

FLEX PILATES AND PHYSIOTHERAPY COVID-19 RISK ASSESSMENT

PILATES CLASSES FACE TO FACE

Rational for risk factors

COVID -19 transmission risk mainly arises from:

- Contact
- Droplet Spread e.g cough/sneeze
- Contaminated Surfaces

Who might be harmed

- Staff (employed and self- employed)
- Patients, Clients, Cleaners, Contractors and any other visitor

GENERAL RISK LEVEL OF COVID TRANSMISSION BEFORE MITIGATIONS					
RISK FACTORS TO CONSIDER		LEVEL OF RISK PRIOR TO PRECAUTIONARY/MITIGATION ACTION TAKEN			
		Very Low	Low	Medium	High
1	Patient/Public facing interactions				X
2	Ability to maintain social distancing at work				X
3	Number of different people sharing the workplace			X	
4	Travel to and from work		X		
5	Workplace entry and exit			X	
6	Availability and use of PPE				X
7	Ability to maintain hand/other hygiene		X		
8	Workplace environment cleanliness/control		X		
9	Ability to avoid symptomatic people				X

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EXERCISE CLASSES FACE TO FACE

STAFF EDUCATION				
	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
COMMUNICATION <ul style="list-style-type: none">- Information forwarded to staff & contractors regarding the risk assessment and official guidelines- Information updated if new guidelines are published are forwarded to staff and contractors- Reminder of hand hygiene and PPE policy	1,2,3,4,5,6,7,8,9	JN	JN emailed on 17/08/2020 to all staff	17/08/2020
TRAINING <ul style="list-style-type: none">- Once staff have undertaken the training they must sign to confirm they have read and understood the policies/procedures- SC and JN to record all staff and contractors comply and update yearly	2,3,4,5,6,7,8,9	SC and JN to get sign sheet from staff	On return to work	
TRAVEL ADVICE TO AND FROM WORK <ul style="list-style-type: none">- Travelling under own means where possible and to avoid use of public transport where there is a greater risk of infection.- Staff and contractors who travel by public transport to bring a change of clothes in a bag and on arrival at work, get changed into their clean clothes in the changing room and bag previous clothing	1,4,9	Staff and contractors	JN emailed on 17/08/2020 to all staff	17/08/2020

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STAFF EDUCATION				
	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
PPE <ul style="list-style-type: none">- All clinical staff to complete training https://www.youtube.com/watch?v=-GncQ_ed-9w- Ensure contractors have training in PPE use- Reviewed & updated annually or when guidelines change	6	Clinical and cleaning staff	JN emailed on 17/08/2020 to all staff	17/08/2020
HYGIENE PROCEDURES <ul style="list-style-type: none">- Online training for all staff & contractors https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/- Hand sanitiser pumps on reception, studio, office- Certificates recorded and annual update done	7,8	Staff and contractors	JN emailed on 17/08/2020 to all staff	17/08/2020
INFORMATION DISPLAYED <ul style="list-style-type: none">- Information posters on all entrances, reception, clinical rooms and in communal areas	6,7,8,9	JN	Posters to be put up 08/06/2020	08/06/2020

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GENERAL CLEANING PRINCIPALS				
	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
CLEANING POLICIES AND SURFACE SANITISING <ul style="list-style-type: none"> - Cleaning of all hard surfaces concentrating on the high traffic areas such as door handles, light switches, computer keyboard etc - Have cleaning rota in place - Make sure cleaning takes place when there is a staff/contractor change - Weekly sanitisation service 	7,8	Cleaning contractors and all staff	JN emailed on 17/08/2020 to all staff	17/08/2020
STOCK LEVELS <ul style="list-style-type: none"> - Weekly stock take of cleaning materials - Weekly stock take of PPE - Ordering of adequate cleaning material and PPE - 	6,7,8	SC and JN	JN emailed on 17/08/2020 to all staff	17/08/2020
HAND HYGIENE <ul style="list-style-type: none"> - Public health England handwash poster in toilets, kitchen and clinical room 	7,8	Contractors, visitors and all staff	Posters to be put up 08/06/2020	08/06/2020
RESPIRATORY AND COUGH HYGIENE <ul style="list-style-type: none"> - Catch it, bin it, kill it - tissues to be made available, all waste bins to be lined and foot operated. Hand drying towels paper disposal only. 	7,8	Contractors, visitors and all staff	17/08/2020	17/08/2020

