

RISK ASSESSMENT of clinic space

Risk	Assessment of risk	action needed	
<ul style="list-style-type: none"> - Before client enters clinic 	<ul style="list-style-type: none"> • Triage call day before to check • that client is feeling well • go over protocol • do a consultation, • seek permission to take temperature • To confirm that I am well 	<ul style="list-style-type: none"> • Make call day previously 	
<ul style="list-style-type: none"> • Front door 	<ul style="list-style-type: none"> • Kirkcaldy: to ring doorbell and I will open door, sanitise, and take through to room and to sanitise hands on way through • Dunfermline: to come straight upstairs and to wash hands 	<ul style="list-style-type: none"> • Take in sanitiser and disposable towels for cleaning handles and toilet facilities • put up sanitiser unit in Dunfermline and have portable unit in Kirkcaldy • Laminated notice to remind to wash and sanitise hands in Dunfermline • Communicate this in triage call and on website 	x
<ul style="list-style-type: none"> • Reception desk 	<ul style="list-style-type: none"> • Kirkcaldy: Will not be in use at the current time. • Dunfermline n/a 	<ul style="list-style-type: none"> • Communicate in call 	
<ul style="list-style-type: none"> • Waiting area 	<ul style="list-style-type: none"> • Kirkcaldy: Will not be used at this time • Dunfermline: availability to sit on seat 	<ul style="list-style-type: none"> • To liaise with callanetics to avoid crossover of people • wipe down seat in cleaning period and ensure chair has no soft furnishings • communicate in call and on client protocol sheet 	x
<ul style="list-style-type: none"> • Bathroom facilities 	<ul style="list-style-type: none"> • Bathroom available to use 	<ul style="list-style-type: none"> • Put up laminated notice to wipe down taps, handles and flush • Pump action and disposable towels already used 	
<ul style="list-style-type: none"> • Surface areas including desk in treatment room 	<ul style="list-style-type: none"> • Worksurfaces clear 	<ul style="list-style-type: none"> • Remove everything with the exception of lamps from surfaces of desk and cabinets • Replace material lampshades with glass shades 	

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		<ul style="list-style-type: none"> Bring in google music to avoid touching music Add lock to door of room so screen can be removed 	
- Remove all books, testers, posters from clinic room			x
- Chair for client	Kirkcaldy: existing chairs are suitable Dunfermline: remove couch and replace with wooden chair	<ul style="list-style-type: none"> Wipe down all chairs in cleaning time with disinfectant and disposable paper towels 	
- Storage of client's belongings	Plastic box for client clothes storage	<ul style="list-style-type: none"> Buy plastic box Disinfect and air dry between clients 	
- Treatment couch and pillows, towels etc	Plastic hard-wearing vinyl couch cover with one use couch cover and one-use couch sheet. Pillow vinyl wipe down, waterproof protective cover and one-use pillowcase Vinyl bolster Face cradle no cover already vinyl	<ul style="list-style-type: none"> Source and buy all vinyl, extra couch covers, sheets and bolster Buy alcohol-based sanitiser Communicate changes in triage call and on website All couch, pillow, bolster and cradle disinfected and allowed to air dry Spare face masks for clients 	x x x
- Laundry procedure	All used laundry products double bagged in lidded bin and washed at home at 60°. Bin lid sanitised in cleaning time All disposable product in separate lidded bin, double bagged taken home left in garage for 72 hours and disposed of in non-recyclable bin	<ul style="list-style-type: none"> Bring in extra lidded bin and more bin liners 	
- Contact cleaning time for sanitising	Wipe down handles, door frame, phone, chairs, couch, pillows, bolster, pen, bin lid, wax container, sum up pay, clothes box, handrail with disinfectant spray and disposable towels	<ul style="list-style-type: none"> Document this between clients on laminated tick sheet 	x
- Time for full clean of treatment room	30 minutes allocated to disinfect and air dry	<ul style="list-style-type: none"> Trial run to check that this is enough 	
- Ventilating treatment room	Open windows to ventilate	<ul style="list-style-type: none"> Check windows can be opened 	
- Therapist's hygiene protocols	<ul style="list-style-type: none"> Jewellery removed prior to coming in Wash hands following protocols and sanitise prior to setting up, after each client, after cleaning, and before each client 	<ul style="list-style-type: none"> Inform clients of these Bring in own masks, spare client masks and disposable ppe 	

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	<ul style="list-style-type: none"> • I will wear a one-use face mask and disposable PPE and have done an online course in the donning and doffing of PPE • I will wear different clothes to travel to and from work • As per previously wax will be removed from container by disposable tissue, used and extra disposed of • My temperature taken and recorded each working day 		
- Client consultations	<ul style="list-style-type: none"> • Consultation kept to a minimum and done the day before new and existing clients • Consultation notes manually taken previous day by phone. Treatment notes verbally taken at end of appointment and transferred to written notes at the end of the day and voice notes erased 	<ul style="list-style-type: none"> • Inform client in triage call and in client protocol in website and on notice board in laminated form 	
- Booking system	<ul style="list-style-type: none"> • Introduce electronic system but do a backup diary at home • At end of day text all clients with date for next appointment. If client has no phone, then a card can be given 		
- Taking payments	<ul style="list-style-type: none"> • Continue with baccs and sum up system where possible • Accepting cash and cheques, putting in a plastic wallet and doing at the end of the day pre sanitisation 	<ul style="list-style-type: none"> • Inform clients during call. add to website and notice board in client protocols 	
- New Contra-indications to treatment	<ul style="list-style-type: none"> • Over 70s in poor health • Heart and respiratory conditions • Diabetics • Shielding vulnerable family members • Suppressed immune systems 	<ul style="list-style-type: none"> • Inform clients with apologies to those long-standing clients who fall into these categories 	
		<ul style="list-style-type: none"> • Put client safety and safety assessment on line and laminated copies on the notice board. 	