

COVID-19 Risk Assessment

Company name: Sage Therapy Centre

Date of next review: 12/05/2022 (or earlier if circumstances change)

Assessment carried out by: Natalie Corpe (Director)

Date assessment was carried out: 12/05/2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
COVID-19 Pandemic	Travel to the Centre - Practitioners, clients & staff may come into contact with droplets or surfaces contaminated with COVID-19	Travel to the centre for either work or as a client using personal transport where possible. If not possible, travel on public transport wearing a face mask, unless you are medically exempt. A one way system has been implemented into and out of the centre. Upon arrival everyone who enters or leaves must sanitise their hands at our sanitise stations	Advise Practitioners and practitioners to advise their clients to travel to appointments by their own personal transport, walking or bicycle, where possible. Inform them we have bicycle racks to store bikes whilst using the Centre. We advise all pre-assessments forms should be completed over the phone or via email where possible to avoid using the Centre unnecessarily.	Practitioners, Clients & Centre Staff		Actioned
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	Practitioners, clients & staff displaying a temperature or other COVID-19 symptoms prior to or upon arrival to the Centre, could increase risk of transmitting infection	Practitioners and clients are not to attend the centre if they have or have been with anyone who has had ANY symptoms of COVID-19 within the last 14 days. (New, continuous cough, high temp of 37.8 degrees Celsius or above, loss or change in sense of taste or smell) We have removed all cancellation fees, if you have to cancel due to COVID-19	Check all practitioners, clients and staffs temperatures upon arrival at the Centre, with a non- contactless infrared thermometer. If the temperature reads 37.8 degrees or higher, advise to call 111 to seek next steps will be offered. If a practitioner or staff member has been within 2m of that person, they should also seek advice by calling 111 and they should inform the Centre who will cancel or reschedule their remaining room bookings, until a negative test can be obtained.	Practitioners, Clients & Centre Staff		Actioned
	Door buzzer, door handles, handrails, light switches surfaces, entranceways - Practitioners, clients & Staff may come into contact with droplets or surfaces contaminated with COVID-19	Ask Practitioners and Practitioners to ask their clients to arrive no earlier than their scheduled room hire time or appointment time to reduce time spent in the building. In addition to our daily cleaning schedule, additional cleaning Schedule is in place to cover frequently touched points, surfaces, door handles and lights switches.	All practitioners must wear the appropriate PPE for the service they are offering. Such as gloves, masks, visors and aprons. They must inform or provide their clients to wear the PPE that's been requested of them for the service they are receiving. The Centre holds spare sets of gloves and masks if required.	Practitioners, Clients & Centre Staff		Actioned

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	Communal areas in the Centre-hallways, reception and Kitchen contact with droplets or surfaces contaminated with COVID-19	<p>2 meter social distancing floor stickers are on display throughout the building.</p> <p>The reception desk is filtered with a sneeze screen</p> <p>The reception area and all other rooms in the centre are restricted to a maximum of two people at any one time. Excluding if you are apart of the same bubble or require a chaperone.</p> <p>Outside the front entrance there are floor markers indicating 2 meter</p> <p>Antibacterial surface spray is available in all treatment rooms along with hand sanitiser. Hand sanitiser can be found on the stations at both the entrance and exit to the building</p>	An over spill reception area available in the Thyme room if available when the reception area is full. If the Thyme room is unavailable clients and practitioners will be asked to wait in their cars until their appointment time.	Practitioners, Clients & Centre Staff		Actioned
	Equipment in contact with droplets or surfaces contaminated with COVID-19 Chairs, towels, tables, massage tables (especially around the face hole), bolsters, soft furnishings, taps, personal therapy equipment, iPad's and iPhone's used for taking notes etc)	<p>Removal of all none essentials soft furnishings from all the rooms, such as bolsters, cushions, blankets. Any that must be used will be washed in-between each use above 60 degrees</p> <p>Towels where needed for treatments will be changed with every client and washed above 60 degrees. Pillows in treatment rooms are covered with a wipeable plastic pillow cases and sprayed with antibacterial spray between each use.</p> <p>All rooms will be sanitised with disposable paper towel between each client by the practitioners and the centre staff, between each room rental. Also sanitised on the opening and closing of every day. Practitioners or centre staff to open doors where possible for clients.</p> <p>All taps, couch face holes, door handles, push bars and plates and other non electrical equipment will be wiped cleaned daily.</p> <p>Electrical equipment such as the PC, iPad, light switches, door buzzer and phones will be sanitised after each use throughout the day. This will be with antibacterial spray and disposable blue roll</p>	The centre doesn't handle any cash payments. All payments are made either via invoice or electronically. Practitioners should not handle cash where possible and use contactless card machines where possible. We advised practitioners to invoice or to be paid electronically for their services.	Practitioners, Clients & Centre Staff		Actioned

