

## Checklist Risk Assessment for returning to work in a Covid-19 Environment.

### *Bali Whispers Electrolysis Clinic and Hairdressing*

Hazards	Who might be harmed and how?	Controls already in place	What additional actions are needed – <i>add to or personalise this column as part of your risk assessment</i>	Who will carry out the action	When is the action required by	Date Completed
Electrical equipment	Clients and practitioner	Annual visual check of safety and test of operation. PAT testing when appropriate	Check prior to reopening	Pauline Harrison	Prior to reopening	26 June 20
Legionella	All using the premises	Regular running of showers and water systems	water has been run down the drains regularly. Work from a residential property and clients homes		Continuous	26 June 20
Products and supplies going out of date	Client and practitioner	Regular use and monitoring	Checking of all products and materials to check best before date. Disposal of out of date stock. Hairdressing stock bought as needed regularly as small client base.		Prior to reopening always ongoing	
Deep cleaning of premises	Client and practitioner	Usual cleaning	Deep clean of clinic work room prior to reopening		Prior to reopening	26 June 20

Hazards	Who might be harmed and how?	Controls already in place	What additional actions are needed – <i>add to or personalise this column as part of your risk assessment</i>	Who will carry out the action	When is the action required by	Date Completed
Assessment and removal of unnecessary soft furnishings	Client and practitioner - may harbour pathogens Inc. novel Coronavirus.		Removal of all soft furnishings that are not essential. Covering with washable cover of anything that cannot be removed. PVC Cover on couch. Difficult in clients homes.	Cleaned with specific bacterial cleaner after each client.	Prior to reopening	26 June 20
Removal of magazines, samples and all non-essential contents that clients may touch and on which the virus might live	Client and practitioner		Remove anything that is not essential to allow all surfaces to be clear and wiped. Everything else to be stored inside cupboards rather than on shelves. In clients homes will put all equipment on a fresh towel, layed on a disinfected surface.		Prior to reopening	26 June 20
Spare linens stored in treatment room.	Client and practitioner		Spare linens are stored in a closed cupboard. Mobile hair service , Clients to use their own towels. A fresh gown per client.		Prior to reopening	

Client with Covid-19 or who has been in contact with someone who has.	Client and practitioner		All initial consultations, questionnaires and consent forms are transmitted and carried out online in a GDPR compliant software. Clients are referred to the COVID safety special procedures information to ensure they comply with them when attending for appointments.		Prior to first appointment phone call or text with covid specific questions.	Invested in Ovat software. ongoing client forms. Continuous monitoring of clients and self.
Client with Covid-19 or who has been in contact with someone who has.	Client and practitioner		Clients are seen by appointment only and asked to arrive on time to avoid meeting with other clients. Reminder before each appointment to ensure client is not symptomatic and has not been in contact with anyone who has. Will use a thermometer to check client temperature on arrival to clinic		Prior to each appointment	
Client has or may have Covid-19	Practitioner, their family		Consideration of taking client temperature via		At start of appointment, ideally before	

	and other clients		<p>non-contact thermometer.</p> <p>Client to take their shoes off at the entrance door.</p> <p>Client to sanitise their hands with the provided hand sanitiser at the entrance door.</p> <p>Client to wear a mask and refrain from speaking during treatment.</p> <p>Client to place all their clothes and belongings in the provided plastic box with lid. Box to be disinfected after every appointment.</p>		client enters treatment room	
Use and disposal of PPE	Clinic users	Uniform and disposable gloves	<p>FFP2 or higher face masks, disposable gloves, single use aprons on top of uniform and eye protection must be worn.</p> <p>Donning and doffing of PPE must be carried out as per PHE instructional guidance. Masks, aprons and gloves to be changed for every appointment.</p> <p>Eye protection to be disinfected after every appointment. Disposal of</p>		Disposal at the end of each treatment and after cleaning. Bag disposal once a day by incineration.	

			needs to be in sealed double bin bags.			
Cleaning of clinic / treatment space and any waiting room and toilet the client has used. Mobile hair clients fresh ppe for all clients	Clients and practitioner	Regular cleaning all tools to be ultrasonic cleaned then autoclaved and kept in sterilisation pouch	Regular cleaning of all frequently touched areas and treatment area with appropriate disinfectant between each and every appointment. Advance preparation of all necessary for the appointment materials in the bean dish to avoid cross-contamination between client's skin and work surfaces. Space appointments to facilitate.		Rescheduling of usual appointments to allow extra time between appointments	
Cleaning of reusable linen, towels, masks, aprons and uniform.	Practitioner, family of practitioner.	Regular washing	Washable aprons, masks and uniforms as well as used linen and towels must be stored in a separate lidded washing basket lined with plastic bag in the corner of the treatment room. They must be washed daily with bio detergent at 60° cycle and dried until cupboard dry.		Where possible disposal items used.	

Linens	Clients and practitioner	Regular hygiene	Continue to replace all linens at the end of each body session. Use disposable bedroll or on top of that. For facial work – disposable towel at the top of the table covered with full length of bedroll. Wiping the leather with Clinelle after every appointment. For hair clients disposable gowns and masks.		Every appointment	
Cleaning of all equipment	Clients and practitioner	Regular hygiene	Increasing cleaning between each client of all treatment equipment. On mobile round bag all ppe used on last customer and use hand sanitizer. Have a mask break of at least 15 minutes.		Every appointment	
Removal and replacement of soft treatment support equipment	Clients and practitioner		Bolsters, pillows etc can be replaced with a folded towel. Replacing the pillow case or cover may not be enough so all soft items used must be fully washed between clients		Every appointment	

Cleaning materials - suitability	Clinic users		Ensure cleaning materials are fit for purpose and strong enough for the job, i.e. will kill viruses.		Prior to clinic opening and ongoing	
Cleaning materials - storage	Clinic users		Ensure cleaning materials are out of reach, not leaking and are safely stored (Do not mix bleach and ammonia. Do not mix bleach and acids. Do not use two drain cleaners together, or one right after the other.)		Daily management	
Air pollution of virus	Clinic users		Ensure adequate ventilation from open windows and doors . Diffusion of air-purifying essential oils (pending client has no allergy to them) in the treatment room. Purchased an air purifier hepa filtration states in manual it kills 99.9% of viruses.		Every treatment and between treatments	
Air pollution from cleaning materials	Clinic users		Ensure adequate ventilation during cleaning to avoid inhalation of chemicals which may cause		Every treatment and between treatments	

			neurotoxicity or breathing difficulties			
Clients and family meeting in corridors	All building users		Family members are aware of time table to avoid meeting clients in corridors, toilets and entrances.		Planning before the clinic opens, ongoing management	
Viral transfer on money and bank cards	Practitioners		Avoid cash transactions where possible. Bank transfers, PayPal or contactless payments preferred. If cash ask clients to bring the correct money and have an envelope in which they place it and minimise handling. New style notes can be cleaned with wipes.		Must be communicated to all clients before appointments Cashless clinic.	
Transfer between people	All clinic users		Ask clients to attend alone to appointments (unless under 16/18 or if the client needs a carer). Hair clients only myself and the client in the room and no pets, children or partners to enter.		Must be communicated to all clients before appointments	



Exacerbation of lung problems post recover	Clients		As the full recovery time is not fully known avoid the use of scented candles, diffusers or incense that might irritate delicate or damaged lung tissue		Clinic policy on reopening	
<b>Other risks specific to your clinic</b>						
<b>Hazards</b>	<b>Who might be harmed and how?</b>	<b>Controls already in place</b>	<b>What additional actions are needed – <i>add to or personalise this column as part of your risk assessment</i></b>	<b>Who will carry out the action</b>	<b>When is the action required by</b>	<b>Date Completed</b>
<i>Avoid outside crossover of clients. Social distancing measures.</i>	Visitors and self	Appointments spaced out with buffer time . Clients to wait till called in.		PH	<i>Clinic planning – before opening and ongoing</i>	

<b>Treatments - additional risks if the client is recovering from Covid-19</b>						
<b>Hazards</b>	<b>Who might be harmed and how?</b>	<b>Controls already in place</b>	<b>What additional actions are needed – add to or personalise this column as part of your risk assessment</b>	<b>Who will carry out the action</b>	<b>When is the action required by</b>	<b>Date Completed</b>
<i>Risk of passing on the infection</i>	<i>Clients and practitioners</i>	<i>Covid questionnaire</i>	<i>Medical clearance prior to treatments. Delay treatments until fully recovered. Doctors letter to be attached to client file,</i>	<i>PH</i>	<i>Added to client consultation</i>	
