

RISK ASSESSMENT COVID-19

Assessment carried out by Leana Hughes & Andrew Paterson
 Actioned reviewed 20th January 2021
 Date of next review 1st April 2021

HAZARDS IDENTIFIED	WHO MIGHT BE HARMED	ACTION TO CONTROL RISKS	FURTHER ACTION TO BE TAKEN TO CONTROL RISKS	ACTIONED BY
Building approach and entry	Clients, workforce in the building and public immediately outside the building. Although in the city centre, the building is in a very quiet and little used location. A number of rooms are used by different companies within the building, but none involve significant people traffic.	Headscape clients are asked to wait and give way to other people and to initiate or respect social distancing. Landlord has placed sanitizer on entrance hallway table. All clients asked to use it.	Ask clients to wear masks while entering exiting or moving around within the building.	Landlord LH AP
Shared zones and access areas	A wide adjoining corridor exists on the ground floor and wide staircase leading to first floor room. People traffic is minimal. Risk of accidental contact is minimal as people are very visible in shared zones and access areas.	All internal adjoining doors are wedged open to reduce confinement. All internal room doors are shut.	Possible sharing of risk assessment protocols between companies for mutual understanding of action.	Landlord
Routes within the building	As above	Clients and public only visit intended company.	There is a waiting area in the hallway on the ground floor for which safe usage needs to be determined.	Landlord LH AP
Therapy room	One client and one therapist use the room. Rarely client is a couple.	Client is seated just inside entry door. Door is wedged open on arrival. They are asked to remove wedge and close the door. Client and therapist are seated 3.2m apart. No closing of distance is required throughout therapy session. Clients are asked to pay by bacs. No cash is exchanged. Sanitizer is placed on a side table next to client. They are asked to use it on leaving. Clients chair is wiped down with alcohol cleanser after each use. Window is open. Fresh air is allowed to enter but as the door is shut, no circulation of air happens. An additional disinfectant anti- bacterial product has been provided for surface wipe down (99.9% effective).	Client is not expected to wear a mask in the room as the therapist will be wearing a visor.	LH AP
Facilities within the building	Clients, other building users and therapists.	Three WCs exist. Two on the ground floor and one on the first. Hand washing facilities are provided. The toilets are cleaned daily.	—	Landlord LH AP
Therapy materials	Clients and therapists.	Occasionally books, paper, pens and resting boards are used. These are wiped after each use.	—	LH AP
Other	Clients are traditionally offered water from a bottle to pour into a drinking glass.	Drinking glass has been removed and clients are asked to bring their own water bottle.	—	LH AP

AS COVID 19 IS A NEW VIRUS TO WHICH WE ARE EXPOSED, WE LEARN AS WE GO ABOUT IT AND HOW TO CONTROL THE RISKS IT POSES. THIS IS ONGOING.