

## RISK ASSESSMENT RECORD

RISK	ASSESSMENT OF RISK / ACTIONS TAKEN TO MINIMISE RISK	DATE	INITIALS
<p><b>Pre-attendance at clinic</b></p>	<ul style="list-style-type: none"> <li>• Government and professional association have confirmed return to work is now allowed, from 12<sup>th</sup> April 2021.</li> <li>• Liability insurance has confirmed cover in line with government and professional association.</li> <li>• No clients to be seen outside of clinic setting</li> <li>• PPE and cleaning products, additional linen, wipeable covers, bolsters, etc purchased</li> <li>• Advise client that their details may be released to NHS Test and Trace for contact tracing if necessary</li> <li>• Advise client that they will need to wear face covering, have temperature taken with non-contact thermometer and wash or sanitise hands upon entering treatment area</li> <li>• Government QR code must be clearly displayed</li> <li>• If they have had vaccination recently, does treatment need modification?</li> </ul>		
<p><b>Booking conditions</b> <i>(when National or Local Lockdown has insisted that ONLY medically necessary treatment is allowed)</i></p>	<ul style="list-style-type: none"> <li>• Complete a virtual consultation prior to treatment to ascertain the need for treatment</li> <li>• Send the client a GDPR compliant Covid-19 declaration/consent form by email for completion</li> <li>• Document clinical justification for treatment</li> <li>• If yes, send a confirmation email with guidance for clients upon attending their treatment</li> <li>• Ensure appointments are spaced enough to allow thorough cleaning/sterilisation</li> <li>• Ask client for pre-payment (or bank payment) if appropriate</li> </ul>		
<p><b>Client attendance at clinic</b></p>	<ul style="list-style-type: none"> <li>• Client to wait in car or outside until I contact them to say I am ready for them. If walking/cycling, try to arrive on time, but can wait inside front hallway if weather is inclement.</li> <li>• Key workers to change out of work clothing and shower before coming to their appointment, especially NHS frontline staff</li> <li>• Client to arrive as close as possible to appointment time</li> <li>• Client to leave coats / bags in car if possible (out of sight in boot)</li> <li>• Clients to come alone to their appointment, unless they require a guardian/chaperone by law</li> <li>• If chaperone/guardian is present, they must also be screened</li> <li>• Don therapist PPE as per WHO instructions (ensuring hand washing to elbows)</li> </ul>		

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## RISK ASSESSMENT RECORD

	<ul style="list-style-type: none"> <li>• Client to don face mask / covering. All must supply their own.</li> <li>• Take client's temperature using non contact infra-red thermometer before entering clinic room and log in notes.</li> <li>• Client to scan QR code</li> </ul>		
<b>Client entrance to premises</b>	<ul style="list-style-type: none"> <li>• Therapist to greet the client or call them to confirm they can enter treatment room.</li> <li>• A sign will go outside of the front door reminding clients to wait until their appointment time and that you will open the door for them.</li> <li>• If the client is going to open the door then the bell / door handle will need cleaning before and after treatment</li> <li>• If clients have to use stairs or a lift, all touchable surfaces will need to be sanitised before and after each treatment</li> <li>• Advise the client where they should go once in the building. Hand washing facilities or sanitising liquid should be supplied for the client's use upon arrival and exit.</li> <li>• Therapist should open and close doors for clients throughout building</li> <li>• Footwear should be removed outside of treatment room or shoe covers supplied</li> </ul>		
<b>Reception area</b>	<ul style="list-style-type: none"> <li>• Ensure social distancing between staff members on the premises</li> <li>• The reception area is currently closed to clients. Clients should wait in car, or just outside the front door. If they need to wait in the ground floor hall because of bad weather, they should exit the premises to let other clients leave the building.</li> </ul>		
<b>Waiting area</b>	<ul style="list-style-type: none"> <li>• If you are one of a group of therapists working within a clinic, appointment scheduling and the waiting room will need to be organised to ensure social distancing</li> <li>• No sharing of treatment rooms between therapists in one day</li> <li>• Magazines, books, plants, flowers and bric-a-brac should be removed from the waiting area</li> <li>• All soft furnishings, rugs etc., should be removed. Chairs should be plastic or metal in order to sanitise regularly, but fabric chairs need to be covered with couch roll which is replaced between clients. Maybe clients can simply stand and all chairs are removed</li> </ul>		
<b>Bathroom facilities</b>	<ul style="list-style-type: none"> <li>• A washroom is available for client use, however, it will be discouraged and only offered in emergencies. If used, it will be thoroughly cleaned after each client. Pump-action soap should be supplied. Use paper towels instead of fabric but otherwise, the towel must be replaced between each client. A foot-operated bin should be available, so that the bin does not have to be touched. A bin liner should be used.</li> </ul>		

