

Pauline Moffatt Covid-19 risk assessment (17/6/20) – Manchester Acupuncture Clinic, M21 8AE

Hazard	Responsibility of Action	Arrangements
Patients or staff bring COVID-19 virus on to premises	All staff	Triage patients for symptoms during booking screening call / email and reminder texts the day before appointment. Welcome patients at front door of clinic with hand sanitizer and mask before they enter the building.
Cross infection between patients patients or staff in waiting room / communal areas	All staff	Patients asked to wait outside clinic and phone to be invited in. Staff to monitor patients of other therapists to ensure 2-metre social distancing, e.g. if more than one person arrives at a time – one will wait at a safe 2-metre distance until the other has entered or left the building. Hard surfaces such as the bannisters, door handles, and chairs are regularly cleaned with disinfectant wipes.
Cross infection in space other than the waiting room or treatment rooms.	All staff	Internal door handles, bathroom fittings and any hard surface likely to be touched by patients or staff regularly cleaned with disinfectant wipes. Bathroom (switches, door handles, flush button, loo, sink) cleaned before and after each patient use by the therapist.
Cross infection in the treatment rooms	Therapists	Therapists will wear appropriate personal protective equipment as advised by their governing body (- for Pauline Moffatt: British Acupuncture Council) e.g. Fluid resistant face masks (FRSM II) standard, (optional: safety glasses, gloves, apron). Social distancing will be maintained where ever possible, for example placing chairs 2 metres apart. Treatment pillows are fitted with plastic wipeable covers. After each patient leaves the room all hard surfaces within the vicinity of the patient are cleaned with disinfectant. The treatment table, pillow cover, chair and desk are also cleaned. The door handles and door push plates are also wiped. Windows should be opened (for 30-minutes between patients arriving) to ensure air flow in the treatment room. A check list will be used to ensure all hygiene steps are taken between patient visits.
General good practice	All staff	Regular hand washing throughout day, as per 20 second government guideline instructions. High standard of cleaning and general cleanliness as normal.