

This is the procedure for any therapist arriving and working on a client's work site to reduce the risk of Covid-19 transmission and infection. The following are steps that will help to keep the therapists workspace safe and protect the staff from Covid-19.

## Arrival onsite

Before entering the site building use of gloves is highly recommended in all communal areas, high traffic areas, elevators, and stair wells. If signing into a building use your own pen or keep gloves on when using site pen/stationary.

## Set up of massage area

To ensure the highest form of hygiene is maintained please adhere to the following new procedures.

1. Wipe the door handle upon entry into your massage workspace
2. Sterilize all surface areas before setting up equipment
3. Gloves to be disposed of is used to open door
4. Wash or sterilize hands before first client session
5. Display new hygiene posters and meeting in progress poster on outside of door

## Session hygiene between clients

6. Use fresh head cradle cover for all clients
7. Conduct client assessment as normal including new Covid-19 check sheet
8. Use draping cloth over shoulders as normal

## Post client cleaning

9. Wash or sanitize hands after client has left massage treatment area
10. Removed used head cradle cover and put into storage bag
11. Wipe headrest, arm rest and seat of chair down between each session.
12. Wipe door handle down once client has left the massage room

## Tea break/lunch break

1. Use gloves when leaving massage treatment room/area
2. Wash hands with fresh water if possible.
3. Wash massage room/area door handle upon return to workstation.

## Massage treatment room/area

1. Pack all items to be disposed of in a separate bag
2. Wipe down massage chair before packing in carry bag
3. Use gloves when leaving massage treatment room/area

## Multiple Clients in one day

In some cases, a therapist may visit more than one client in a day. To ensure we are not transferring Covid-19 between our clients we have the following advice for our therapists;

Due to the highly contagious nature of this virus, linen must be changed before entering a new worksite, no linen can be used in more than one site per day.

Where possible keep your common equipment and the linen separate while in transit, ensuring clean linen does not come into contact with anything that has been used or is unwashed.

When washing linen please ensure you use hot water and strong detergent if possible to ensure everything is safe and sanitary for the next client.

This will ensure we contain the possible spread of the virus, we are adhering to the highest possible hygiene standards and you are not putting yourself or the client at risk of cross contamination.

A Risk Assessment will be completed where a new health and safety hazard, risk or activity is identified (where not already listed in the Risk Register).

- This Risk Assessment must be led by the Director
- Workers will participate in the development of Risk Assessments where relevant to their roles
- The Risk Register must be updated with the outcomes of this Risk Assessment

<b>Date of Risk Assessment</b>	23/04/2020
<b>Hazard/Risk Activity</b>	Covid19 transmission within workplaces during massage sessions
<b>Detailed description of the Work/Equipment</b>	Onsite massage sessions with a company work place
<b>Location</b>	Main areas for work – Christchurch, Auckland and Wellington

### 1. Purpose of this assessment

This risk assessment has been conducted to highlight areas of concern for office staff and massage therapists due to transmission of Covid-19 (Sars-COV-2) Areas highlighted below will be of high risk transmission and controls put in place to limit this transmission between therapists and your staff.

### 2. Identify Hazards and Controls and Assess Residual Risk

Hazard	Initial Risk Score (Prior to controls - use the Risk Matrix)			Controls	Is Control Mandatory?	Residual Risk Score (Use the Risk Matrix)		
	Likelihood	Consequence	Risk Rating			Likelihood	Consequence	Risk Rating
				The below controls will be applied where this hazard is present.	Y/N			
Use of door handles, Buttons or other high traffic contact surfaces	5	Contact surfaces are vectors for spreading the virus	VH	Protective gloves to be worn when entering workplaces and where possible in public. Hand sanitizer and hand washing where gloves can't be worn and after exposure to contact surfaces	Y	1	Limited risk of virus transmission with proper hygiene policy being applied.	L
Use of communal equipment, such as pens, notepads, phones	4	High traffic contact surface with little control or contact tracing. Vector for spreading the virus	H	Where possible gloves to be worn when working in communal or high traffic areas, Hand sanitizer and hand washing where gloves can't be worn and after exposure to contact surfaces	Y	1	Limited risk of virus transmission with proper hygiene policy being applied.	L

Hazard	Initial Risk Score (Prior to controls - use the Risk Matrix)			Controls	Is Control Mandatory?	Residual Risk Score (Use the Risk Matrix)		
	Likelihood	Consequence	Risk Rating			Likelihood	Consequence	Risk Rating
setup of massage equipment	5	Unknown cleaning routine of room, equipment has been used in other workplaces	H	The below controls will be applied where this hazard is present. Sanitise all equipment before first use, wash hands before and after setting up equipment. Dispose of any gloves worn when entering the building	Y	1	All equipment will be properly sanitised before introducing clients to the workspace	L
Pre Appointment client contact	5	Client has been working at a workstation, can be a vector for bringing virus into the massage space	VH	Client will wash hands and remove any unnecessary clothing at work station to reduce impact. Therapist will wash hands between sessions	Y	2	Reduction in possible virus transfer between client and therapist	M
Post appointment cleaning	5	Client has had contact with massage equipment and therapist	VH	Remove and dispose of head rest cover either in bin or in an isolated bag to be washed later. No reuse of unwashed covers is permitted. Head rest sanitised with wipes before fresh cover applied and the chair is wiped down with fresh wipe.	Y	2	Removal of contact surfaces and sanitization of any equipment between clients reduces risk	M
Between client cleaning	5	Therapist has come in contact with client	VH	Wash hands after each client according to guidelines where possible. Otherwise rub hands according to guidelines with alcohol hand sanitizer	Y	1	Proper hand cleaning will reduce risk between clients	L
Use a separate page if required								

		<b>Risk Matrix</b>					
		<b>SEVERITY / CONSEQUENCES</b>					
		<b>1 Not significant</b>	<b>2 Minor</b>	<b>3 Moderate</b>	<b>4 Major</b>	<b>5 Catastrophic</b>	
		Discomfort, Pain or First Aid Injuries	Medical Treatment (eg. registered medical practitioner)	Restricted/ Alternative Duties or Lost Time Injuries or illnesses (not Notifiable)	Notifiable Injury/Illness or Incident - Serious Harm, Permanent Disability	One or more Fatalities	
<b>LIKELIHOOD</b>	<b>5 Almost certain</b>	Often occurs / once a week	<b>M</b>	<b>H</b>	<b>VH</b>	<b>VH</b>	<b>VH</b>
	<b>4 Likely</b>	Could easily happen / once a month	<b>M</b>	<b>M</b>	<b>H</b>	<b>VH</b>	<b>VH</b>
	<b>3 Good Possibility</b>	Could happen, or known to happen / once a year	<b>L</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>VH</b>
	<b>2 Slight possibility</b>	Hasn't happened yet, but could happen / once every 10 years	<b>L</b>	<b>L</b>	<b>M</b>	<b>H</b>	<b>H</b>
	<b>1 Highly unlikely</b>	Conceivable but only in extreme circumstances / once in 100 years	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>	<b>H</b>

**3. New Hazard or Activity Identified**

Can the Health and Safety risk introduced by this new hazard or activity be controlled to **tolerable levels** by applying the above controls?

Yes  No

**4. Risk Register Updated**

The Risk Register has been updated to record the above details where new hazards and controls are identified.

Yes  No

**5. Communication**

All relevant workers have been notified of the outcomes of this Risk Assessment.

Yes  No

**Approved**

Names of Persons Completing the Risk Assessment	Signature	Date
Nathan Brown	<i>brown</i>	01/05/2020