## RISK ASSESSMENT RECORD

	<ul style="list-style-type: none"> <li>If anybody else uses the WC between clients arriving and leaving, it must be cleaned, and towel replaced where necessary</li> </ul>		
<b>Surface areas including desk, retail space and walls in clinic/reception</b>	<ul style="list-style-type: none"> <li>All surfaces must be kept clear of clutter, books etc., in order to disinfect effectively and not harbour pathogens</li> <li>Clients' notes should be filed immediately (if paper) to prevent contamination</li> <li>Retail testers must not be available</li> <li>Posters, wall hangings, fliers, business cards etc., should be removed if possible</li> <li>COSHH risk assessment of cleaning products</li> </ul>		
<b>Client seating</b>	<ul style="list-style-type: none"> <li>Metal chairs covered in vinyl or other wipeable fabric will be used in the clinic and sterilised between appointments either with detergent or antimicrobial products</li> <li>If this is not possible, couch roll should cover the chair which is replaced following each client</li> </ul>		
<b>Storage of client's belongings</b>	<ul style="list-style-type: none"> <li>Clients to put their belongings and clothes either on vinyl chair, white storage shelf or in a container provided.</li> <li>Therapist will store belongings in a bag or storage box.</li> <li>All containers and chair to be cleaned after each client and/or couch roll disposed of appropriately and replaced</li> </ul>		
<b>Massage couch, linen, equipment</b>	<ul style="list-style-type: none"> <li>White vinyl couch will be covered with a wipeable PVC cover and disposable paper couch roll for each client and disinfected before each use.</li> <li>Sanitise couch after each use, especially around the face cradle, following product instructions, especially regarding time for effectiveness (this can be up to ten minutes)</li> <li>Any couch roll used should be changed after each client and carefully disposed</li> <li>Pillows and bolsters will have a water-resistant non-porous cover on them which will be wiped down after each client.</li> <li>Fresh linen will be used for each client. Once used, linen will be folded into the centre, with as little disturbance as possible and placed into a lidded and lined container until washing.</li> <li>If hand towels are used, they will only be used for one client, then put into laundry. Otherwise, paper towels will be used for hand drying.</li> </ul>		
<b>Following treatment</b>	<ul style="list-style-type: none"> <li>PPE will be removed as per WHO instructions and placed into a foot operated, lined, lidded bin.</li> <li>All couch roll and waste product will also be placed into a foot operated, lined, lidded bin.</li> <li>Sealed bin contents will be sealed and stored in garage for 72 hours before putting into the non-recyclable household bin.</li> </ul>		

