**Covid Secure Risk Assessment and Policy for The Bodywise Studio**

**Responsibility**

The Bodywise Studio is a venue from which rooms are rented to a variety of independent teachers and therapists (the staff). As the manager of the venue I endeavour to provide a safe environment for the staff to work in. The teachers and therapists endeavour to keep their clients safe while they are inside the venue.

**Management of the venue**

As the Manager of The Bodywise Studio it is my responsibility to carry out a risk assessment for the venue and make any necessary preparations to re-open. It is my responsibility to provide the framework for social distancing, hygiene, PPE and Test and Trace record keeping based on relevant Government Guidance and my risk assessment. This policy document provides that framework. It is based on the following Government Guidance:

1. Close Contact Services

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services>

1. Providers of grassroots sport and gym leisure facilities

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

1. Test and Trace

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

1. Legionella

<https://www.hse.gov.uk/pubns/priced/hsg274part2.pdf>

**Working in the venue**

As a teacher or therapist who works from The Bodywise Studio it is your responsibility to ensure that your clients are safe as reasonably possible from the moment they arrive at the front door until they have left. You also have a duty of care towards the other teachers and therapist, as well as to their clients.

It is your responsibility to carry out a risk assessment for your work. It is your responsibility to implement appropriate social distancing practices, hygiene practices, use of PPE and Test and Trace record keeping according to your risk assessment, this policy document, government guidance and the standards required by your professional body.

It is your responsibility to model covid secure behaviours and to supervise your clients, from the moment they arrive at the front door to the moment they have left, to encourage and support appropriate covid secure behaviours.

**Risk Assessment for the Venue**

The Bodywise Studio has been closed for several months and the water system was only used sporadically during that time. Legionaires disease could be present.

The Bodywise Studio is a small space within which social distancing of 2 meters is generally difficult. Mitigation practices must therefore be employed.

There are a number of pinch points e.g. the foyer, between the foyer and the Main Studio, the kitchen and access to the toilets etc.

There are multiple touch points associated with moving around the venue e.g. door handles, taps, toilet flushes, chairs, coat hangers etc.

There are multiple touch points associated with using the equipment e.g. mats, massage couches, the reformer, balls etc.

Ventilation is limited in the Main Studio and the Small Studio.

Most of the teachers and therapists who work from The Bodywise Studio would normally work in close contact with their clients at least part of the time.

Some of the treatments and exercise carried out at The Bodywise Studio induce deep breathing and potentially forceful exhalation.

**Modifications Made at The Bodywise Studio**

The water system has been thoroughly flushed through.

Covid Secure posters are on display around the venue.

A hand sanitiser dispenser has been installed in the foyer.

A hand sanitiser, a box of tissues and a pedal bin is provided in each room.

Paper hand towel dispensers have been installed in the toilets and kitchen.

The massage couch and the chairs have been re-upholstered.

The number of chairs in the foyer have been reduced to three and positioned 2 meters apart.

Touch point cleaning products and paper towel roll is available in each room.

All bins have been replaced by foot pedal operated bins.

All fabric equipment and linens have been removed from use.

Magazines, Flyers and business cards have been removed.

Code for the code lock changed and will not be shared with clients.

Ventilation System installed in Small Studio and the Main Studio.

**Capacity Policy**

The total capacity within Bodywise is 12 people\*. The maximum capacity for the Small Studio is 2 people (1 teacher and 1 client). The maximum capacity for the Therapy Room is 2 people (1 therapist and 1 client). The maximum capacity for the Main Studio is 8 people (1 teacher and 7 clients). (\*The total floor available to clients is 1202.5 sqft and the guidance requires 100sqft per person including staff.)

**Symptom Screening Policy**

No-one should come into the studio if they have Covid-19 symptoms however mild, or if they suspect they have come into contact with the virus within the last 14 days, or if they have been advised to self-isolate by the governments Test and Trace system.

Teachers and therapists should screen their clients ahead of their appointment or class. This could form part of an online booking form.

As a teacher or therapist it is your responsibility to refuse access to anyone who has, or might have, Covid-19.

**Social Distancing Policy**

**Face Coverings**

Teachers and Therapists must advise their clients that The Bodywise Studio is a confined space with many pinch points. Clients should be advised to put on a face covering before entering the front door and to have it on while moving around the premises e.g. going to the toilet. Teachers and Therapists are advised to do the same. If desired the clients may remove their face covering while inside the Therapy Room or the Small Studio, or while on their mat in the Main Studio.

It is the Teachers and Therapists responsibility to provide their own face mask and any that they decide to give to clients.

**The Front Door**

Clients must only be granted entrance by the teacher or therapist that they have come to see.

Teachers and Therapists must refuse access to anyone who is not their own client.

The front door is to be kept locked with the code lock. The new code for the code lock must not be shared with clients.

**Social Distancing in the Foyer**

No more than 3 people, wearing face coverings, should be in the foyer at any one time.

Time spent in the foyer should be kept to the minimum necessary to remove outdoor clothing and to sanitize hands.

Clients should be encouraged to arrive just in time and dressed appropriately for their session.

**Arrival and Departure of Group Classes**

Teachers of group classes must supervise the arrival and departure of their clients attending group classes to ensure that no more than 3 people are in the foyer at any time and to ensure that clients pass through the foyer as quickly as possible.

Teachers of group classes must be mindful of people from the therapy room and small studio who may also be passing through the foyer.

The front door must be locked with the code lock throughout the duration of the class. The front door can be left unlocked for 15 minutes before the start of a class and for 15 minutes after the end of a class. The code for the code lock must not be shared with clients.

**Social Distancing in the Main Studio**

The teacher must decide on the mat layout they intend to use and lay the mats out before clients arrive. The layout of the mats must ensure that each person’s face is always horizontally 2 meters away from anyone else’s face, and that clients won’t accidentally touch each other during the class. The mat layout must also account for 2 meters horizontal clearance from each client’s face and the access route to the toilets.

Classes must only be offered on a pre-booked basis. There must be no drop in or unplanned catch up arrangements.

Each teacher must make their own decision about whether to do close contact work or socially distanced work. If close contact work is to be included during a group class permission must be obtained from every participant and the teacher must wear a visor and a type II mask while in close contact and must minimise time near the clients face.

Teachers must measure 2 meters between themselves and their clients horizontally. Teachers must bear in mind that their perception of 2 meters horizontally might be distorted if they are standing and the client is lying down – the diagonal distance down to the client is not the relevant measure.

**Social Distancing in the Small Studio**

If close contact work is being done in the Small Studio a visor and a type II mask must be worn and time spend near the clients face limited as much as possible.

Only 2 people are allowed in the small studio at a time – one teacher and one client. No group work is permitted within the Small Studio even with people from the same household.

Each teacher must make their own decision about whether to do close contact work or socially distanced work. They must take into account the inherently dangerous nature of the studio equipment and avoid exercises that require “spotting” for safety purposes if the plan is to do socially distanced work. This safety decision must be assessed for each individual client and discussed with the client. The client’s consent for the chosen method of working (socially distanced or close contact) must be obtained.

It is the Teachers responsibility to provide their own visors.

If the equipment is moved to facilitate socially distanced working, it must be returned to its normal location at the end of the teachers shift.

Teachers must measure 2 meters between themselves and their clients horizontally. Teachers must bear in mind that their perception of 2 meters horizontally might be distorted if they are standing and the client is lying down – the diagonal distance down to the client is not the relevant measure.

**Social Distancing in the Therapy Room**

The size of this room prevents adequate social distancing. The nature of the work carried out in this room is typically close contact work. The Therapist must obtain permission from their clients for close contact work and wear a visor and other appropriate PPE for their work. It is the Therapists responsibility to provide their own PPE.

**Social Distancing in the Kitchen and Office**

These spaces are too small for adequate social distancing. Only one person at a time allowed. Care must be taken in the kitchen because of the access to the toilet.

**Hygiene Policy**

**Personal Hygiene**

Everyone entering the building should be encouraged to use the hand sanitiser provided in the foyer, or to go immediately to the toilets to wash their hands with soap and water.

Teachers and Therapists must wash, or sanitise, their hands between ever client and every class.

Tissues are provided in each room for clients and staff to use to catch coughs and sneezes and disposed of in the pedal bins provided. Hands should be washed or sanitised after disposal of the tissue.

Staff must wear a clean set of clothing for each shift. If staff use public transport to get to the studio then a clean set of clothing must be changed into immediately on arrival and the travel clothes safely stored.

**Use of the Kitchen**

No drinks or food can be served to clients. Clients should bring their own water bottle with them. If necessary a glass of water can be provided to a client, the teacher or therapist is responsible for washing the glass both before and after use.

**Touch Point Cleaning**

Touch points to be cleaned by staff after every client and after every class using the spray and paper towels provided. Touch points include all surfaces likely to have been touched; from outside the front door through to, and within, the room that has been used, as well as all touch points on the route to, and within, the toilets. For example: door handles and surrounding surfaces both sides of each door, chairs, toilet flushes, taps, sinks and table tops.

Whenever the fogging system is used to clean the mats or the carpets, the coat hangers and rail must be fogged as well.

**Equipment Usage and Cleaning**

Staff to clean all equipment (eg mats, the reformer, hand straps, massage couch etc) before every client and before every class using Edge Protect provided. If more convenient, small props (eg balls) may be cleaned in a bucket of diluted disinfectant and placed somewhere suitable to dry. Mats and the surrounding floor should be sprayed with the Edge Protect fogging system and left to dry.

Equipment must not be shared amongst clients.

Linens and fabric equipment have been removed from use, except where specific exceptions have been agreed. See list of exceptions at end of document.

Clients should be discouraged from bringing equipment to the studio. Where the class or treatment requires the clients face to come into close contact with the studio mat, clients may bring something to cover the mat. Where the class or treatment requires the client to be stationary for extended periods of time the client may bring a blanket for warmth.

Any equipment that teachers and therapists bring to the studio must be cleaned with Edge Protect or a bucket of disinfectant as soon as it is brought into the studio.

**Emptying Pedal Bins**

The pedal bins each contain a bin liner. Full bin liners must be removed from the pedal bins, knotted closed and placed in the larger bin bag in the office. A new bin liner must then installed in each pedal bin. Teachers and Therapists must carry out this task, if needed, in the room they are working in, the foyer and the toilets at the end of their shift.

**Carpets**

The carpets will be steam cleaned once a month by the cleaner. The carpet in the Therapy Room must be fogged by the Therapist at the end of their shift.

**Ventilation Policy**

The ventilation system (both air in and air out) for the Small Studio and for the Main Studio must be turned on whenever they are in use.

The doors to all of the rooms (Therapy Room, Main Studio, Small Studio) must be left open when the rooms are not in use.

**Test and Trace Policy**

Teachers and Therapists should as part of their normal working practices be keeping records of all of the clients that they work with. These records should already include the information needed for the Test and Trace system: name, contact number, date and time of appointment, register of attendance at a class. They should already be following GDPR legislation in order to keep these records safe.

You must let your clients know that you may be asked to provide their contact details to the Test and Trace system. You must let your clients know that this is a voluntary system and that they can choose to opt out. If a client chooses to opt out you must record this in your records and you must not give their contact details to Test and Trace. If the Test and Trace system contacts you then you must give them contact details for all relevant clients who didn’t opt out.

I hold your contact details and I may be asked to provide them to the Test and Trace system. If you want to opt out, you must tell me.

If you find out, via Test and Trace or otherwise, that a client had or is suspected to have had Covid 19 during a visit to Bodywise you must tell me, the Manager, Ruth Hanley, immediately.

**Accidents and Incidents Policy**

In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to comply with social distancing guidelines if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

**Agreed Exceptions**

Lucy: Lucy may bring meditation cushions to studio for clients to use. She will wash the covers after each use.

Angela: Angela will use the bolsters in her trial Gong bath class to determine whether to buy wipable covers for the studio bolsters