **Revised date:** |  |
| **Author(s):** | National Health and Safety Function, Policy Team  |
| **Note:****Legislation:****Scope:** | Safety Health and Welfare at Work Act, 2005  |
| The following is a non-exhaustive list of prompts relevant to hazard areas which should be considered when assessing and controlling the hazards associated within the Vaccination Centres. Where more detailed prompt sheets are available for hazard areas, these have been referenced and linked within this prompt sheet. All control measures must be documented on the appropriate risk assessment form. For further guidance on undertaking workplace Occupational Safety Health (OSH) Risk Assessments, please refer to [Guideline RE: Completion of Occupational Safety and Health Risk Assessments](https://healthservice.hse.ie/filelibrary/staff/guideline-on-completing-occupational-safety-and-health-risk-assessment.pdf). |

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| **Name of Manager:** |  |
| **Date:** |  |

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| **No.** | **Hazard controls to be considered when carrying out your risk assessment**  | **Yes** | **No** | **N/A** |
| **Exterior/Car Parking Area/ Traffic Management** |
| **1** | Are appropriate signs posted in external areas to include traffic management (e.g. one way system, parking, no parking signs in fire routes, etc.)? |  |  |  |
| **2** | Is there a documented traffic management plan?If yes, has it been communicated to all relevant personnel?  |  |  |  |
| **3** | Are walkways clearly designated/segregated? |  |  |  |
| **4** | Are the parking areas and walkways free from trip hazards (e.g. pot holes, cracks, etc.)? |  |  |  |
| **5** | Is the car park kept free of debris? |  |  |  |
| **6** | Is there adequate lighting? (Tip: lighting levels that enable users to perform tasks safely, especially during dusk or night time.) |  |  |  |
| **Security** |
| **7** | Has a risk assessment of security arrangements been carried out and control measures implemented? Please refer to [PS:026:01 Department/Security](https://healthservice.hse.ie/staff/benefits-services/health-and-safety/work-related-aggression-and-violence.html) |  |  |  |

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| **Safe Access/Egress** |
| **8** | Are all internal passageways, aisles and walkways free from obstructions, trailing leads, sharp edges and other trip hazards?  |  |  |  |
| **9** | Are exits clearly visible, unobstructed and adequately lit? |  |  |  |
| **Accessibility** |
| **10** | Where necessary, is the Vaccination Centre organised to take account of staff/ service users with disabilities? (e.g. doorways, passageways, staircases, toilets, wash hand basins and workstations) |  |  |  |
| **Indoor Environment** |
| **11** | Is the floor in good condition and free from trip hazards? |  |  |  |
| **12** | Is there adequate ventilation/air flow within the work area? Are windows/ roller doors opened to allow for natural ventilation as much as possible?  |  |  |  |
| **13** | Do staff have control over the thermal environment? |  |  |  |
| **14** | Is there adequate lighting for tasks and general observations (dawn to dusk lighting considered)?  |  |  |  |
| **15** | Are all fixtures/fittings/lighting in good working order? |  |  |  |
| **Chemical Agents**  |
| **16** | Are there any hazardous chemicals in the work area? Consider hand sanitisers, and cleaning agents. If **Yes:** Has a Chemical Agents Risk Assessment been carried out? (Refer to: <https://healthservice.hse.ie/staff/benefits-services/health-and-safety/chemicals.html>)  |  |  |  |
| **Electrical**  |
| **17** | Has a risk assessment on electricity been carried out and control measures implemented? Please refer to [PS:034:01 Risk Assessment Prompt Sheet Re Maintaining Portable Electrical Equipment in Low Risk Environments](https://healthservice.hse.ie/staff/benefits-services/health-and-safety/work-equipment-in-the-healthcare-setting.html) |  |  |  |
| **Inclement weather conditions** |
| **18** | Are there precautions in place for staff during inclement weather conditions? |  |  |  |
| **19** | Has consideration been given to excessive heat exposures, severe cold or wet conditions? |  |  |  |
| **Noise** |
| **20** | Do noise levels interfere with communication or the work being undertaken?  |  |  |  |
| **Work Related Stress (WRS)** |
| **21** | Has WRS been risk assessed? (Refer to: <https://healthservice.hse.ie/staff/benefits-services/health-and-safety/managing-work-related-stress.html>)  |  |  |  |
| **Welfare** |
| **22** | Is there a supply of drinking water? |  |  |  |
| **23** | Are suitable and adequate rest and eating facilities available for staff?  |  |  |  |
| **24** | Are adequate staff toilets, hand washing and showering facilities provided? |  |  |  |
| **25** | Are there adequate changing rooms? |  |  |  |
| **26** | Do all the above facilities allow appropriate social distancing? |  |  |  |
| **First Aid** |
| **27** | Are first aid/emergency kits available, accessible and checked periodically? |  |  |  |
| **28** | Is there signage to indicate where first aid kits are stored? |  |  |  |
| **Lone Workers** |
| **29** | Have lone working activities been identified and risk assessed?Please refer to [PS:028:01 Risk Assessment Prompt Sheet re Lone Working](https://healthservice.hse.ie/staff/benefits-services/health-and-safety/lone-working.html) |  |  |  |
| **Ergonomics** |
| **30** | Has a DSE Risk Assessment been carried out for each DSE User? Please refer to: <https://healthservice.hse.ie/staff/benefits-services/health-and-safety/office-safety-and-display-screen-equipment.html>  |  |  |  |
| **31** | Has an ergonomic risk assessment been carried out for the vaccination procedure? |  |  |  |
| **Working at Heights** |
| **32** | Have working at height activities been identified and risk assessed? Please refer to [PS:032:01 Use of Kick Stools & Step Ladders at low levels (Work at height Equipment - WHE)](https://healthservice.hse.ie/staff/benefits-services/health-and-safety/working-at-height.html) |  |  |  |
| **Personal Protective Equipment** |
| **33** | Has the requirement for the use of PPE been risk assessed? |  |  |  |
| **34** | Is there an adequate supply of PPE based on risk assessment? |  |  |  |
| **35** | Have staff had the appropriate training in donning and doffing? |  |  |  |
| **36** | Where the requirement for the use of respirators e.g. FFP2/FFP3 has been identified through risk assessment, has fit testing been completed and records maintained?  |  |  |  |
| **37** | Are there appropriate waste points available for disposal? |  |  |  |
| **38** | Do staff know what to do in the event of a breach of PPE? |  |  |  |
| **Manual Handling** |
| **39** | Have all manual handling activities been identified and risk assessed? **(**Refer to: <https://healthservice.hse.ie/staff/benefits-services/health-and-safety/manual-handling-healthcare.html> |  |  |  |
| **40** | Have all staff received up-to-date manual handling training? |  |  |  |
| **Biological Agents** |
| **41** | Has a biological agents risk assessment been completed and control measures implemented? Please refer to: <https://healthservice.hse.ie/staff/benefits-services/health-and-safety/biological-agents.html> and [Framework – Interim HSE Guidance on Infection Prevention and Control](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/hseinfectionpreventionandcontrolguidanceandframework/) |  |  |  |
| **Sharps Exposure**  |
| **42** | Has a sharps risk assessment been completed and control measures implemented?Please refer to [PS:029:01 Use of Sharps](https://healthservice.hse.ie/staff/benefits-services/health-and-safety/safe-use-of-sharps.html) |  |  |  |

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| **Non-Hazardous Waste** |
| **43** | Is there a documented system in place for the management of non-hazardous waste? |  |  |  |
| **Healthcare Risk Waste** |
| **44** | Is there a documented system in place for the management of healthcare risk waste?Please refer to Waste Management Procedure at HSE Vaccination Hubs 2021 issued by Estates |  |  |  |
| **Decontamination** |
| **45** | Are cleaning, disinfection and laundry procedures in place, in line with the requirements set out in [HPSC Infection Prevention and Control Precautions for COVID-19](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/)? |  |  |  |
| **Incident Management** |
| **46** | Is there a system in place to ensure that all incidents are reported and managed in accordance with the [HSE Incident Management Framework](https://www.hse.ie/eng/about/qavd/incident-management/hse-2020-incident-management-framework-guidance.pdf)? |  |  |  |
| **47** | Is there a system in place for reporting of COVID-19 related incidents to* Occupational Health?
* State Claims Agency via NIMS?
* Health and Safety Authority ?

**References:*** HR Memo re Covid-19 Revised Incident Reporting Requirements, dated 13th January 2021
* HR Memo re Covid-19 Revised Incident Reporting Requirements, dated 9th September 2020
* [HPSC/HSE *Interim Guidance for Coronavirus - Healthcare Worker Management by Occupational Health April 2020*](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/occupationalhealthguidance/)
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| **Emergency Plans**  |
| **48** | Are emergency plans in place for the following (non-exhaustive)* Needlestick/Sharp Injury?
* Blood/Body Fluid?
* Chemical spillage?
* Violent or Aggressive incident?
* Workplace accident?
* Medical Emergency?
* Electrical Outage?
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| **49** | Is there a local procedure in place for the management of a suspected COVID-19 case in the workplace? |  |  |  |
| **50** | Have staff received the necessary training? |  |  |  |
| **Consultation** |
| **51** | Is there a system in place for the exchange of information and consultation with staff, COVID Response Manager, Lead Worker Representatives and Safety Representatives? (Please refer to: <https://healthservice.hse.ie/staff/benefits-services/health-and-safety/safety-consultation-and-safety-representation.html>)  |  |  |  |

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| **COVID-19 Work Safely Protocol Requirements** |  |  |  |
| **52** | Have the steps outlined in [PS: 039:01 RE: COVID-19 Work Safely Protocol - Government Resilience and Recovery 2020-2021: Plan for Living with COVID-19](https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/covid-19-work-safely-protocol-risk-assessment-prompt-sheet.pdf) been documented and implemented in order to reduce the risk of the spread of COVID-19 in the workplace? |  |  |  |
| **Contractors** |
| **53** | Has a HSE Contracts Manager been appointed to oversee contracts regarding the provision of services or labour? |  |  |  |
| **54** | Has a service level agreement been developed for each contract/ service? |  |  |  |
| **55** | Has the content of the [HSE Policy on the Management of Health and Safety in Contract Work: Co-operation and Coordination with Contractors and Others 2018](https://healthservice.hse.ie/filelibrary/staff/policy-on-the-management-of-health-and-safety-in-contract-work.pdf) been communicated to Contractors? |  |  |  |
| **56** | Have the contractor(s) signed the declaration in ‘Appendix 1’ of the above policy? |  |  |  |
| **Training Needs** |
| **57** | Are staff training needs identified through risk assessment? Please refer to Statutory Health and Safety Training Matrix  <https://healthservice.hse.ie/staff/training-development/health-and-safety/health-and-safety-training.html> |  |  |  |
| **58** | Is staff induction completed and recorded? |  |  |  |