

RISK ASSESSMENT RECORD

RISK	ASSESSMENT OF RISK / ACTIONS TAKEN TO MINIMISE RISK	DATE	INITIALS
Pre-treatment	<p><u>What are the hazards</u></p> <ul style="list-style-type: none"> - Spread of Covid-19 - Spread of Covid-19 from clients who are asymptomatic <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none"> - Staff, visitors, and vulnerable groups (pregnant, workers and those with underlying health conditions). <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - Pre-Treatment Covid-19 screening and consent form needs to be complete prior to attending their appointment - Booking confirmation email sent with electronic Covid-19 screening and consent form to be filled out prior to attending your appointment - Reminder email sent 24hrs prior to appointment reminding you to complete Covid-19 screening and consent form - Staff will call any clients who have not filled out their form on the morning of their arrival. They will be reminded that the need to fill out the form prior to arrival or they cannot attend the clinic. - COVID-19 'high and moderate risk' category will not be seen face to face and will be seen via TELEREHAB - Staff are advised to download the NHS Track and Trace App 	16/06/2020	MP

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<p>Client attendance at clinic</p>	<p><u>What are the hazards</u></p> <ul style="list-style-type: none"> - Spread of Covid-19 - Spread of Covid-19 from clients who are asymptomatic - Contact with the public on public transport increasing possible risk of transmission - Contact with the public outdoors when walking to appointment increasing possible risk of transmission - Client to client contact increasing possible risk of transmission <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none"> - Staff, visitors and vulnerable groups (pregnant, workers and those with underlying health conditions) <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - Staff temperature taken and recorded before every shift with an infrared non-contact thermometer (37.8°C is the threshold for fever). If clients temperature is above 37.8°C they will be advised to get tested immediately and to download the NHS Track and Trace app. - Clients temperature taken and recorded before entering the clinic with an infrared non-contact thermometer (37.8°C is the threshold for fever) - PPE provided to staff prior to clinic opening (FFP3 respirator mask, 3-ply medical grad surgical mask, disposable aprons, and powder free sterile disposable gloves - Clients will be asked to arrive by car if possible and to wait in their car for their appointment - 20 minute gap between each appointment is now in place so that clients can not cross over clients and risk the spread of Covid-19 - Clients will collect their patient when it is their appointment time. - Clients to come alone for their appointment - Staff training on donning and doffing and disposal of PPE as per WHO instructions - Emails, social media, and blog communications to all clients regarding the new clinic Covid-19 secure procedures. 	<p>16/06/2020</p>	<p>MP</p>
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<p>Client entrance to premises</p>	<p><u>What are the hazards</u></p> <ul style="list-style-type: none"> - Spread of Covid-19 from clients - Clients contact with surface areas which could be carrying Covid-19 <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none"> - Staff and Clients <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - Prior to collecting the client, the treatment room will be full disinfected, and all surfaces wiped with heavy duty wipes to reduce the of transmission. Minimum contact time of 30 seconds for all cleaning products. (Bioguard) - Staff will greet the client in their car and escort them into the property - Staff will hand sanitise prior to opening the clinic door (staff will oversee opening and closing clinic doors. This will help minimis the risk of spreading Covid-19) - Clients will leave any belongings they do not need in their car or if travelling by public transport their belongings will be left outside the treatment room. - Clients will hand sanitise prior to entering the clinic - Clients will be given a 3-ply disposable medical grade face mask prior to entering the treatment room. - Staff will be wearing full PPE prior to collecting the client (mask, visor, apron and gloves) - Hand sanitiser stations are located inside and outside of the treatment room 	<p>16/06/2020</p>	<p>MP</p>
<p>Reception desk</p>	<p><u>Not Applicable</u></p> <ul style="list-style-type: none"> - We do not have a reception area at MSK Sports Injury Clinic 	<p>16/06/2020</p>	<p>MP</p>
<p>Waiting area</p>	<p><u>Not Applicable</u></p> <ul style="list-style-type: none"> - We do not have a waiting area at MSK Sports Injury Clinic 	<p>16/06/2020</p>	<p>MP</p>

