

<p>Clients displaying temperature or other COVID-19 symptoms on arrival at venue could increase risk of transmitting infection</p>	<p>Practitionersto take client's temperature with no contact device outside of main entrance before allowing them to enter building. Clients not to enter building with temperatrue of 37.8 degrees Celcius or higher. If temperature is above 37.8°C): Advise and offer to call 111 for client to seek next steps. If practitioner has been within 2m of client, they should also seek advice by calling 111 and they should inform TruthPie who will cancel or reschedule their remaining appointments until a negative test can be obtained. (Rescheduling available for last minute cancellations in this instance only).</p>		<p>Joanna Rennie, Joanna Rennie to advise client</p>	<p>Actioned</p>
<p>Practitioner displaying temperature or other COVID-19 symptoms whilst inside venue could increase risk of transmitting infection</p>	<p>Practitioners to take their own temperature upon arrival to venue. If practitioner displays a temperature of 37.8°C or higher on arrival to venue or during the working day, they are not to go ahead with treatments until a negative test has been obtained. Likewise, if they display other symptoms of COVID-19 (new continuous cough/loss or change in sense of taste or smell, however mild). The following steps should be followed- Immediately don facemask and call 111 for advice of next steps, waiting in the current treatment room. Immediately inform TruthPie, so we can reschedule/cancel any clients arriving at the venue until a negative test has been obtained. If practitioner has been within 2m of any clients TruthPie will inform the clients., they will be advised to seek advice</p>		<p>Joanna Rennie</p>	<p>Actioned</p>
	<p>Full venue clean to be organised before reopening appointments using government guidance. Inform other venue users. Negative test to be confirmed by practitioner before continuing treatments.</p>		<p>Joanna Rennie</p>	<p>Actioned</p>
	<p>QR Codes displayed at venue. Clients and practitioners to check in using the NHS Track & Trace app or to confirm contact details.</p>		<p>Joanna Rennie</p>	<p>Actioned</p>

<p>Clients/Practitioners displaying temperature or other COVID-19 symptoms whilst inside venue could increase risk of transmitting infection</p>	<p>If client displays COVID-19 symptoms, however mild, after arriving inside venue, they are not to continue receiving treatment. (High temperature of 37.8°C or above, a new continuous cough or loss or change in sense of taste or smell). The following steps should be followed- Client and practitioner to immediately don facemasks and practitioner to call 111 for advice of next steps for clients and themselves (Offer for client to make their own call if they would prefer). Client to wait in the current treatment room - practitioner to keep at least 2m distance from client. Immediately inform TruthPie, so we can reschedule/cancel any clients arriving at the venue until a full clean has Full venue clean to be organised before reopening appointments using government guidance. Inform other venue users. Negative test to be confirmed by practitioner before continuing treatments.</p>		<p>Joanna Rennie, Joanna Rennie to advise client</p>	<p>Actioned</p>
<p>Doorbell, Door handles, handrails, surfaces, shared entranceways, light switches, washroom, treatment room, equipment including tools, pillows and massage table (especially around face hole), bolsters, taps, personal therapy equipment (including therapeutic cups, oil dispensers/bowls, ipads and iphones used for taking notes etc), speakers, card machines and furniture including chairs and tables- Practitioner and clients may come into contact with droplets or surfaces contaminated with COVID-19</p>	<p>Regular cleaning with antibacterial products - weekly building clean outsourced to private company, additional cleaning before, between and after client appointments</p>		<p>Joanna Rennie</p>	<p>Actioned</p>
	<p>Ask Clients to arrive no earlier than their scheduled appointment time and not to use doorbell. Meet clients at entrance at the time of their appointments and open and close doors for the client. All venue attendees to sanitise hands immediately upon entrance to venue.</p>		<p>Joanna Rennie (and family), Joanna Rennie to advise client</p>	<p>Actioned</p>
	<p>Paper towels available to dry hands in bathroom. Windows to be opened. Card Machines to be avoided where possible and no cash accepted for treatments. Invoices/payment links should be sent for prepayment of appointments wherever possible.</p>		<p>Joanna Rennie, Joanna Rennie to advise client Joanna Rennie, Joanna Rennie to advise client</p>	<p>Actioned Actioned</p>
<p>Waste disposal- Uncovered Waste, irregular disposal could be risks for practitioners or clients</p>	<p>Lidded waste bins, waste transferred to external bins on a weekly basis at the very least. Likewise for recycleables.</p>		<p>Joanna Rennie</p>	<p>Actioned</p>

