

COVID SECURE RISK ASSESSMENT FORM

Event: Classes	Assessor(s): Jane Douglas	Date: Updated 17 th September 2020
Location: Exercise Studio	Signature(s): Jane K Douglas	Date for Review: 17th November 2020

Hazard	Who is at Risk?	What could happen?	Existing Controls	Additional Controls Required	Risk Rating		
				By whom? By when?	L ¹	C ²	R ³
Screening & Consent forms (if not completed by reception)	All	Could be symptomatic and pass infection	Clients are PARQ screened and consent on first ever appointment and verbally asked each time they present in the facility	<p>All clients/class members to be re-screened at check in until Covid no longer presents risk. PARQ to be altered to include statement of fact that client confirms not symptomatic and no foreign travel to risk areas that require a return quarantine in the two weeks prior to appointment/session. All clients/class members to sign statement of fact, and confirm that they have been asymptomatic for a minimum of 2 weeks prior to session and that they have not travelled to any risk countries in two weeks prior to appointment. If travelled to high risk countries client must confirm period of quarantine was undertaken.</p> <p>If symptomatic or foreign travel then only virtual appointments or classes to be booked. Clients asked to quarantine for two week period.</p>	1	4	4
Temperature Check (If not completed by Receptionist)	All	Someone come into the building with symptoms of Covid 19	None	Every person's temperature to be taken at the door by the non-touch, forehead, non invasive thermometer as an additional check to make sure no symptoms are present. If temperature higher than 37 degrees C then to be asked to stay with virtual sessions for two weeks and ask them to check with primary physician re Covid Testing.	1	4	4
Entrance and exit	Class participants	Non-compliance with social distancing chance of cross infection	Class currently enter and exit through one door	All clients from one class leave the building within 5 minutes of the end of class. The next group arrive and turn right at the top of the stairs. One way system around to Reception	1	4	4
Studio flooring – wood floor	Class participants and teacher	Pass infection between classes	Currently cleaned once per day	Ensure classes have 10/15 minute gap between them. Floor and all small props to be cleaned with hot soapy water and microfibre mop after each class by exiting teacher and cleaned by Reception staff on arrival each day.	1	4	4
Mats and equipment	Class participants	Cross infection	Studio mats cleaned once per day	All class participants to bring own mats and thera bands and balls. Owner to arrange for	1	4	4

				clients to purchase. No equipment to be passed to participants or between participants. All mats bands eye pillows to be removed from the studio. Only equipment made of material that can be sanitized can remain. Any remaining equipment such as hand weights, Yoga blocks and Pilates balls or magic circles to be washed by exiting teacher after use.			
Class timings	Class participants	Non-compliance with social distancing chance of cross infection	Classes cross with each other and mix during arrival and parting.	Classes all to be scheduled with 10-15 minutes gap between timings. All class participants asked to remain in their cars or wait outside the studio until 5 minutes before their class time and all leaving class members asked to leave promptly within 5 minutes on completion of the class.	1	4	4
Hand washing	Teacher and class participants	Touching and passing of infection	None	Hand sanitizer stations to be placed on the window sills around the studio. All participants to sanitise their hands on entry and exit of the class and during the class if touching equipment.	1	4	4
Class size	Teacher and class participants	Non-compliance with social distancing chance of cross infection	No controls, currently studio holds 15-20 people depending on class	Comply with government guidance and reduce class numbers to accommodate the 100 square foot / 9.29m ² per person guideline. This can be reduced to 2m if Covid no longer active concern in the UK	1	4	4
Door openings	Class participants and teacher	Passing of infection	No Controls	Door handles to be sanitized before and after every class	1	4	4
Sound system	Teacher	Passing of infection	No controls	Sound system to be sanitized with disinfectant wipes by the teacher at the start and end of a class.	1	4	4
Teacher distancing	Teacher and class participants	Non-compliance with social distancing chance of cross infection	No controls	Teacher to remain 2ms distance at all times from any class members. PPE gloves and masks to be available for the teacher should they be required and not able to maintain social distancing.	1	4	4

Likelihood of Occurrence ¹ 1. Negligible chance 2. Little chance but could happen 3. May happen 4. Likely to happen 5. Almost inevitable	Likely Consequences ² 1. Slight (cuts and bruises) 2. Minor injury (under 3 day injury) 3. Major injury (RIDDOR) 4. Fatality 5. Several fatalities	Risk Rating R ³ = L x C Key 1-4 Acceptable risk 5-12 Additional controls required 13-18 Urgent attention required 18-25 Unacceptable risk – cease activity
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CAT&COW COVID SECURE RISK ASSESSMENT FORM RECEPTION

Event: Any Clients Classes/Therapy		Assessor(s): Jane Douglas		Date: Updated 17th September 2020					
Location: Reception		Signature(s): Jane K Douglas		Date for Review: 17 th November 2020					
Hazard	Who is at Risk?	What could happen?	Existing Controls	Additional Controls Required			Risk Rating		
				By whom? By when?			L ¹	C ²	R ³
Screening & Consent forms	All	Could be symptomatic and pass infection	Clients are PARQ screened and consent on first ever appointment and verbally asked each time they present in the facility	All clients/class members to be re-screened when booking in again until Covid no longer presents risk. PARQ to be altered to include statement of fact that client confirms not symptomatic and no foreign travel to red risk areas that require a return quarantine in the two weeks prior to appointment/session. All clients/class members to sign statement of fact, and confirm that they have been asymptomatic for a minimum of 2 weeks prior to session and that they have not travelled to any risk countries in two weeks prior to appointment. If travelled to high risk countries client must confirm period of quarantine was undertaken. If symptomatic or foreign travel then only virtual appointments or classes to be booked. Clients asked to quarantine for two week period.			1	4	4
Entrance and exit	Clients & staff	Non-compliance with social distancing chance of cross infection	Clients currently enter and exit through one door at any time before their appointments	Receptionist to clean and disinfect door handles, and bannisters before and after each client/class group arrives and leaves.			1	4	4

Temperature Check	All	Someone come into the building with symptoms of Covid 19	None	Outdoor check in / reception. Every person's temperature to be taken outside before entering the studio by the non-touch, forehead, non-invasive thermometer as an additional check to make sure no symptoms are present. If temperature higher than 37 degrees C then to be asked to stay with virtual sessions for two weeks and ask them to check with primary physician re Covid Testing.	1	4	4
Arrival and departure times	Receptionist, staff and clients	Non-compliance with social distancing chance of cross infection	Clients cross with each other and mix during arrival and parting.	Clients appointments or classes all to be scheduled with 10-15 minutes gap between timings. All clients and class participants asked to remain in their cars or outside the studio until outdoor check in commences 5 minutes before their appointment or class time and all leaving clients asked to leave promptly on completion of the appointment, class or session.	1	4	4
Client/class members booking in	All	Could be symptomatic and pass infection	All clients when booking in on the telephone are given appointments for therapy or classes as requested	Receptionist to speak to all clients/class members prior to taking the booking and ask to confirm that they are asymptomatic. If symptomatic appointments or classes must be virtual. If new client for one to one therapy or face to face session where social distancing can't be maintained, virtual appointment or telephone screening to take place first before arriving on the premises to screen for Covid and to make sure appointment is necessary and safe for the client and staff members	1	4	4
Client/Class Members browsing clothing and accessories	All	Could be symptomatic and pass infection	Clients cross with each other touch items to browse and try on clothing.	Only one client or class member to browse clothing and accessories at any one time. Hand sanitizer to be used by client before browsing clothing. Client to try items on at home and return unworn with tags within 5 days if clients wishes to exchange.	1	4	4
Reception booking in.	Receptionist and clients	Non-compliance with social distancing chance of cross infection	No controls, clients and class members mix as they wish in reception	Only 2 clients, teachers or staff members to be in the ground floor at any one time. Only 5 clients, teachers or staff members to be in the first floor Reception area at any one time. Only one client or class member to be at reception desk at any one time. Clients and class socially distanced until reception desk clear. Receptionist to supervise. Receptionist to disinfect reception desk, card machine and any other items after each client use.	1	4	4

Reception seating area	Receptionist, staff and clients	Pass infection between classes	Currently cleaned once per day and chairs in small groups	All chairs to be 2m distance apart leaving 2m clear walkway to any door or reception so if someone is stood in that area they can still be socially distanced.	1	4	4
Cloakroom, shelves for bags / shoes	Receptionist, staff and clients	Pass infection between belongings	Currently cleaned once a day with Dettol spray	Clients to be asked to bring minimal belongings into studio. Clients asked to leave coats in the car. Clients to place shoes in cubby hole shelves. 2 shelving units to be used in rotation and cleaned by staff with bleach spray after each use.	1	4	4
Equipment, phone and card machine	Clients, class members & receptionist	Cross infection	Currently telephone and card machine cleaned daily	All non-essential equipment to be removed from reception. Card machine to be fixed on counter for use by client only. Hand sanitizer to be used by client before and after use. Receptionist to disinfect card machine after each use and reception desk. Receptionist to clean telephone on hand over to any other staff member. Disinfectant wipes, hand sanitizer and spray to be made available on reception.	1	4	4
Hand washing	All staff, clients & class members	Touching and passing of infection	None	8 Hand sanitizer stations to be placed around the property. 1 in the porch, 1 at entrance to retail. 1 on reception desk. 5 sanitizer stations on first floor. All clients, class members and staff to sanitise their hands on entry and exit of the building and if touching each other or equipment.	1	4	4
Toilet	All staff, clients and class members	Touching and passing infection	Currently cleaned daily by staff.	All staff, clients and class members to spray the toilet, sink, taps and door handles with flash bleach spray provided after every use, wipe away with toilet roll and flush down the toilet.	1	4	4
Staff arrivals & departures	Staff, clients & class members	Non-compliance with social distancing chance of cross infection	Current hand sanitization between clients	Staff initially to work on rotation on different days to minimize people in the building and contact with clients & class members. All staff client appointments to have 15 minutes in-between appointments to make areas Covid secure.	1	4	4
Staff distancing	Staff, clients and class Members	Non-compliance with social distancing chance of cross infection	No controls	All none face to face staff to remain 2ms distance at all times from any client or class members. All staff to sanitise hands before and after all client contact. Staff to use separate sanitisers and not pass them between them	1	4	4

Likelihood of Occurrence ¹	Likely Consequences ²	Risk Rating R ³ = L x C
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