

FLEX PILATES AND PHYSIOTHERAPY COVID-19 RISK ASSESSMENT

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, 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 |

FLEX PILATES AND PHYSIOTHERAPY COVID-19 RISK ASSESSMENT

| 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 3/06/2020 to all staff | 03/06/2020 |
| 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 03/06/2020 to all staff | 03/06/2020 |

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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 3/06/2020 to all staff | 03/06/2020 |
| 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 and clinic room - Certificates recorded and annual update done | 7,8 | Staff and contractors | JN emailed on 3/06/2020 to all staff | 03/06/2020 |
| 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 | 03/06/2020 |

FLEX PILATES AND PHYSIOTHERAPY COVID-19 RISK ASSESSMENT

| 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 3/06/2020 to all staff | 03/06/2020 |
| 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 3/06/2020 to all staff | 03/06/2020 |
| 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 | 03/06/2020 | 03/06/2020 |

FLEX PILATES AND PHYSIOTHERAPY COVID-19 RISK ASSESSMENT

| PATIENT, STAFF AND CONTRACTORS ENTRANCE TO THE STUDIO | | | | |
|---|----------------------------------|-------------------------------|------------------------------|---------------------------|
| | RISK FACTOR MITIGATED | RESPONSIBLE PERSON | ACTIONED BY WHEN? | DATE COMPLETED |
| <p>PATIENT TRIAGE</p> <ul style="list-style-type: none"> - Therapist to triage and decide whether it is appropriate to see the patient face to face - Video consultations offered as first line of choice - Extremely vulnerable or shielded will be discouraged from face to face in Stage 2 - Patient asked screening questions on booking the appointment and at entry to clinic for signs of Covid-19 - Poster on door refusing entry for those with symptoms - Include screening link in email appointment confirmation | 1,9 | All staff | 08/06/2020 | 08/06/2020 |
| <p>SOCIAL DISTANCING IN RECEPTION</p> <ul style="list-style-type: none"> - To reduce the need for social distancing one therapist in the studio/treatment room at a time - Patients advised to arrive at their allocated appointment time in email confirmation - Markers on floor - Any unessential guest will be refused entry | 1,2,3,5,9 | All staff | 08/06/2020 | 08/06/2020 |

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| | RISK FACTOR MITIGATED | RESPONSIBLE PERSON | ACTIONED BY WHEN? | DATE COMPLETED |
|---|------------------------------|---------------------------|--------------------------|-----------------------|
| HYGIENE <ul style="list-style-type: none"> - Gaps between appointment times allowing patient time to leave, PPE to be changed and disinfect couches and any other surfaces that the patient may have been in contact with | 12,3,5,7,8,9 | All staff | 08/06/2020 | 08/06/2020 |
| 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 | 08/06/2020 | 08/06/2020 |
| 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 | 08/06/2020 | 08/06/2020 |
| REDUCE FOOTFALL <ul style="list-style-type: none"> - One clinical staff in the building at any one time - One other staff for reception cover - Gaps between appointments for visitors to vacate the building before new patient arrives - Patients advised to arrive at the appointment time and possible delays | 2,3,9 | Contractors and staff | 08/06/2020 | 08/06/2020 |

FLEX PILATES AND PHYSIOTHERAPY COVID-19 RISK ASSESSMENT

| 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 | 08/06/2020 | 08/06/2020 |
| REDUCE SURFACE INFECTION <ul style="list-style-type: none"> - Payments to be made via contactless if possible - Reduce paper contact by emailing - All magazines and leaflets to be removed - No refreshments via non disposable cups - Water available only with single use cups via CCC - Review when new guidelines are released - Wiping of all contact points after each patient visit | 1,2,7,8,9 | All staff | 08/06/2020 | 08/06/2020 |
| HAND HYGIENE <ul style="list-style-type: none"> - Adhere to hand hygiene policy - Hand sanitiser pump in reception | 7,8 | Staff, contractors and visitors | 08/06/2020 | 08/06/2020 |

FLEX PILATES AND PHYSIOTHERAPY COVID-19 RISK ASSESSMENT

| 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 | 08/06/2020 | 08/06/2020 |
| 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 | 08/06/2020 | 08/06/2020 |

FLEX PILATES AND PHYSIOTHERAPY COVID-19 RISK ASSESSMENT

| TREATMENT ROOMS | | | | |
|---|----------------------------------|-------------------------------|------------------------------|---------------------------|
| | RISK FACTOR MITIGATED | RESPONSIBLE PERSON | ACTIONED BY WHEN? | DATE COMPLETED |
| REDUCE SURFACE INFECTION <ul style="list-style-type: none"> - Remove all non-essential furniture i.e stacker unit, Xmas tree, soft cushioned chair - Wipe chairs and stool before use - Limit the surfaces that are touched by the patient i.e therapist to open and close doors - Pillows replaced with hospital grade plastic pillows. Paper roll on all pillow/couch surfaces | 1,6,7,8 | JN and SC | 08/06/2020 | 08/06/2020 |
| REDUCE CONTACT INFECTION <ul style="list-style-type: none"> - PPE all therapists to wear disposable apron, gloves, Type IIR mask and visor - Therapist must assess patient's need for PPE | 1,6,7,8,9 | Contractors | 08/06/2020 | 08/06/2020 |
| PPE <ul style="list-style-type: none"> - PPE changed immediately after each patient as per protocol - 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 | 08/06/2020 | 08/06/2020 |

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| <u>TREATMENT ROOMS</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 | 08/06/2020 | 08/06/2020 |
| SURFACES AND EQUIPMENT <ul style="list-style-type: none"> - Reduce possible risk of transmission by removal of any additional unneeded items# - Wipe reusable non-invasive patient care equipment after each patient https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877533/Routine_decontamination_of_reusable_noninvasive_equipment.pdf | 7,8, | Contractors and all staff | 08/06/2020 | 08/06/2020 |

FLEX PILATES AND PHYSIOTHERAPY COVID-19 RISK ASSESSMENT

| CLINICAL CONSIDERATIONS | | | | |
|--|----------------------------------|-------------------------------|------------------------------|---------------------------|
| | RISK FACTOR MITIGATED | RESPONSIBLE PERSON | ACTIONED BY WHEN? | DATE COMPLETED |
| MANUAL TECHNIQUE SELECTION <ul style="list-style-type: none"> - Therapists must use their judgement to consider the relative risks with the technique selection | 1,9 | JN and AC | 08/06/2020 | 08/06/2020 |
| MODALITIES <ul style="list-style-type: none"> - Using any instrument or machine therapist must clean immediately | 8 | JN and AC | 08/06/2020 | 08/06/2020 |
| GERIATRICS, VULNERABLE <ul style="list-style-type: none"> - Patients aged 70 or older are currently identified in the NHS risk criteria as being “moderate risk of developing complications from COVID-19 infection” - These patients need to be informed of the increased risk prior to treatment and taking consent - Risk factors to be explained on telephone triage call before face to face consultation can take place - Review if government guidelines change | 1,9 | JN and AC | 08/06/2020 | 08/06/2020 |

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| | | | |
|--|---|----------------|------------|
| <p>CONSENT FOR TREATMENT</p> <ul style="list-style-type: none"> - Therapist must document that they have informed the patient of the risk associated with attending the clinic and confirm they are not showing any signs of COVID-19 - If a clinician determines it is necessary to see a patient face to face, they must discuss the risks of this contact with the patient and the measures that will be taken to mitigate risk and gain their consent for treatment. 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 nature of close patient contact during a physiotherapy consultation • The level of PPE that a clinician 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 and any advice/treatment/recommendation given must be based on clinical judgement. Therefore patients cannot be asked to participate in a ‘physiotherapy programme at their own risk’. Rather, clinicians should document in the patient’s clinical record that risks have been discussed and that the patient gives consent or not for treatment to proceed with a face to face consultation. - New consultation forms including COVID-19 are in place and to be used prior to treatment - Ongoing, documented verbal consent after the initial signed consent for follow up treatments. | 1 | Clinical staff | 08/06/2020 |
|--|---|----------------|------------|

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| POST TREATMENT | | | | |
|---|----------------------------------|------------------------------------|------------------------------|---------------------------|
| | RISK FACTOR MITIGATED | RESPONSIBLE PERSON | ACTIONED BY WHEN? | DATE COMPLETED |
| LEAVING THE CLINIC <ul style="list-style-type: none">- Patients will be encouraged to leave the clinic as soon as possible after their appointment- Payment made contactless- Online booking and payments made by patient at home- Next appointment booked in treatment room or remotely online or by phone | 1,5 | Contractors, visitors and staff | 08/06/2020 | 08/06/2020 |
| HAND HYGIENE <ul style="list-style-type: none">- Upon leaving the clinic everyone should be encouraged to sanitise their hands | 7 | Contractors, visitors and staff | 08/06/2020 | 08/06/2020 |

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| <u>HR CONSIDERATIONS</u> | | | | |
|---|-----------------------|--------------------|--------------------|----------------|
| | 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 | 08/06/2020 | 08/06/2020 |
| <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_imgfj6QIVQuDtCh3MmAtvEAAAYASAAEgLxhvD_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 https://www.hse.gov.uk/news/coronavirus.htm# | 3 | JN | 08/06/2020 | 08/06/2020 |

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| GENERAL RISK LEVEL OF COVID TRANSMISSION BEFORE MITIGATIONS | | | | | |
|--|--|---|-----|--------|------|
| RISK FACTORS TO CONSIDER | | LEVEL OF RISK AFTER 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 | | |

DATE: 04/06/2020

SIGNED: