

RISK ASSESSMENT – SALLY MORRIS

| 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"> - Therapist (Sally Morris), clients, and vulnerable groups including those with underlying health conditions <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - Pre-Treatment, on-line Covid-19 Consultation and Declaration form needs to be completed by each client prior to attending each and every appointment, this has been created as a google form, so can be completed online. The questions can also be sent in an email for any client who finds the technology challenging. Any concerns raised by their answers to the form will initiate a telephone consultation and decisions about treatment. Having completed the form on at least 2 occasions with no changes, clients may send an email instead, confirming that nothing has changed in their status/symptom since the last appointment. - Booking confirmation email sent with <ul style="list-style-type: none"> o on-line Covid-19 Consultation and Declaration form to be filled out prior to attending appointment o Client Information document about new procedures and what to expect o Links to my website, where all updated documentation can be viewed including this risk assessment o A link to my YouTube video that is a video of the changes to the treatment space and procedures to expect - Reminder email to be sent 24hrs prior to appointment if information not received - Therapist will call clients to discuss their current health status and treatment needs prior to their face-to-face appointment, sometimes if time doesn't allow, this will be managed via email or texts, any updates will be recorded in clients notes. Any aftercare recommendations will also be managed via the phone or by video conferencing | 16/11/20 | SM |

RISK ASSESSMENT – SALLY MORRIS

| | | | |
|--|--|-----------------|-----------|
| | <ul style="list-style-type: none"> - Therapist will text 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 or send a confirmation email prior to arrival or they cannot attend the clinic - COVID-19 'high risk' category will not be seen face to face and will be offered a virtual appointment session as an alternative - COVID-19 'moderate risk' clients will be consulted and a decision made about whether a treatment is safe and appropriate and what additional PPE is required - As per government guidelines - Further mitigating actions will include keeping the activity time involved as short as possible | | |
| <p>Client attending appointment 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"> - Therapist (Sally Morris), clients, and vulnerable groups including those with underlying health conditions <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - Therapist will take and record her own temperature before every shift with an infrared non-contact thermometer (37.8°C is the threshold for fever). Any and all appointments will be cancelled if therapist has a temperature above 37.8°C until she has contacted 111, arranged a test and self-isolated for the recommended time period. If the therapist tests positive for COVID-19, no further face-to-face appointments will be made until she has received 2-3 negative tests following the infection - If the therapist believes she has been in contact with someone who has COVID-19, she will cancel all appointments and self-isolate for the recommended period | <p>16/11/20</p> | <p>SM</p> |

RISK ASSESSMENT – SALLY MORRIS

- Client's temperature to be taken and recorded before entering the clinic with an infrared non-contact thermometer (37.8°C is the threshold for fever) If client's temperature is above 37.8°C they will be advised to contact the helpline 111 and get tested immediately <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>
- PPE purchased and used within guidelines. A visor and IIR face mask and a plastic apron will be worn by Sally Morris for every treatment, in place of the plastic apron either a clean material apron or change of clothes will be employed. Other PPE will depend upon the treatment offered and the assessed risk for each client
- Clients will be asked to arrive by car if possible and to leave as many of their belongings as possible e.g. coats and bags in the boot of the car, out of sight
- Client's will be asked to wait in their car or outside until their appointment time
- 30-minute gap between each appointment is now in place so that clients cannot cross over other clients and risk the spread of Covid-19
- Clients will be encouraged to come alone for their appointment unless they need support. If support is required this will be discussed before their appointment
- Hand sanitiser will be dispensed to the client's hands before they enter the building, unless they have their hands full, in which case they will be encouraged to place belongings in the plastic box available by the door first
- Clients will have been advised to apply their own face mask before approaching the door, if they arrive without then they will be supplied with an IIR medical grade mask to apply. If there is a medical reason that clients are unable to wear a mask, then other measures will be in place to reduce droplet risk – a system to catch droplets with a pillow case over the face cushion is used for all prone treatments, distancing is in place wherever possible with treatment positions and areas of treatment
- Therapist has undertaken online training for donning and doffing and disposal of PPE
- The Government removed their guidance to not perform any services in the highest risk zone All services including those in a highest risk zone are permitted from 15 August, so it is now possible to work on or near the face. The supine treatment time will be kept to a minimum with client and therapist wearing face masks and the therapist will wear a visor too. Extra care will be taken to ensure hands are washed thoroughly and/or new gloves applied when working in this high-risk zone
- As per government guidelines - Further mitigating actions will include keeping the activity time involved as short as possible
- Emails, social media, and blog communications to all clients regarding the new clinic Covid-19 secure procedures

RISK ASSESSMENT – SALLY MORRIS

Additional
guidelines for 2nd
lockdown period
starting 5th
November 2020

Government guidance as from 5th November - <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

My professional associations and insurance provider have suggested that my work can be defined as 'health services' in item 47, section 4 of the government legal guidelines for lockdown on their website (see below)

47. Dental services, opticians, audiology services, chiropody, chiropractors, osteopaths and other medical or health services, including services relating to mental health.

Full Public health guidelines are here - https://www.legislation.gov.uk/ukxi/2020/1200/pdfs/ukxi_20201200_en.pdf

CNHC guidelines updated 9th November 2020:

CNHC Registrants can continue to provide the therapies they are registered for, on a one-to-one basis, for an identified mental or physical health condition or injury that is causing them pain or having an adverse impact on their mobility or their quality of life. You must be able to evidence that your therapeutic intervention is supporting your client with their condition. You can do this by recording their health condition and giving a clear rationale in your client's care record for the treatment that you are providing.

Full CNHC guidelines are here - <https://www.cnhc.org.uk/covid-19-advice-return-to-work-and-working-safely>

MTI guidelines for this lockdown period are here - <https://mailchi.mp/c60fb7bf671e/nov-2020-covid>

The conditions for treatment are:

1. There is a genuine healthcare need for the treatment to be done – justification will be provided for treatment to ascertain **necessity**.
2. A virtual consultation will take place prior to treatment to gain clinical information to justify the treatment taking place. I have produced a new form 'Clinical Reasoning for Treatment' which will be completed during the consultation
3. The treatment time will continue to be kept to a minimum.
4. The clinic area is not used by anyone other than clients and/or students and myself, with a separate entrance and bathroom and good ventilation
5. All previous protocols will be followed as per this risk assessment to maintain the health and safety of everyone attending the clinic

RISK ASSESSMENT – SALLY MORRIS

| | | | |
|------------------------------------|---|----------|----|
| Client entrance to premises | <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"> - Therapist (Sally Morris) and Clients <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - Prior to each client’s appointment and entry, the treatment room will be fully disinfected, and all surfaces cleaned for a minimum 30-seconds contact with Mundo cleaning products - Cleaning will include the door bell, all door handles, the box, bathroom and surfaces and any items that are in the room. The floor will be cleaned at least once a day as per guidelines. All rugs and soft furnishings have been removed - Clients will receive text message if their appointment time is delayed - Therapist will hand-wash and sanitise prior to opening the clinic door (therapist will oversee opening and closing clinic doors, which will help minimise the risk of spreading Covid-19 - Hand sanitiser will be dispensed to the client’s hands before they enter the building, unless they have their hands full, in which case they will be encouraged to place belongings in the plastic box available by the door first - Clients will have been advised to apply their own face mask before approaching the door, if they arrive without then they will be supplied with an IIR medical grade mask to apply - Clients will leave any belongings they do not need in their car or at home, they will be advised to remove shoes as they enter the treatment space and place these in the plastic box provided (signage is in situ to remind them of procedures that they have already been made aware of via email and video) - The QR Code – Track and Trace, laminated poster will be on the wall for clients to sign into the building as from Thursday 24th September as per government guidelines - Clients will then be asked to wash and sanitise their hands in the bathroom immediately after removing their shoes and reminded to avoid touching other surfaces, the bathroom door will be left open to avoid the need to touch it. Client’s will be asked to wash and sanitise their hands again before leaving | 16/11/20 | SM |
|------------------------------------|---|----------|----|

RISK ASSESSMENT – SALLY MORRIS

| | | | |
|---|---|------------|----|
| | <ul style="list-style-type: none"> - Laminated signage will help to remind clients of the new procedures - Clients will place any belongings in the plastic box provided and place the lid on top once everything is there - The plastic box will be cleaned thoroughly between clients and lined with paper towel if the pavements are wet - Therapist will be wearing PPE as per government and Professional Association guidelines. This will include a face visor and a 3-ply, disposable, medical grade face mask and a clean, plastic or material apron for each client. Government guidelines are: – ‘unless crucial for the treatment, avoiding skin-to-skin contact and using gloves where possible’. JFB Myofascial Release techniques rely upon skin to skin contact for their effectiveness, where these techniques are used and when a Myofascial Release treatment is given, no gloves will be worn. Gloves will be worn with oil-based massage treatments when MFR techniques are not used - Hand sanitiser is located in the treatment space, by the treatment couch and in the bathroom | | |
| Reception desk | <u>Not Applicable – no reception area at the clinic</u> | 16/11/2020 | SM |
| Waiting area | <u>Not Applicable – no waiting area</u> | 16/11/2020 | SM |
| Bathroom facilities | <ul style="list-style-type: none"> - The bathroom is located within the treatment area, where a paper towel dispenser with paper towels is available for drying hands and a pedal bin available for waste - A pump-action soap dispenser and hand-sanitiser dispenser is available for use and these will be cleaned between clients - Client’s will be asked to wash and sanitise their hands immediately after removing their shoes by the entrance door and before leaving the premises - The bathroom will be cleaned thoroughly between each client and all handles sanitised for a minimum 30-seconds contact with Mundo cleaning products | 16/11/2020 | SM |
| 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"> - Therapist and Clients | 16/11/2020 | SM |

