

Risk Assessment

This is the risk assessment for: Ashlins Natural Health	
Sarah Oliver	has overall and final responsibility for the risk assessment
Therapist and Receptionist on duty	has day-to-day responsibility for ensuring the risks are monitored and for the mitigating actions

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Continued action/review
Slips and trips	Clients and therapist/others on premises - injury	Visual inspection of premises for trip and slip hazards. Mind the Step sign at bottom of stairs. First aid kit is in reception area and is fully stocked.	Declutter premises. Ensure all equipment is stored safely and in correct place. Check lighting is operational.	
Infection, particularly covid-19	Clients Therapists Receptionists Cleaners - infection	Pre-screening all building users for signs of or contact with covid-19. Hand washing/sanitising on entry. Face coverings for all visitors and clients. PPE for therapists where social distancing is not possible. 15 min gap between appointment times to limit number of contacts. No waiting in waiting room. No chaperones unless essential. Avoid cash payments. Distancing within the waiting area and treatment rooms. Disinfect common areas before and after	Check that infection control instructions in each treatment room are up to date. Check for changes to guidance from PHE and relevant professional bodies. Test disinfectant on upholstery in room 5. Provide cleaners with PPE – gloves, mask. Agree on cleaning schedule and tasks.	Monthly or upon reviewed guidance from Central or local government or professional bodies.

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		<p>session and treatment rooms between appointments. All equipment wipe clean or single use; no multiple use textiles. Providing cleaning materials in every toilet & treatment room.</p> <p>Waste to be double bagged and left for 72 hours before disposal.</p> <p>Symptom screen and hand washing sign on all entry points.</p> <p>Copy of infection control instructions in every therapy room.</p> <p>Upholstered furniture in room 5 – take extra care to screen for symptoms and to handwash. Ensure 24 hours between room use.</p>	<p>Confirm rubbish collection days & times, check any special procedures from supplier.</p> <p>Splash screen across reception desk to protect reception staff. Provide reception staff with disinfectant and hand sanitiser.</p> <p>Consult with employees on health & safety measures.</p> <p>Train reception on infection control procedures – hand washing, surface cleaning inc. card machine and phone, do not allow public to wait in waiting area. Consider masks for employees when not behind screen. Do not come to work if symptomatic.</p> <p>Inform clients of procedures – on our website, clinic signage and in appointment confirmation emails and SMS.</p> <p>Ask clients to pay online or over the phone to reduce time in waiting area. Clients to complete any paperwork in treatment room or before arrival, not in waiting</p>	
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Covid19 Infection	<p>High risk individuals including:</p> <ul style="list-style-type: none"> ▪ are older males ▪ have a high body mass index (BMI) ▪ have health conditions such as diabetes ▪ are from some Black, Asian or minority ethnicity (BAME) backgrounds - Anyone living with high risk individuals 	<p>Social distancing measures including splash screen, limited capacity in waiting area.</p> <p>Pre-screening all visitors to building.</p> <p>Frequent hand washing and surface cleaning.</p>	<p>Consult on health & safety with staff.</p> <p>Consider option of working from home.</p> <p>Remind staff to stay at home if they or any household members have symptoms.</p> <p>Check entitlement to SSP.</p> <p>Only 1 person to be on reception desk at a time.</p> <p>Provide masks to wear when not behind screen.</p> <p>\</p> <p>PPE for cleaning staff.</p> <p>Ventilate reception and waiting area whenever possible – aircon, open front door or louvres, open room 7 door and window, use fans.</p> <p>Clean reception area at end of each shift. Cleaning checklist for reception?</p>	
Covid-19 outbreak at Ashlins	<p>Staff and therapists, clients – infection</p> <p>Therapists, staff and clinic - financial</p>	<p>Maintaining records for test and trace.</p> <p>Using social distancing and infection control as above.</p>	<p>Contact health protection team if more than 1 case in the workplace.</p> <p>https://www.gov.uk/health-</p>	

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			protection-team Comply with all guidance from health protection team. Ensure up to date contact details are held for staff and therapists.	
Incorrect disposal of treatment aids eg acupuncture needles	Clients and therapist/others on premises - injury	Therapist assess their waste disposal needs and provide own medical waste bin if necessary. All waste double bagged for 72 hours before disposal.	Check waste carefully for hazards. Gloves and mask for cleaner.	
Uninsured/unpermitted treatments	Clients and therapists– injury/infection. Therapist and Ashlins – financial liability	Therapist to provide written evidence of insurance cover and permission to work on booking a shift. Therapists responsible for meeting their own infection control and PPE requirements.		
Theft, burglary, unauthorised access	Clients, Therapists, other building users - theft, injury Ashlins – financial loss due to theft or damage.	Magnetic lock on front door with entry code. Ensure front door locks closed after entry or exit. CCTV on front and back door with CCTV warning signs. Lock box containing keys is in view of CCTV and has secret access code. Remaining keys to be hidden inside building, location disclosed to authorised	Check magnetic lock is working correctly. Check access to CCTV. Remove valuables from view. Make sure back door light is operational. Don't publicise solo use of building. Consider a chaperone if seeing a new	

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		users only. No cash kept on site.	client/attending in the dark.	
Fire risk	Clients and therapist/others on premises - injury	<p>Fire extinguishers on each floor and close to potential fire sources.</p> <p>Fire escapes marked with pictographic signs.</p> <p>Fire escapes kept clear of obstacles and doors unlocked. Fire doors to be kept closed but unlocked.</p> <p>Smoke alarms on each floor. Sign in and out sheet updated during each shift and kept on reception desk (don't share pens).</p>	<p>Communicate fire procedure to therapists and reception.</p> <p>Check smoke alarms are operational.</p>	
Unprotected storage of any chemicals or medicines	Clients and therapist/others on premises - injury		Check premises for any chemicals and medicines. Refer to label for storage instructions. Medicines should be stored securely and out of reach of children.	
Abuse or violence to therapist or the public, from clients or their carers/chaperone/relatives	Clients and therapist/others on premises - injury or threat	Security procedures as above.	Consider chaperone if seeing new client. Have working phone within reach to call 999?	
Electrical malfunction	Clients and therapist/others on premises - injury. Damage to building.	Visual inspection of electrical equipment before use. Check fuse box. Extinguishers for electric fires are available.	Make sure building users know where to find fuse box. Check location and type of extinguishers.	

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Signed: *		Date:	
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It is not a legal requirement for clinics who have fewer than five employees to have a written policy but this practice follows good practice. implementation of, and regular updating of a risk assessment, in conjunction with an appropriate health and safety policy may be carried out. The practice will carry out a new risk assessment if the circumstances of the practice change. The Clinic Owner will review the risk assessment if he/she thinks it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in the workplace, such as new equipment, work activities or relocates to new premises.

(The examples above are for illustrative purposes ONLY and you should assess your practice on an individual basis).

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

<http://www.hse.gov.uk/riddor>.