


COVID SECURE RISK ASSESSMENT FORM RECEPTION

Event: Any Clients/Classes/Therapy		Assessor(s):		Date: 4 th June 2020	
Location: Ainsworth Body Science		Signature(s):		Date for Review: 1 st August 2020	
Hazard	Who is at Risk?	What could happen?	Existing Controls	Additional Controls Required	Risk Rating
				By whom? By when?	
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	<p>All clients/class members to be re-screened when booking in again until Covid no longer presents risk. PARQ to be altered to include Covid symptom questions & foreign travel questions. Consent 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>	L
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	Staff to clean and disinfect Entrance door handles after each client leaves.	L

Temperature Check	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.	L
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 5 minutes gap between timings. Non passing on the stairs. All clients and class participants asked to remain in their cars or outside building until directly before their appointment or class time and all leaving clients asked to leave promptly on completion of the appointment, class or session.	L
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	Staff to speak to 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	L
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 one client or class member to be at reception at any one time. Clients and class members to remain on socially distanced seating until reception desk clear. Person on reception to supervise, to disinfect reception desk, card machine and any other items after each client use.	L

Reception seating area	Receptionist, staff and clients	Pass infection between classes	Currently cleaned twice per day	Sprays & sanitiser available in waiting areas. Signs /posters to remind staff & clients of key information. (2m distance expectations, hand washing sanitising, symptoms to look out for)	L
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.	L
Studio Equipment	All staff, clients & class members	Touching and passing of infection	Currently cleaned once per day	Deep clean of floors, equipment, surfaces twice a day. Staff to disinfect equipment before/ during/after each client , or as often as deemed necessary.	L
Changing & Shower Areas	Clients & staff	Touching and passing of infection	Currently cleaned once per day	Clients to be discouraged from using changing areas & showers. Client to notify a staff member if they must use the area, in order to ensure areas are identified for disinfecting after use. Wipes, sanitisers will be available in these areas at all times for both staff & client use.	
Hand washing	All staff, clients & class members	Touching and passing of infection	None	Hand sanitisers to be placed in multiple, obvious locations throughout the building, All clients, class members and staff to sanitise their hands on entry and exit of the building and if touching each other or equipment.	L
Staff distancing	Staff, clients and class Members	Non-compliance with social distancing chance of cross infection	No controls	Staff to respect 2m distance from any client or class members. All one to one, face to face members of staff to be prepared to wear masks if requested by client. If wearing, gloves & mask to be changed for every client. All staff to sanitise hands before and after all client contact.	L