RISK ASSESSMENT – SALLY MORRIS

| | | | |
|---------------------------------------|--|------------|----|
| | <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - All surfaces will be kept clear of clutter and disinfected after every treatment to reduce the risk of transmission - No paper records will be used within the treatment space, any paperwork brought in by the client will be placed in a plastic cover - All soft furnishings have been replaced with wipeable alternatives - The rugs, cushions, towels etc have all been removed - All non-laminated posters, wall hangings and business cards have been removed - Gloves will be worn for any cleaning procedures and discarded safely after use | | |
| 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"> - 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 risk of transmission - Seating will be cleaned between each client, minimum 30-seconds with Mundo cleaning products. This will be recorded on a cleaning checklist for every client. - No paper records will be brought into the treatment space - All non-laminated posters, wall hangings, ornaments and business cards have been removed from the area | 16/11/2020 | SM |
| Storage of client's belongings | <p><u>What are the hazards</u></p> | 16/11/2020 | SM |

RISK ASSESSMENT – SALLY MORRIS

| | | | |
|---|--|-------------------|-----------|
| | <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"> - Therapist 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 shoes and belongings will be kept in a plastic box, which will be cleaned between clients, minimum 30-seconds contact with Mundo cleaning products - Chair will be cleaned minimum 30-seconds contact with Mundo cleaning products - Therapist belongings will be kept in the house adjoining the clinic - Emails, social media, and blog communications to all clients regarding the new clinic Covid-19 secure procedures | | |
| <p>Massage couch, linen, equipment</p> | <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"> - Therapist and Clients <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - The treatment couch will be covered in a wipeable plastic cover, cleaned between clients for a minimum 30-seconds contact with Mundo cleaning products - Face cradle and couch to be sanitised before the first client and between each client - Clean couch linens will be used for each client and these will be placed in the washing machine directly after use (the washing machine is within the treatment suite). All materials will be washed at 60°+ or as hot as materials allow. A visor and gloves will be worn when putting washing in machine | <p>16/11/2020</p> | <p>SM</p> |

RISK ASSESSMENT – SALLY MORRIS

| | | | |
|-------------------------------------|--|------------|----|
| | <ul style="list-style-type: none"> - Pillows will be removed from the treatment space and replaced with wipeable bolsters and supports, which will be sanitised after each use - Any couch roll, used PPE, face masks and aprons will be double-bagged and placed in the non-recyclable household bin. - 30-minutes cleaning and preparation time will be allowed between clients - Emails, social media, and blog communications to all clients regarding the new clinic Covid-19 secure procedures. | | |
| <p>Following treatment</p> | <p><u>What are the hazards</u></p> <ul style="list-style-type: none"> - Spread of Covid-19 from PPE and linens <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none"> - Therapist and Clients <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - PPE doffing as per guidelines and placed into plastic bag - Any couch roll, paper towel and PPE waste will be bagged and placed in general waste - Treatment couch to be disinfected after every use. Minimum contact time of 30-seconds using Mundo products - Additional supplies of bin liners purchased | 16/11/2020 | SM |
| <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"> - Therapist and Clients | 16/11/2020 | SM |

RISK ASSESSMENT – SALLY MORRIS

| | | | |
|--|--|-------------------|-----------|
| | <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - Online Healwell, ThinkTree and SCMT training on COVID-19 prevention - Minimum of 30-minutes between each appointment to allow therapist to disinfect the treatment room ready for the next client - Cleaning checklists in place for therapist to adhere to before and after each client and at the end of the day | | |
| <p>Ventilating clinic/practice room</p> | <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"> - Therapist and Clients <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - Room is well ventilated with 2 fanlight and 1 main window at the front and a back door that is opposite - The windows and door will be kept open whenever possible during each treatment. If weather prevents the door being open, the windows can still be opened to allow air flow - Air-conditioning will not be used as we do not have this in the treatment space, a fan (cold and hot) may be used if good ventilation is achievable | <p>16/11/2020</p> | <p>SM</p> |
| <p>Therapist's hygiene protocols</p> | <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"> - Therapist and Clients <p><u>Control measures and actions put in place</u></p> | <p>16/11/2020</p> | <p>SM</p> |

RISK ASSESSMENT – SALLY MORRIS

| | | | |
|-----------------------|--|------------|----|
| | <ul style="list-style-type: none"> - No Jewellery to be worn by therapist - Therapist will wash hands with soap and warm water for at least 20 seconds before greeting a client and on entering the clinic and use hand sanitiser during shift in line with the WHO precaution: hand hygiene training completed via Healwell and ThinkTree online courses - Therapist will be wearing the visor and face mask before the client arrives and will wear this at all times when dealing with clients. Gloves will also be worn with all oil-based massage treatments. Thorough hand washing will be employed with all other treatments - Therapist will open all doors for client - Client to bring their own water - Therapist to wash hands with soap and warm water (for at least 20-seconds) after each client - Therapist to wash hands with soap and warm water (for at least 20-seconds) after cleaning practice room between clients - Plastic or material apron will be changed for each client - Any clothing worn will be added to the washing machine and washed at 60°+ after each shift. Dettol Laundry Cleanser will be used if temperatures under 60° are necessary for washing more delicate fabrics - Therapist has received online training with Healwell and ThinkTree re donning and doffing of PPE which should be done before and after each client - Therapist has received online training with Healwell and ThinkTree re waste management, so after each client PPE and couch roll will be disposed of correctly - Therapist has completed online Healwell and ThinkTree training re COVID-19 prevention - Emails, social media, and blog communications to all clients regarding the new clinic Covid-19 secure procedures. | | |
| Use of massage medium | <p><u>What are the hazards</u></p> <ul style="list-style-type: none"> - Spread of Covid-19 via application of massage oil <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none"> - Therapist <p><u>Control measures and actions put in place</u></p> | 16/11/2020 | SM |

RISK ASSESSMENT – SALLY MORRIS

| | | | |
|----------------------------|---|------------|----|
| | <ul style="list-style-type: none"> - Use of pump action massage oil - Disinfect after every client using Mundo multi surface wipes | | |
| Client Consultation | <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"> - Therapist and Clients <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - Face to face consultation time during appointment will be kept to a minimum. Consultations will be managed on the phone or via a video link up to 24 hours before the appointment time. Consultation forms to be completed digitally and returned prior to arrival. Consultations for anyone in the moderate and high-risk category will be completed by phone and/or online via zoom or similar - Consultation and Covid-19 disclaimer (Consultation and Consent Form) will be sent via Google Docs to be completed prior to arrival - Cancellations charges no longer enforced if a result of Covid-19 symptoms. Clients informed of this in Client Information document - Emails, social media, and blog communications to all clients regarding the new clinic Covid-19 secure procedures. | 16/11/2020 | SM |
| 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 | 16/11/2020 | SM |

RISK ASSESSMENT – SALLY MORRIS

| | | | |
|--------------------------------------|---|------------|----|
| | <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none"> - Therapist and Clients <p><u>Control measures and actions put in place</u></p> <ul style="list-style-type: none"> - Payments where possible will be made via the website or bank transfer - If dealing with anyone needing to pay cash I will operate an envelope system - Emails, social media, and blog communications to all clients regarding the new clinic Covid-19 secure payment procedures. | | |
| 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 and those they are potentially shielding <p><u>Who might be harmed?</u></p> <ul style="list-style-type: none"> - Therapist, Clients and those they are potentially shielding <p><u>Control measures and actions put in place</u></p> <p>High Risk (Clinically Extremely Vulnerable) 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) | 16/11/2020 | SM |

RISK ASSESSMENT – SALLY MORRIS

- 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)
- anyone experiencing severe post Covid-19 circulatory complications – DVT, micro-embolisms, CVA or PE
- anyone with heart disease (such as heart failure)
- those with chronic kidney disease or liver disease (such as hepatitis)

Those in high-risk categories <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/> will be asked to contact their Medical Practitioner for advice before treatment can be agreed. In the unlikely event that treatment does take place, full PPE will be worn and the client will be asked to wear a mask

Moderate Risk (Clinically Vulnerable) include those who:

- are shielding anyone who is vulnerable
- have been exposed to someone with Covid-19
- are front-line NHS staff or carers
- are recently post-operative
- are 70 or older
- 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)
- are pregnant – see [advice about pregnancy and coronavirus](#)

Those identified as a moderate risk will be fully assessed via telephone or online consultation. If the therapist and client decide to continue with treatment full PPE will be adopted