

Checklist Risk Assessment for returning to work in a Covid-19 Environment.

**Remember this is a working document and your responsibility, you will need to adapt it for your own practice and add to it as any additional government advice is released.*

Hazards	Who might be harmed and how?	Controls already in place	What additional actions are needed – <i>add to or personalise this column as part of your risk assessment</i>	Who will carry out the action	When is the action required by	Date Completed
Electrical equipment	Client and practitioner	Annual visual check of safety and test of operation. PAT testing when appropriate	Check prior to reopening	CMG	Prior to reopening	16/07/20
Legionella	All using the premises	Regular running of showers and water systems	Risk increases after a period of not being used. If water has not been run during closure Legionella testing and certification is needed.	CMG	ASAP can then be maintained prior to opening with regular running of water system	16/07/20
Products and supplies going out of date	Client and practitioner	Regular use and monitoring	Checking of all products and materials to check best before date. Disposal of out of date stock.	CMG	Prior to reopening	16/07/20
Deep cleaning of premises	Client and practitioner	Usual cleaning	Deep clean of whole premises prior to reopening	CMG	Prior to reopening	16/07/20

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Assessment and removal of unnecessary soft furnishings	Client and practitioner - may harbour pathogens Inc. novel Coronavirus.	ALL PLACED IN STORAGE	Removal of all soft furnishings that are not essential. Covering with washable cover of anything that cannot be removed.	CMG	Prior to reopening	16/07/20
Removal of magazines, samples and all non-essential contents that clients may touch and on which the virus might live	Client and practitioner	ALL PLACED IN STORAGE	Remove anything that is not essential to allow all surfaces to be clear and wiped	CMG	Prior to reopening	16/07/20
Spare linens stored in treatment room.	Client and practitioner	ALL IN SEALED BOX	Spare linens are often stored in a treatment room, these need either removing or covering in a non-porous, wipeable cover	CMG	Prior to reopening	16/07/20
Client with Covid-19 or who has been in contact with someone who has.	Client and practitioner	<u>COVID-19 FORM TO BE EMAILED 24 HOURS BEFORE APPOINTMENT/ CLASS.</u> <u>DO NOT ATTEND</u>	Consultation before each appointment to ensure client is not symptomatic and has not been in contact with anyone who has.	CMG	Prior to each appointment	ONGOING

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Client has or may have Covid-19	Practitioner, their family and other clients		Consideration of taking client temperature via non-contact thermometer - need to await governmental advice		At start of appointment, ideally before client enters treatment room	
Use and disposal of PPE – if deemed necessary by government advice	Clinic users		Depending on govt advice additional PPE might be required. Look at sources in advance of opening. Disposal needs to be in sealed double bin bags.		Disposal at the end of each treatment and after cleaning. Bag disposal once a day or once 2/3 full.	
Cleaning of clinic / treatment space and any waiting room and toilet the client has used.	Clients and practitioner	Regular cleaning	Regular cleaning needs to be increased to clean with strong disinfectant every surface that the client may have touched between each and every appointment. Change appointments time to facilitate.		Rescheduling of usual appointments to allow extra time between appointments	

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Linens	Clients and practitioner	Regular hygiene	Continue to replace all linens at the end of each session. Use of a disposable bedroll is not enough to protect – all linens need changing every time.		Every appointment	
Cleaning of all equipment	Clients and practitioner	Regular hygiene	Increasing cleaning between each client of all treatment equipment		Every appointment	
Removal and replacement of soft treatment support equipment	Clients and practitioner		Bolsters, pillows etc can be replaced with a folded towel. Replacing the pillow case or cover may not be enough so all soft items used must be fully washed between clients		Every appointment	
Cleaning materials - suitability	Clinic users		Ensure cleaning materials are fit for purpose and strong enough for the job, i.e. will kill viruses.		Prior to clinic opening and ongoing	
Cleaning materials - storage	Clinic users		Ensure cleaning materials are out of reach, not leaking and are safely stored (Do not mix bleach and ammonia. Do		Daily management	

			not mix bleach and acids. Do not use two drain cleaners together, or one right after the other.)			
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Air pollution of virus	Clinic users		Ensure adequate ventilation from open windows and doors – not from air conditioning which can circulate the virus and must be avoided.		Every treatment and between treatments	
Air pollution from cleaning materials	Clinic users		Ensure adequate ventilation during cleaning to avoid inhalation of chemicals which may cause neurotoxicity or breathing difficulties		Every treatment and between treatments	
Clients and staff meeting in corridors	All building users		If working in a shared space ensure timings of appointments are staggered to avoid clients or staff meeting in corridors, toilets and entrances.		Planning before the clinic opens, ongoing management	

Viral transfer on money and bank cards	Practitioners		Avoid cash transactions where possible. Bank transfers, PayPal or contactless payments preferred. If cash ask clients to bring the correct money and have an envelope in which they place it and minimise handling. New style notes can be cleaned with wipes.		Must be communicated to all clients before appointments	
Transfer between people	All clinic users		Ask clients to attend alone to appointments (unless under 16/18 or if the client needs a carer)		Must be communicated to all clients before appointments	
Exacerbation of lung problems post recover	Clients		As the full recovery time is not fully known avoid the use of scented candles, diffusers or incense that might irritate delicate or damaged lung tissue		Clinic policy on reopening	

Other risks specific to your clinic

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<i>E.g. Clients meeting groups outside.</i>			<i>Clinic is near primary school, avoid appointments that coincide with school start / finish times.</i>		<i>Clinic planning – before opening and ongoing</i>	

Treatments - additional risks if the client is recovering from Covid-19

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<i>E.g. increased risk of blood clots</i>	Client		<i>Medical clearance prior to treatments. Delay treatments until fully recovered</i>		<i>Added to client consultation</i>	