	<p>Airborne particles could cause infection</p>	<p>Clients & Practitioner to wear facemasks unless government guidance advises otherwise. Type II standard mask to be worn by practitioner. To be donned and doffed correctly</p> <p>Face visor to be worn by practitioner for all work within 2m of clients and 'High Risk Zone' of face, neck and shoulders due to the increased risk of working in close proximity for a prolonged period of time. Visor to be donned and doffed correctly. Reusable visors to be sprayed with antibacterial before/after use and stored in closed cupboard away from living space.</p> <p>Social Distancing to be practised by clients and practitioner wherever possible in the building and throughout treatments. This means at a distance of at least 2m wherever possible, 1m if not possible and less than 1m only if in treatment and wearing appropriate PPE. Signs will be displayed to encourage and remind anyone using the venue of social distancing rules</p> <p>Time practitioner spend in close proximity to 'Highest Risk Zone' (defined as the area in front of the face where splashes and droplets from the nose and mouth, that may not be visible, can be present and pose a hazard from the client to the practitioner and vice versa) during treatments should be limited and visor should be worn. Treatment times should be used appropriately for beneficial treatment when social distancing cannot be maintained. Consultation forms emailed in advance of appointment wherever possible</p> <p>No music to be played which makes holding conversations at a usual level difficult to limit risk of transmission</p> <p>Tissues available in case of 'sneezing'. Clients/practitioner to sneeze into tissue and dispose of in lidded waste bin. Must wash/sanitise hands following.</p> <p>We operate an appointment only/prebooking system only and do not allow entrance to building before appointment (we do not have waiting areas)</p>		<p>Joanna Rennie, Joanna Rennie to advise client</p> <p>Joanna Rennie</p> <p>Joanna Rennie, Joanna Rennie to advise client</p> <p>Joanna Rennie, Joanna Rennie to advise client</p> <p>Joanna Rennie</p> <p>Joanna Rennie, Joanna Rennie to advise client</p> <p>Joanna Rennie, Joanna Rennie to advise client</p>	<p>Actioned</p> <p>Actioned</p> <p>Actioned</p> <p>Actioned</p> <p>Actioned</p> <p>Actioned</p> <p>Actioned</p>	
	<p>Social distancing</p>					

		<p>Social Distancing to be practised by clients and practitioner wherever possible in the building and throughout treatments. This means at a distance of at least 2m wherever possible, 1m if not possible and less than 1m only if in treatment and wearing appropriate PPE. Signs will be displayed to encourage and remind anyone using the venue of social distancing rules.</p> <p>Appointments spaced to allow for 30mins cleaning time, also means clients do not cross on entrance/exit.</p> <p>Only one practitioner working with one or two clients per treatment room at any one time (with the exception of one practitioner working with up to two guardians and child for appointments with children)</p> <p>Practitioner able to work from online wherever possible (e.g. coaching services). Movement therapies to be held outside or online unless conducted mobile 1:1 in a risk-assessed venue.</p> <p>Practitioner to add any soft materials (towels, pillowcases, sheets and blankets) to wash bag after each use. Clean linens to be used for every client.</p> <p>All towels, pillow cases, sheets and blankets to be machine washed at 60 degrees celcius after use. All fresh linens to be kept in closed cupboard to limit contact with airborne particles.</p> <p>Pillows are covered with plastic pillow cases/are wipe clean and are to be wiped with antibacterial spray after every use.</p> <p>Blankets provided for cooler temperatures (to be placed over towels only and washed between uses if touched by clients)</p> <p>Clients asked to attend appointments alone wherever possible (exception of parent and child bubbles or those needing assistance from carers)</p> <p>Remind clients attending appointments with children that they must supervise them at all times and they should follow social distancing guidelines</p>	<p>Joanna Rennie, Joanna Rennie to advise client</p>	Actioned
			Joanna Rennie	Actioned
			Joanna Rennie	Actioned
			Joanna Rennie	Actioned
	All linens including Towels, pillows, pillow cases, sheets, blankets		Joanna Rennie	Actioned
			Joanna Rennie (outsourced)	Actioned
			Joanna Rennie	Actioned
			Joanna Rennie	Actioned
			Joanna Rennie, Joanna Rennie to advise client	Actioned
			Joanna Rennie, Joanna Rennie to advise client	Actioned
	Poor ventilation can increase the chance of infection from airborne particles	French door opened prior to clients arrival to venue and kept open throughout treatments to encourage natural ventilation. Windows to be closed 30minutes following treatments.	Joanna Rennie	Actioned
	Treatment products	Wash hands with antibacterial hand soap or sanitiser before touching treatment products/containers.	Joanna Rennie	Actioned

