

COVID-19 Risk Assessment

Bristol College of Massage and Bodywork

V3.0 14 September 2020



All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> ▪ Staff ▪ Visitors ▪ Clients ▪ Students <p>Vulnerable groups such as pregnant people and those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<p>Work From Home Where possible staff are encouraged to work from home.</p>	<p>Further Considerations: Consider resources to facilitate this. DSE survey/ equipment. Check with staff whether they have any health and/or wellbeing issues and consider personal circumstances</p> <p>Re-assign tasks where appropriate/necessary</p>	College Manager/Lead Tutors	1 August	
		<p>Vulnerable Groups Encourage those shielding or in higher-risk groups to continue working from home.</p> <p>Those that cannot work from home have been moved to lower risk areas of the building/ lower risk activity where they will be greater protected.</p>	<p>Further Considerations: College Manager and Course Leaders to identify vulnerable staff and students and take measures accordingly.</p> <p>Practitioners to exclude vulnerable groups through pre-treatment screening and self disclosure.</p>	College Manager/Lead Tutors	1 August	
		<p>Travelling to Work Use Beard parking where possible – use on-street parking where not</p>	<p>Further Considerations: All building users are able to cycle/walk to work – shower and bike shed available</p>	Practitioners	1 August/practitioner return to work date	
		<p>Hand wash facilities provided at entrances</p>	<p>Guidance given to all building users regarding public transport and car share.</p>	College Manager/Lead Tutors to cascade to staff, students and practitioners	As above	

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		<p>Work Area/ Social Distancing Social distancing in the workplace wherever possible. If not other controls in place.</p> <p>Social Distancing: The number of persons in any work area have been reduced to comply with current government guidance (2m or 1m+).</p> <p>Work and teaching schedules have been reviewed to reduce number of people on site at any one time.</p> <p>Break times have been staggered.</p> <p>Conference calls to be used instead of face to face meetings. Blend face to face teaching with online options.</p> <p>Sufficient rest breaks for staff and students which are timed so maximise social distancing</p> <p>One way system implemented and reinforced with visual guides.</p>	<p>Further Considerations: Use tape to mark out 2m distance at entry points.</p> <p>Use tape to mark out where massage tables will be set up</p> <p>Use the whole of BCMB premises where possible (eg temporary desks in practice rooms) to ensure distancing can be maintained</p> <p>All building users to be reminded each time they are in BCMB of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Use existing desk layout in office to prevent face-to-face working.</p> <p>Staggering arrival and departure times for staff, students, practitioners and clients where possible to reduce congestion in high movement areas.</p> <p>Use rear entrance to building when</p>	<p>transport advice to staff and Lead Tutors</p> <p>College Manager to mark out 2m spacing in corridors and entrance, plus one way system.</p> <p>College Manager and Lead Tutors to cascade protocols, remind staff/students of importance of distancing and carry out checks, and manage arrival/departur e times</p> <p>College Manager to communicate this to</p>	<p>1 Aug/practitioner return to work date</p>	

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			appropriate to enable directional flow and movement of people.	practitioners		

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		<p>Good Hygiene</p> <ul style="list-style-type: none"> ▪ Hand washing facilities with soap and water in place. ▪ Stringent hand washing taking place. ▪ Hand washing guidance communicated to staff ▪ https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ▪ Drying of hands with disposable paper towels. ▪ https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ ▪ Staff encouraged to protect the skin by applying emollient cream regularly ▪ https://www.nhs.uk/conditions/emollients/ ▪ Gel sanitisers in any area where washing facilities not readily available ▪ Additional protocols for massage teaching and massage practitioners are in place to address these specialist requirements. 	<p>Further Considerations:</p> <p>Staff and visitors to be reminded to wash their hands for 20 seconds on a regular basis (including destination hand washing on arrival) with water and soap and the importance of proper drying with disposable towels.</p> <p>Remove fabric towels from bathrooms</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Posters to be displayed at entrance and strategically throughout the building to remind employees of controls: hand washing/ 2 metre rule/ symptoms of COVID-19</p> <p>Deliveries to be left at front door</p>	<p>College Manager, Lead Tutors and Practitioners</p> <p>College Manager to produce display materials for premises</p>	<p>1 Aug/practitioner return to work date</p>	

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		<p>Information and Guidance We will keep informed of developments and Government advice Staff will be notified of key findings of RA before returning to work</p> <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as massage tables and equipment, door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Use of PPE – Personal Protective Equipment Where Risk Assessment identifies wearing of PPE including gloves, aprons, visors and masks as a requirement, an adequate supply of these will be provided. Students, staff and practitioners will be</p>	<p>Further Considerations: Rigorous checks will be carried out by College Manager and Lead Tutors to ensure that the necessary procedures are being followed. Increased cleaning regime implemented.</p> <p>Wipe clean covers will be provided for massage couches and pillows</p> <p>Rooms will be decluttered and all unnecessary items stored away.</p> <p>Signage to encourage wiping of toilet door handles, flush and seat after use; also to wipe down kettle, fridge and microwave handles after each use.</p> <p>Further considerations Protocols will be provided for tutors and practitioners to ensure safe use and disposal, based on latest advice from government and Massage Training Institute (MTI) as our</p>	<p>College Manager/Lead Tutors</p> <p>College Manager</p>	<p>1 Aug/practitioner return to work date</p> <p>1 Aug/practitioner return to work</p>	

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		<p>Clients and students will have their temperature taken and recorded on entering the building.</p> <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p>	<p>work.</p> <p>Further Considerations: Regular communication of mental health information and an open door policy for those who need additional support are recommended.</p>	College Manager/Lead Tutors	Ongoing	

Employers with five or more employees must have a written health and safety policy and risk assessment. It is important you discuss your assessment and proposed actions with staff or their representatives. You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities. [For further information and to view other example risk assessments go to http://www.hse.gov.uk/risk/casestudies/](http://www.hse.gov.uk/risk/casestudies/)