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	Waste disposal- Uncovered Waste, irregular collection could be risks for practitioners/clients and staff	<p>All rooms have foot peddle operated bins to eliminate having to touch bins</p> <p>All bins will be changed and taken out to the main bin area outside with every room/client change over. Including at the end of each day, no waste will be left in the bins over night</p> <p>All rubbish will be bagged and stored in lidded outside Bins ready for their weekly collection.</p>	If bins become too full arrangement of additional collections will be organised.	Practitioners & Centre Staff		Actioned
	Airborne particles could cause infection	<p>All practitioners will provide their own PPE for themselves and their clients where appropriate. Mask will be worn in all areas and by all, apart from if you are medically exempt.</p> <p>Social Distancing to be practised by clients, practitioners and staff wherever possible in the building and throughout treatments. This means at a distance of at least 2m wherever possible, 1m if not possible and less than 1m only if in treatment and wearing appropriate PPE.</p> <p>Signs will be displayed to encourage and remind anyone using the centre of social distancing rules.</p> <p>Tissues are available in all rooms in case of 'sneezing'. Practitioners, clients and staff to sneeze into tissue. Practitioners and staff to advise how to dispose of the tissue in a lidded waste bin. Must wash/sanitise hands following.</p>	<p>Face visors and masks to be worn by all practitioners who work within 2m of clients and 'High Risk Zone' of face, neck and shoulders due to the increased risk of working in close proximity for a prolonged period of time. Reusable visors to be sprayed with antibacterial before/after use with each client</p> <p>Consultation forms emailed in advance of appointment wherever possible</p> <p>No music to be played which makes holding conversations at a usual level difficult to limit risk of transmission</p>	Practitioners, Clients & Centre Staff		Actioned
	Social distancing	<p>We operate an appointment only/pre-booking system only and the entrance to building is locked so we control who and how many people are in the building at one time</p> <p>Room hires are spaced to allow for 15mins cleaning time for each room, both at the start and at the end of each room booking.</p> <p>Social distancing to be practised by practitioners, clients and staff wherever possible in the building and throughout treatments. This means at a distance of at least 2m wherever possible, 1m if not possible and less than 1m only if in treatment and wearing appropriate PPE. Signs will be displayed to encourage and remind anyone using the venue of social distancing rules.</p>	Only one practitioner working with one client per treatment/talk room at any one time (with the exception of one practitioner working with one guardian and child household bubble for appointments with children or couples)	Practitioners, Clients & Centre Staff		Actioned

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	Poor ventilation can increase the chance of infection from airborne particles	Windows opened as necessary by practitioners and staff Windows will be opened while cleaning each room in between room hires to ensure good ventilation and air flow		Practitioners & Centre Staff		Actioned
	Treatment products	All treatment products to be supplied by practitioners and taken away with them after room hire.	Wash hands with antibacterial hand soap or sanitiser before touching treatment products/containers. Use antibacterial spray/wipe to clean bottles and containers before and after use. If more product needed throughout treatment, practitioners should consider using a pump dispenser bottle but should sanitise before/after use.	Practitioners		Actioned
	Water Glasses/Jugs/Cups	Removed all glassware, jugs and cups to be replaced with plastic single use disposable cups for filtered water only Removal of all coffee and tea making facilities, Practitioners and staff can bring in their own bottles and flasks which will need to be taken home with them	Practitioners, clients and staff will be advised that they can bring their own bottles of drink with them and not consume water from venue taps. Clients not to consume food in venue, unless necessary to medical condition - appropriate anti bacterial cleaning must be conducted after	Practitioners, Clients & Centre Staff		Actioned
	Digital forms	Cleaned as stated above. Only passed to client if necessary via 'drop off point' to not compromise social distancing e.g. to obtain signature and hand sanitiser used/hand washing to be actioned by both		Practitioners, Clients & Centre Staff		Actioned
	Incorrect handwashing could lead to transmission of infection	Signs displayed next to every wash basins on correct handwashing practise. Paper towels available to turn off taps. Anti bacterial hand sanitiser also available around the centre.				
	To assist with test and trace, we will keep a record of all room hires for at least 21 days EMERGERGENCIES during COVID-19 pandemic	NHS QR code posters are on display on both entrance and exit of the building. Available for all staff, practitioners and clients to scan for track and trace. If the track and trace poster is not used the centre holds all the data needed for both staff and practitioners. Safety must be prioritised over social distancing for the provision of first aid, fire or break in or other instances where social distancing would be unsafe. Practitioners and Staff or those administering provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.	If the client does not use the QR code, Practitioners are responsible for keeping a record of their clients data that they see during their room hire sessions to assist track and trace.	Practitioners, Clients & Centre Staff		Actioned