		Use antibacterial spray/wipe to clean bottles and containers before and after use.	Joanna Rennie	Actioned
		All treatment products to be kept in closed cupboard to limit contact with airborne particles when clinic is closed.	Joanna Rennie	Actioned
Leaflets, hand outs and unnecessary items		To be removed from space and provided digitally to limit possibility of contamination	Joanna Rennie	Actioned
Floor Hygiene		No rugs to be put out on floors	Joanna Rennie	Actioned
		Floors to be mopped weekly and cleaned as needed with antibacterial solution	Joanna Rennie	Actioned
		Clients advised to wear shoes in space until treatment begins and wash/sanitise feet as soon as they are home. No client shoes to be put onto seats.	Joanna Rennie	Actioned
Water Jugs/Cups		Washed with antibacterial soap after each use	Joanna Rennie, Joanna Rennie to advise client	Actioned
		Water to be provided if necessary to safety of client- bottled water will be available in kitchen. Otherwise clients will be advised to bring their own full bottles of water with them to treatments and not consume water from venue taps. Clients not to consume food in venue, unless necessary to medical condition - appropriate anti bacterial cleaning must be conducted after by practitioner	Joanna Rennie, Joanna Rennie to advise client	Actioned
Food/refreshments for practitioner		Any cutlery/crockery or other equipment washed with antibacterial soap after each use	Joanna Rennie	Actioned
		Food not to be consumed within treatment rooms on clinic days and areas to be cleaned thoroughly with antibacterial solutions prior to treatments.	Joanna Rennie	Actioned
Vulnerable clients		The government have made guidelines for interactions with those they consider to be particularly vulnerable to contracting COVID-19. Clients within this category will have been contacted by their GP and should only be treated if their medical team is in agreement or the governments that infectino rates are low and we can offer them online services instead if appropriate. The vulnerable categories will be listed on our website with a link in the	Joanna Rennie	Actioned
Face masks can increase tranmission of virus if not used correctly		Practitioner must follow the guidance provided on the Gov advice website and wear a face mask (Type 2 minimum)	Joanna Rennie	Actioned
Digital forms		Device cleaned as stated above for equipment. Only passed to client if necessary via 'drop off point' to not compromise social distancing e.g. to obtain signature and hand sanitiser used/hand washing to be actioned by both client/practitioner following exchange.	Joanna Rennie	Actioned

	Equipment, PPE and therapy supplies may be contaminated by other family members sharing living space	All to be stored in closed cupboards to not be accessed by family members without correct sanitising procedures.	Joanna Rennie, Family members advised	Actioned
Additional to the above	Incorrect handwashing could lead to transmission of infection	Signs displayed next to wash basins on correct handwashing practise/antibacterial hand gel use. Paper towels available to turn off taps. Anti bacterial hand sanitiser also available around venues.	Joanna Rennie	Actioned
	PPE available should be used correctly to avoid additional risk of transmission of infection	Gloves, Masks, Visors to be donned/doffed safely and worn wherever practitioners notice additional risk of infection	Joanna Rennie	Actioned
	To assist with test and trace, we will be sure to keep a record of visitors for at least 21 days	Records already kept in booking system	Joanna Rennie	Actioned
	EMERGERGENCIAS during COVID-19 pandemic	Safety must be prioritised over social distancing for the provision of first aid, fire or break in or other instances where social distancing would be unsafe. Practitioner should pay particular attention to sanitation measures immediately after providing assistance to others including washing hands.	Joanna Rennie, Joanna Rennie to advise client	Actioned
			Joanna Rennie	Actioned
Slips/Trips/Falls	Vinyl floor in venue could cause a trip/fall, especially if wet	general good housekeeping	Joanna Rennie	Actioned
	Practitioner or clients may be injured if they trip over objects or slip on spillages	Mop spills/wet floors immediately with a dry cloth upon discovery. Spaces cleaned every working day	Joanna Rennie	Actioned
			Joanna Rennie	Actioned
	Obstacles in entranceway, stairwells, corridors/treatments rooms could cause a trip/fall	Keep all areas clear of obstacles	Joanna Rennie	Actioned
	Massage table could be set too high for clients to mount/dismount safely or could deteriorate in sturdiness.	Offer to assist clients onto massage tables.	Joanna Rennie	Actioned
		Regularly check equipment and massage tables for signs of wear or deterioration	Joanna Rennie	Actioned
	Dim areas can cause harm/injury from slips/trips/falls	All areas well lit.Replace missing or spent lighbulbs.	Joanna Rennie	Actioned
	Trailing leads or cables can cause slips/trips/falls	No trailing leads or cables	Joanna Rennie	Actioned
		Position all electrical items near to their sockets.	Joanna Rennie	Actioned
Cleaning Products	If not used correctly could cause injury or harm	Stored out of sight of children/vulnerable people. Major cleaning conducted when clients not present.	Joanna Rennie	Actioned
	Could be stored incorrectly and cause harm or injury	To be used as instructed on packaging only. Strong disifectants only to be used when client's not present To be stored away from fire risks and out of reach of children/vulnerable people.	Joanna Rennie	Actioned
			Joanna Rennie	Actioned

