

IDENTIFY HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT AM I DOING TO CONTROL THE RISK?	WHAT FURTHER ACTION DO I NEED TO TAKE TO CONTROL THE RISK	WHEN IS THE ACTION NEEDED TO BE DONE?	DATE DONE
Door and entrance hall shared. Small step into treatment room. Large step into house.	Me, Clients, other users of entrance hall and door cross contaminations. Trip hazard.	Sanitising door knocker and door frame, banisters, client chair before and after each use. Sign saying Do Not Touch. Telling clients not to touch the door or banisters and to use the chair if they need support removing their shoes. Sign on clinic door saying Mind The Step. Verbally telling clients to mind the step in and out of house and treatment room.	Make so no other users of the entrance hall are present at the same time as the client. Sanitising immediately after client enters and immediately after they leave.	17 th July 2020	1 st July 2020
Objects and furniture in treatment room	Me and clients touching and using the same things	Removed use of same pen. Client chair and bookcase covered in wipe-down plastic which is sanitised between each client. Other hard surfaces sanitised between each client. Only necessary furniture and objects in the room.	Keep reminding clients to bring their own pens. If forgotten, then single use pens available which client takes home after use.	As above	1 st July 2020
Massage couch and covers. Clients' personal belongings and clothes.	Me from contamination from clients' possessions and clothes. Cross contamination from one client to another.	Massage couch covered in washable plastic sheet which is wiped down with hot soapy water and sprayed with sanitiser between each client. Clean linens and face cradle cover for each client which is removed and stored in a sealed plastic box for 3 days before washing. Disposable face cradle cover as additional protection and paper couch roll. Plastic box with lid for clients' belonging, sanitised after each use	Ensure all clients use the box for their belongings. Ask clients to leave coats in their cars.	As above	1 st July 2020

Virus transmission	Me, my clients and other users of entrance hall	I wear a grade II mask and clear visor. I wash my hands before clients arrive, and before and after each treatment. I use hand sanitizer before and after I enter the treatment room. Clients are asked to wear a mask and I provide sanitiser for their hands when they come into my treatment room. I also have spare disposable masks if they forget to bring one. My clothes are changed if necessary between each client. Room is ventilated for a minimum of 15 minutes between clients and there is a minimum of 30 minutes between appointments.	Ask clients to sanitise their hands before leaving my treatment room.	17 th July 2020	1 st July 2020
Disposal of paper couch towel and masks.	Me, virus infection risk from clients.	I carefully remove paper towels and disposable face cradle cover while still wearing my mask and shield with the addition of gloves. The items are placed in a touch-free sensor bin. Bin is emptied at the end of each day and the bag placed in household waste bin outside.		As above	1 st July 2020
Use of toilet and waiting area.	Me, my clients and other users from cross contamination.	Toilets are closed to clients and there is no waiting area.		As above	1 st July 2020
Use of cash and cheques.	Me and clients from cross contamination.	Clients are encouraged to pay by bank transfer. Where this is not possible, the exact amount is cash is accepted in a sealed envelope which is left for 3 days before opening.	Ask clients to bring the cash in a clear plastic bag so that the amount can be checked.	As above	1 st July 2020

Length of time spent in treatment room, Risk of clients entering with Covid-19	Me and clients from virus infection.	Appointment time is no more than 1 hour. Pre treatment consultation carried out over the telephone. Covid health screening form and consent form emailed out to clients to complete and email back to me prior to appointment. Non contact temperature checks on me and my clients before they enter the building.		17 th July 2020	1 st July 2020
Cleaning products	Allergic reaction or physical harm to clients.	As part of the health screening form, I ask clients if they are allergic to any cleaning products. This form is signed and dated by client before appointment.		As above	1 st July 2020
For November 2020 lockdown and future lockdowns only: Non clinical health conditions not necessary	Unnecessary risk of exposure to virus for me and clients who do not have a medical or physical/mental health reason for treatment.	All clients are routinely screened anyway, but during the November 2020 lockdown and January 2021 lockdown, only clients with medical, physical, or mental health reasons will be allowed to book appointment. Clients will have to request appointment via email stating their reasons for needing treatment. This will be printed off and kept in their file. I will reserve the right to refuse to treat.	All clients need to be informed of new restrictions at point of enquiry. Phone consultations acceptable as valid reason for needing an appointment.	9 th November 2020	2 nd November 2020
	DATE	SIGNED	PRINT		
	1 st July 2020 and 2 nd November 2020	<i>J Barnard</i>	Julie Barnard		