*LBurtonshaw*

## RISK ASSESSMENT RECORD

	<ul style="list-style-type: none"> <li>• All materials for laundry will be washed at 60°+ or as hot as product allows. In addition, Dettol laundry cleaner will be used to add an additional anti-bacterial and anti-viral level of cleaning. A face mask and gloves will be worn when putting washing into machine with as little disturbance as possible.</li> <li>• Sanitise container / laundry basket after emptying and use bin liner to collect laundry.</li> <li>• If informed that someone I have been in contact with has Covid-19, I will self-isolate for 14 days.</li> <li>• If I develop symptoms, I will order an NHS test <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a> or call 119. If I test positive, Test and Trace will be in contact to advise. If I test negative, I will return to work providing I do not have another contagious condition.</li> </ul>		
<b>Cleansing of premises</b>	<ul style="list-style-type: none"> <li>• Ensure full cleanse of premises between clients (as listed above) including equipment, materials, doors, bathrooms, reception, furniture etc.</li> <li>• Allow time to reset the couch and replace any couch roll used. A minimum of 15-30 mins needs to be left between clients to allow for this</li> <li>• Ensure you are familiar with instructions for all cleaning products</li> </ul>		
<b>Ventilating clinic/practice room</b>	<ul style="list-style-type: none"> <li>• Ensure practice room is well ventilated between clients. Open windows whilst cleaning. Use an extractor fan which must vent to the outside, where possible</li> <li>• Do NOT use air conditioning that recirculates air.</li> </ul>		
<b>Therapist's hygiene protocols</b>	<ul style="list-style-type: none"> <li>• Jewellery should be removed before work</li> <li>• Therapist to wash hands with soap and warm water (for at least 20 sec) on entering clinic</li> <li>• If using public transport or travelling from outside clinic, therapist should change into work uniform at clinic. Store travel clothing in a storage box / bin liner in another room. Wash hands again.</li> <li>• Therapist should put on face mask / covering before client arrives and wear at all times when dealing with clients</li> <li>• Drinking water only supplied in case of emergency, client to provide own</li> <li>• Therapist to wash hands with soap and warm water (for at least 20 seconds) after each client</li> <li>• Therapist to wash hands with soap and warm water (for at least 20 seconds) after cleaning practice room between clients</li> <li>• Therapist to put street clothes back on before leaving for home</li> </ul>		

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## RISK ASSESSMENT RECORD

	<ul style="list-style-type: none"> <li>All work clothes to be treated as clinic linen (see laundry procedure above) and stored accordingly until washed</li> </ul>		
<b>Use of massage medium</b>	<ul style="list-style-type: none"> <li>Ensure use of spatula when using waxes or creams to prevent cross contamination</li> <li>Use pump or spray dispenser for oils/lotions</li> </ul>		
<b>Personal Care</b>	<ul style="list-style-type: none"> <li>Take own temperature before first client, then every 4 hours after</li> <li>If changing uniform between clients rather than wearing a PPE apron, take care when lifting top overhead to protect face; button up tops/shirts may be preferable</li> <li>Ensure personal care of hands given the extra hand washing and wearing of gloves</li> </ul>		
<b>Client Consultation</b>	<ul style="list-style-type: none"> <li>Face-to-face consultations should be minimal, instead, carry out in advance via telephone or video conferencing</li> <li>New clients could be sent consultation documents and declaration forms via email prior to appointment, to be completed and returned via emailed</li> <li>Existing clients should be contacted prior to their appointment to check on their health, follow up previous therapies etc., and complete a Covid-19 declaration form. Note health issues and allergies to assess suitability for treatment in light of PPE and Covid-19 contra-indications.</li> <li>No cancellation fees if client cancels at short notice due to Covid-19 symptoms</li> <li>Ask clients to bring their own pen to sign forms, or dispose of pen following use</li> </ul>		
<b>Payment</b>	<ul style="list-style-type: none"> <li>PAYM (mobile to mobile) and direct bank transfer payments prior to session are encouraged.</li> <li>Cash or cheque is discouraged. Cash payments should be placed in envelopes and when unsealing, wear gloves and mask</li> <li>Use contactless payment methods when possible</li> <li>Electronic card machines (if applicable) should be sanitised after use</li> </ul>		
<b>Covid-19 specific contra-indications</b>	<ul style="list-style-type: none"> <li>People with the following health issues are considered “clinically vulnerable or extremely clinically vulnerable” and so require clinical reasoning to ensure theirs, and your own safety. A GP ‘s input may be required, however consider the impact on the GPs time in this situation.</li> </ul> <p>This is the current list of ‘high risk’ conditions:</p> <ul style="list-style-type: none"> <li>You have been asked to shield by the NHS</li> <li>older male</li> <li>have a high body mass index (BMI) over 39</li> </ul>		

## RISK ASSESSMENT RECORD

	<ul style="list-style-type: none"><li>• have a health condition such as diabetes, heart or lung disease, etc</li><li>• are from a Black, Asian or minority ethnic (BAME) background</li><li>•</li><li>• NB: You are under no obligation to treat anyone, if in doubt, DON'T</li></ul>		
<b>Mobile Visits</b>	<ul style="list-style-type: none"><li>• No mobile visits will be considered or carried out until further notice.</li></ul>		