Fire Risks First aid emergencies	Treatment Products	Flammable oils/products not to be stored out of reach of children and vulnerable people in suitable container		Joanna Rennie	Actioned
	Multi Occupancy Building	Fire extinguishers available in building (not to be used unless practitioners have prior training or if they cannot leave the building safely). Fire Alarm tested regularly.		Joanna Rennie	Actioned
		Safety measures for COVID-19 to be disregarded if unsafe during emergencies (e.g. social distancing along escape routes).		Joanna Rennie	Actioned
		First aid training kept up to date by practitioner.		Joanna Rennie	Actioned
		Digital Accident Book available to record any accidents or near misses and changes to be made to risk assessment to assist with avoiding accidents or near misses wherever possible.		Joanna Rennie	Actioned
Allergies	Treatment products	Practitioner responsible to assess suitability of treatments and products for their own clients.		Joanna Rennie	Actioned
General Ill-health	PPE Where work or attending an appointment will exacerbate any conditions	Gloves are latex free Practitioner to treat only within their field and take full responsibility for client care and assessment. They must not treat clients where they know of any reason the treatment may not be suitable due to the presented health and medical history of their client.		Joanna Rennie Joanna Rennie	Actioned Actioned
Room temperature	Possibility of illness exacerbated by extreme temperatures	Blankets provided for cooler temperatures (to be placed over towels only and washed between uses if touched by clients), window ventilation and fans provided for warmer temperatures(fans not to be used during covid-19 pandemic) Clients advised to bring water with them to appointments.		Joanna Rennie, Joanna Rennie to advise client	Actioned
Manual handling of equipment etc	Practitioners risk injuries or back pain from handling heavy/bulky equipment e.g. massage tables	Practitioner not to lift objects that look or appear too heavy to handle and to only move equipment they know how to use.		Joanna Rennie to advise client Joanna Rennie	Actioned Actioned
Work-related Stress	Possibility of stress from self employment	Practitioner works to a flexible schedule. Practitioner able to cancel sessions or reschedule diary.		Joanna Rennie	Actioned
Wellbeing of homeworking practitioner	Keep in touch with others working in the same industry regarding working arrangements, welfare, mental and physical health and personal security can help increase wellbeing	Regular online collective 'social check ins' with the TruthPie collective		Joanna Rennie	Actioned
New and expectant mothers	Safety risks in venue could cause harm to expectant mother and unborn child	Regular personal therapy sought wherever needed		Joanna Rennie	Actioned
		Risk of products/cleaning products being harmful to mother and child.	Cleaning with string disinfectants to occur outside of the presence of expectant mothers and clients.	Joanna Rennie	Actioned
		No stairs to access venue		No action necessary	Actioned

Disability Access	Safety risks in venue could cause harm or make it difficult for wheelchair users and those with certain physical disabilities to access the rooms.	Question added to booking form, so we can prepare accordingly for appointments for clients who have a disability. No stairs to access venue. Practitioner to assist client to enter/exit venue if necessary. Clients may have another person accompany them to their appointment should they need. Those accompanying clients to appointments may wait outside the venue, in the room if the client wishes or can wait on the stairwell to give more privacy. Social distancing must be upheld as with practitioners and client 'bubbles'		Joanna Rennie, Joanna Rennie to advise client		Actioned
Training	Providing COVID-19 safety guidance and information to those who are visually impaired	Question added to booking form, so we can prepare accordingly for appointments for clients who are visually impaired. Practitioner to offer sanitiser/hand washing and inform client about other safety measures as well as guide client around building where needed- Practitioner must wear appropriate PPE. Video will be made to inform clients about specific covid-19 related safety measures and link will be included in booking confirmation.		Joanna Rennie		Actioned
	Inadequate training and lack of information given to venue users could cause harm and injury	Regular first aid training updates. Practitioner to keep up to date with their own CPD		Joanna Rennie		Actioned
		Practitioner has completed a COVID-19 awareness course.		Joanna Rennie		Actioned