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Bathroom facilities	<p><u>Not Applicable</u></p> <ul style="list-style-type: none"> - We do not have bathroom facilities at MSK Sports Injury Clinic 	16/06/2020	MP
Surface areas including desk, retail space and walls in clinic/reception	<p><u>What are the hazards</u></p> <ul style="list-style-type: none"> - Spread of Covid-19 due to contact and bodily fluid on surface areas <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none"> - Staff and Clients <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - All surfaces are kept clear of clutter and are disinfected after every treatment to reduce the of transmission - MSK Sports Injury Clinic is now paperless. We use Cliniko Software to record all patients notes and are completed after each appointment. - All non-laminated posters, wall hangings and business cards are all removed. - COSHH risk assessment of cleaning products (Bioguard disinfectant solution and hand and surface wipes. 	16/06/2020	MP

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Client seating	<p><u>What are the hazards</u></p> <ul style="list-style-type: none">- Spread of Covid-19 due to contact and bodily fluid on surface areas- Spread of Covid-19 on fabric surface areas <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none">- Staff and Clients <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none">- All fabric seating has been removed from the clinic and replaced with wipeable plastic seating to reduce the of transmission- Seating will be sterilised between each appointment. This will be recorded on our cleaning checklist for every client.- MSK Sports Injury Clinic is now paperless. We use Cliniko Software to record all patients notes and are completed after each appointment.- All non-laminated posters, wall hangings and business cards are to be all removed.- COSHH risk assessment of cleaning products (Bioguard disinfectant solution, gel hand sanitiser and heavy duty hand and surface wipes).	16/06/2020	MP
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Storage of client's belongings	<p><u>What are the hazards</u></p> <ul style="list-style-type: none">- Spread of Covid-19 on fabric surfaces/clients belonging <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none">- Staff and Clients <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none">- Clients non-essential belongings will be kept in their car- Clients who arrive on public transport, their belongings will be kept on the back of a plastic chair.- Chair will be disinfected after each use. Minimum contact time of 30 seconds- Staff belongings will be hung up in a storage container- Emails, social media, and blog communications to all clients regarding the new clinic Covid-19 secure procedures.	16/06/2020	MP
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Massage couch, linen, equipment	<p><u>What are the hazards</u></p> <ul style="list-style-type: none">- Spread of Covid-19 from couch surfaces, linen and equipment <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none">- Staff and Clients <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none">- All our treatment beds are 3 sections leather electric couch in clinic- Face cradle and couch to be disinfected with bioguard cleaning solution and surface wipes before and after each client.- Couch roll will be changed after every client and will be disposed using clinical waste and the recommendation from the WHO Standard Precautions: Waste Management training. We currently use Canon Hygiene for our clinical waste collection- Removal of any linen products in the treatment room and only use couch roll.- Cleaning records will be kept between each client- Emails, social media, and blog communications to all clients regarding the new clinic Covid-19 secure procedures.	16/06/2020	MP
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<p>Following treatment</p>	<p><u>What are the hazards</u></p> <ul style="list-style-type: none"> - Spread of Covid-19 from PPE, couch roll and linen <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none"> - Staff and Clients <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - PPE doffing as per WHO instructions and placed into clinical waste - Couch roll removed and placed into clinical waste. - Fresh couch roll for each client - Clinical waste must be stored for 72 hours prior to collection - All treatment couches to be disinfected after use and recorded on cleaning sheets. Minimum contact time of 30 seconds using bioguard products - Additional supplies of bin liners due to new 72hr waste storage rules 	<p>16/06/2020</p>	<p>MP</p>
<p>Cleansing of premises</p>	<p><u>What are the hazards</u></p> <ul style="list-style-type: none"> - Spread of Covid-19 from inadequate cleaning routine <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none"> - Staff and Clients <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - WHO training on cleaning and disinfection, infection prevention and control and decontamination and sterilization of medical devices for all staff - COSSH assessment of cleaning products - 20 minutes between each appointment to allow staff to disinfect the treatment room ready for the next client. - Cleaning checklists in place for staff to adhere to after each client and end of day. 	<p>16/06/2020</p>	<p>MP</p>