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CLIENT, STAFF AND CONTRACTORS ENTRANCE TO THE STUDIO				
	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
CLIENT ATTENDANCE <ul style="list-style-type: none">- Patient to complete and sign Covid-19 screening questionnaire. Sent via email for first attendance in studio- Poster on door refusing entry for those with symptoms-	1,9	All staff	17/08/2020	17/08/2020
SOCIAL DISTANCING IN RECEPTION <ul style="list-style-type: none">- To reduce the need for social distancing one instructor in the studio at a time- Clients advised to arrive at their allocated class time in email confirmation and wait outside- Markers on floor- Any unessential guest will be refused entry	1,2,3,5,9	All staff	17/08/2020	17/08/2020

	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
HYGIENE <ul style="list-style-type: none"> - Gaps between class times allowing clients time to leave, PPE to be changed and disinfect any surfaces that the client may have been in contact with 	12,3,5,7,8,9	All staff	17/08/2020	17/08/2020
HAND HYGIENE <ul style="list-style-type: none"> - Hand sanitiser at entrance with signage, all staff, contractors and visitors are required to use on entering the clinic - How to use hand sanitiser poster in reception 	7,8	All staff	17/08/2020	17/08/2020
PATIENT EDUCATION <ul style="list-style-type: none"> - Poster on door advising entrance criteria self- check - Information on measures the clinic has put in place to mitigate risk of COVID-19 emailed on confirmation email - This is to be reviewed and updated on a regular weekly basis - Portrayed to general public via social media and email appointment confirmation 	1,5,9	JN and SC	17/08/2020	17/08/2020
REDUCE FOOTFALL <ul style="list-style-type: none"> - One instructor in the building at any one time - One other staff for reception cover (if needed) - Gaps between classes for visitors to vacate the building before new client/class arrives - Patients advised to arrive at the class time and avoid possible delays 	2,3,9	Contractors and staff	17/08/2020	17/08/2020

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RECEPTION AREA				
	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
SOCIAL DISTANCING <ul style="list-style-type: none">- Perspex screen installed between receptionist's desk and visitors- Client Care coordinator (CCC) must remain at all time a minimum of 2meters away from visitors and staff	1,9	All staff	17/08/2020	17/08/2020
REDUCE SURFACE INFECTION <ul style="list-style-type: none">- Reduce paper contact by emailing- All magazines and leaflets to be removed- No refreshments via non disposable cups- Water available only with clients own water bottle- Review when new guidelines are released- Wiping of all contact points after each class	1,2,7,8,9	All staff	17/08/2020	17/08/2020
HAND HYGIENE <ul style="list-style-type: none">- Adhere to hand hygiene policy- Hand sanitiser pump in reception	7,8	Staff, contractors and visitors	17/08/2020	17/08/2020

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TOILET/STAFF ROOMS				
	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
CLEANING POLICY <ul style="list-style-type: none">- Cleaning surfaces in the washroom on a 2-hourly basis/after patient/staff use- Signed for cleaning rota- Check stock of paper towels and soap on cleaning schedule- Display poster regarding hand hygiene	7,8	JN, cleaners, staff	17/08/2020	17/08/2020
REDUCE TRANSMISSION OF COVID-19 <ul style="list-style-type: none">- Reduce footfall- Cleaning policy- Reduce number of utensils and crockery- Individuals must clean own utensils and crockery- Clean surfaces after use	3,8,9	Contractors and staff	17/08/2020	17/08/2020

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STUDIO				
	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
REDUCE SURFACE INFECTION <ul style="list-style-type: none">- Remove all non-essential furniture- Limit the surfaces that are touched by the client i.e instructor to open and close doors- Clients to bring own mat and head support- Plastic boxes to store client's shoes and belongings	1,6,7,8	JN and SC	17/08/2020	17/08/2020
REDUCE CONTACT INFECTION <ul style="list-style-type: none">- PPE, all instructors to wear disposable apron, Type IIR mask and visor- No manual adjustments to clients to be made- Clients to wear face masks on entering and leaving the studio	1,6,7,8,9	Contractors	17/08/2020	17/08/2020
PPE <ul style="list-style-type: none">- Masks for sessional use unless damaged or contaminated- Storage is close to point of use, clean and dry- Expiry dates must be adhered to, weekly stock check of all PPE should take this into account	6	JN and SC and all staff	17/08/2020	17/08/2020

