



British  
Acupuncture  
Council

The Guide to Safe  
Practice for Acupuncture  
Risk assessment  
**For COVID-19**

# Health and safety: risk assessment

## Introduction

As part of managing the health and safety of your business you must control the risks in your workplace. To do this you need to think about what might cause harm to people and decide whether you are taking reasonable steps to prevent that harm; this is known as risk assessment.

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. If you work as a self-employed practitioner with no employees there is no legal requirement for you to write down your risk assessment, although making some written notes may help you maintain a safe work environment. If you employ five people or more your legal responsibilities increase and you should seek further guidance about what you are required to do.

An acupuncture practice is typically a low-, although not zero-, risk environment. There are still areas where precautionary steps should be taken. The BAAC believes you have a professional responsibility to take the appropriate steps to look after your patients' safety and to remain aware of all relevant health and safety legislation.

The approach you take to health and safety should be proportionate to the size of your business and the nature of your business activity. For most small, low-risk businesses the steps you need to take are straightforward.

## How to carry out a simple risk assessment.

There are five steps to carrying out a risk assessment:

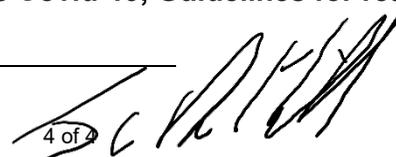
- 1 Identify the hazards
- 2 Decide who might be harmed and how
- 3 Evaluate the risks and decide on precautions
- 4 Record your significant findings
- 5 Review your assessment and update if necessary

We have produced the following basic template for you to use based on information taken from the HSE website: <http://www.hse.gov.uk/risk/controlling-risks.htm>

Clinic address being assessed	Acu-Synergy Chinese Medicine Centre 18A Welbeck Way, London W1G 9YJ		
Risk assessment carried out by	John Bartlett, C.Eng, F.I.MarEST		
Date of assessment	9 <sup>th</sup> June 2020	Review date	8 <sup>th</sup> Sept. 2020
Name of person with overall responsibility for the clinic building	Dr Li Ping Bartlett		
Is there a first aid box?	Yes/ <del>No</del>	Where is the box located?	Bathroom
Is there a health and safety law poster? (n/a for small premises)	<del>Yes</del> /No or n/a	Where is the poster on display?	n/a

What are the hazards?	Who might be harmed and how?	What are you doing already to control the risk?	Further Action Required?
<b>Cross infection building to Patient &amp; VV</b> General  Door Knob/Bell Diagnosis  Treatment Bed Towels etc Clothes Toilet Cash Drinks Glass	Patient – COVID-19 Infection	Patient risk assessment in advance Contactless Thermometer Hand sanitiser on arrival Hand washing & Instructions available UV light between patients Atomised HOCL during visit Disinfect between patients Sneeze Screen and plastic chair – no cushion – clear table Disinfect Chair. Table and Sneeze Screen between patients Disinfect Bed between patients Launder towels etc from each session Store removed clothes in bag Clean toilet after each use Electronic payments only Disposable Cup	No No No No No No No No No No No
<b>Cross infection from Practitioner to Patient &amp; VV</b> General  Conversation  Diagnosis Acupuncture	Patient & Practitioner – COVID-19 Infection	Patient risk assessment in advance Contactless Thermometer Practitioner & Patient wear masks 2m Distance maintained where possible Sneeze Screen + Practitioner wears gloves and hair cover Practitioner wears face screen/coat and cleans treatment skin area with sanitiser	No No No No No

All risks have been mitigated in accordance with BAcC Novel Coronavirus Covid-19, Guidelines for returning to work, May 2020



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