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Ventilating clinic/practice room	<p><u>What are the hazards</u></p> <ul style="list-style-type: none">- Spread of Covid-19 from inadequate air flow and circulated air <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none">- Staff and Clients <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none">- Each room is well ventilated with 3 windows which can open- Windows will be open during each treatment- Airconditioning will not be used as we do not have this in clinic.	16/06/2020	MP
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Therapist's hygiene protocols	<p><u>What are the hazards</u></p> <ul style="list-style-type: none">- Spread of Covid-19 from inadequate staff hygiene <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none">- Staff and Clients <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none">- Jewellery will be removed before every shift- Therapist wash hands with soap and water before their shift and on entering the clinic and use hand sanitiser during shift in line with the WHO precaution: hand hygiene training all staff completed.- Staff have all been trained from the WHO on donning and doffing of PPE which should be done before and after each client.- All work clothes to be washed 60°+ after each shift- Staff have all been trained from the WHO on waste management so after each client PPE and clients couch rolls should be disposed of correctly- All staff have completed the following WHO training: Hand Hygiene, Environmental cleaning and disinfection, infections prevention and control, decontamination and sterilization of medical devices, how to put on and remove PPE and waste management (https://www.who.int/emergencies/diseases/novel-coronavirus-2019/training/online-training)- Emails, social media, and blog communications to all clients regarding the new clinic Covid-19 secure procedures.	16/06/2020	MP
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<p>Use of massage medium</p>	<p><u>What are the hazards</u></p> <ul style="list-style-type: none"> - Spread of Covid-19 via application of massage lotion <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none"> - Staff <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - Use of pump action massage lotion - Disinfect after every client using bioguard heavy duty hand and surface wipes 	<p>16/06/2020</p>	<p>MP</p>
<p>Client Consultation</p>	<p><u>What are the hazards</u></p> <ul style="list-style-type: none"> - Spread of Covid-19 via face to face treatment - Contact with the public on public transport increasing possible risk of transmission - Client to client contact increasing possible risk of transmission <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none"> - Staff and Clients <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - Face to face consultations kept minimal. Consultation forms now all done electronically and filled out prior to arrival. Consultations can now also be done online via TELEREHAB for anyone in the moderate and high-risk category. - Covid-19 disclaimer now sent electronically to be completed prior to arrival - Cancellations charges are to be cancelled if a result of Covid-19 symptoms. - Emails, social media, and blog communications to all clients regarding the new clinic Covid-19 secure procedures. 	<p>16/06/2020</p>	<p>MP</p>

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Payment	<p><u>What are the hazards</u></p> <ul style="list-style-type: none">- Spread of Covid-19 from contaminated cash coins and notes <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none">- Staff and Clients <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none">- We are now paperless, and all payments will be done by either contactless or bank transfer- If dealing with an elderly customer in the future and they need to pay cash then we will operate as envelope system to deal with cash payments.- Emails, social media, and blog communications to all clients regarding the new clinic Covid-19 secure payment procedures.	16/06/2020	MP
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Covid-19 specific contra- indications	<p><u>What are the hazards</u></p> <ul style="list-style-type: none">- Spread of Covid-19 to moderate and high-risk category clients <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none">- Staff and Clients <p><u>Control measures and actions put in place</u></p> <p>High Risk include those who:</p> <ul style="list-style-type: none">- have had an organ transplant;- are having chemotherapy or antibody treatment for cancer, including immunotherapy;- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer;- are having targeted cancer treatments that can affect the immune system;- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma);- have had a bone marrow or stem cell transplant in the past six months or are still taking immunosuppressant medicine.- have been told by a doctor that they have a severe lung condition such as cystic fibrosis, severe asthma, or severe Chronic Obstructive Pulmonary Disease (COPD);- have a condition that means they have a very high risk of getting infections such as Severe Combined Immunodeficiency (SCID) or sickle cell;- are taking medicine that makes them much more likely to get infections (such as high doses of steroids);- have a serious heart condition and are pregnant.	16/06/2020	MP
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	<p>Moderate Risk include those who:</p> <ul style="list-style-type: none">- 70 or older;- Pregnant;- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis);- have heart disease (such as heart failure);- have diabetes;- have chronic kidney disease;- have liver disease (such as hepatitis);- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy);- have a condition that means they have a high risk of getting infections;- are taking medicine that can affect the immune system (such as low doses of steroids);- are very obese (a BMI of 40 or above).		
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