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<u>STUDIO</u>				
	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
WORK CLOTHING <ul style="list-style-type: none">- Uniform should be washed ideally at 60 degrees or highest possible temperature- Spare uniform should be kept in clinic just in case of any contamination	7,8	Contractors and all staff	17/08/2020	17/08/2020
SURFACES AND EQUIPMENT <ul style="list-style-type: none">- Reduce possible risk of transmission by removal of any additional unneeded items- Clients to wipe down plastic box after use- Instructor to clean floor of studio with equipment supplied- Instructor to wipe down door handles/surfaces contacted by clients	7,8,	Contractors and all staff	17/08/2020	17/08/2020

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<p>CONSENT TO ATTEND CLASS:</p> <ul style="list-style-type: none">-- If a client decides to attend a face to face exercise class, they must be made aware of the risks of this and the measures that will be taken to mitigate risk and gain their consent for their attendance. While public information on COVID-19 is extensive a clinician should not assume a patient understands:<ul style="list-style-type: none">• The mechanisms and risks of transmission and exposure• The level of PPE that an instructor will/ be required to wear• The infection prevention and control measures that must be taken• It is never appropriate to use disclaimers. This is because a clinician's duty to take reasonable care is absolute.- New class attendance forms including COVID-19 are in place and to be used prior to first class	1	Clinical staff	17/08/2020
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POST CLASS				
	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
LEAVING THE STUDIO <ul style="list-style-type: none">- Clients will be encouraged to leave the clinic as soon as possible after their class finishes- Clients to wear face mask to leave- Collecting the plastic boxes and belongings and then returning the box (wiped by disinfectant spray/wipes) to reception bench- Online booking for future classes made by patient at home	1,5	Contractors, visitors and staff	17/08/2020	17/08/2020
HAND HYGIENE <ul style="list-style-type: none">- Upon leaving the studio everyone should be encouraged to sanitise their hands	7	Contractors, visitors and staff	17/08/2020	17/08/2020

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HR CONSIDERATIONS

	RISK FACTOR MITIGATED	RESPONSIBLE PERSON	ACTIONED BY WHEN?	DATE COMPLETED
<p>STAFF RETURN TO WORK CRITERIA</p> <ul style="list-style-type: none"> - This will be managed in line with COVID-19: management of exposed healthcare workers and patients in hospital settings https://www.gov.uk/government/publications/covid-19-management-of-exposed-healthcare-workers-and-patients-in-hospital-settings/covid-19-management-of-exposed-healthcare-workers-and-patients-in-hospital-settings - Should a member of staff be tested for COVID-19 we will follow: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885823/Flowchart_for_return_to_work_symptomatic.pdf - For asymptomatic https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885824/Flowchart_for_return_to_work_asymptomatic.pdf 	9	JN	17/08/2020	17/08/2020
<p>MENTAL HEALTH</p> <ul style="list-style-type: none"> - Whilst there is sustained transmission of the virus in the UK, members of staff will be supported in their choice to return to work. All staff and clinicians will be directed to https://www.nhs.uk/oneyou/every-mind-matters/?WT.tsrc=Search&WT.mc_id=Brand&gclid=EAlaIqobChMI09_imqfj6QIVQuDtCh3MmAtvEAAYASAAEgLvD_BwE and https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/ - The clinic will base all plans for returning to the workplace on an up to date Government and public health guidance in relation to COVID-19 	3	JN	17/08/2020	17/08/2020

https://www.hse.gov.uk/news/coronavirus.htm#				
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		Very Low	Low	Medium	High
1	Patient/Public facing interactions		X		
2	Ability to maintain social distancing at work		X		
3	Number of different people sharing the workplace	X			
4	Travel to and from work	X			
5	Workplace entry and exit	X			
6	Availability and use of PPE	X			
7	Ability to maintain hand/other hygiene	X			
8	Workplace environment cleanliness/control	X			
9	Ability to avoid symptomatic people		X		

DATE: 17/08/2020

SIGNED: