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| Table 1. We have assessed our practice for risks outlined and put in additional processes as detailed below |
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| **Undertaken a risk assessment** | Risk assessment as of 17th September 2020.* Risk assessment will be updated for adaption as required once practice has resumed, or following a change in government guidelines
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| **Heightened cleaning regimes** | * Disinfecting wipe down plinth cover, and all areas of contact on the plinth before each patient
* Pillow cases disinfected before each patient
* Sink, chairs and any hard surfaces in the area before each patient
* Cleaning of door handles in waiting room
* All areas use by practitioner only to be cleaned at the end of the day
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| **Increased protection measures**  | * No fabric plinth covers, throws, curtains, or hand towels. Wipe clean plinth cover and pillow cases, paper hand towels
* Full length couch roll over plinth
* Removal of all unnecessary items in clinic room and waiting area
* No access to (already limited) bathroom facilities.
* Partial blocking off of waiting area, patients are to come straight through to treatment room
* Bank transfer money prior day before treatment if agreed, or cash/cheque placed dropped into folder.
* Patients will not be able to bring accessory items with them e.g. handbag, or coat (weather dependant).
* Chaperones must be of the same household as the patient, and pre-agreed the day before arrival
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| **Put in place distancing measures** | * Appointments include cleaning, and limiting crossover of patients that are not from the same household.
* Initial conversation in appointment will be carried out at >1 metre apart
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| **Practitioner training** | * Handwashing technique BMJ learning <https://www.youtube.com/watch?v=suUFO7FgKEw>
* Donning of Personal Protective Equipment (PPE) Public Health England <https://www.youtube.com/watch?v=kKz_vNGsNhc&feature=youtu.be>
* Removal and disposal of Personal Protective Equipment (PPE) (PHE)<https://www.youtube.com/watch?v=oUo5O1JmLH0&feature=youtu.be>
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| **Providing remote/ telehealth consultations** | * All patients will have pre-screening, and directed to the website for all written information
* Follow-up appointments made via telephone/messages/emails
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**Initial date: 09/06/2020**

**Latest update: 17/09/2020**

| Table 2a. Protection of staff and patients before they visit, and when in, the clinic. |  |
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|  | **Description of risk** | **Mitigating action** | **When introduced** |
| **Pre-screening for risk before public/patients visit the clinic** | Patient attends clinic who is contagious with COVID 19, or may already be vulnerable to the virus.Patient attends who does not need to attend, increasing risk of exposure. Patient is overly worried about attending. | Patients may initially be offered a consultation over the phone. Patients requiring manual treatment may be offered an appointment. They must be screened prior to their appointment to ensure they are safe to attend:* Screening for extremely clinically vulnerable patients
* Screening for additional respiratory symptoms or conditions e.g. hay fever, asthmas etc
* Be screened for any symptoms of COVID 19 in the last 7 days?
* Screen to see if a member of their household had/has symptoms of COVID-19 or are in a high-risk category i.e. shielded as considered extremely clinically vulnerable?
* Have they been in contact with someone with suspected/confirmed COVID-19 in last 14 days?

Patients will be informed of the risk of face to face consultation because of attending the clinic, and told if the practitioner is experiencing symptoms of COVID-19. This will be documented in their clinical notes. If they have answered in the negative for the top 5 questions, and that they are happy to attend for the last statement, they may be offered an appointment.Patients will be told what to expect upon arrival, and what is expected of them before and during the appointment. | 17/09/2020 |
| Confirmed cases of COVID 19 amongst staff or patients? | Further spread of COVID 19 | Following the current government guidance:* If the practitioner has symptoms of COVID19 or tests positive within 3 days of your appointment you will be informed, and advised to isolate for 14 days. You may also be contacted by NHS Track and Trace.
* Any patient who begins to have symptoms of COVID within 3 days of the appointment must inform NHS Track and Trace <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works> and the practitioner. They must isolate for 7 days.
* The practitioner may also need to isolate for 14 days
* Any patient not directly in contact with the COVID patient must be advised of the situation, and maintain vigilance, but do not need to self-isolate.
 | 17/09/2020 |
| Travel to and from the clinic | Contraction of virus from other places | * Patients must wait outside, or just inside the main door if it is open until called through by the waiting osteopath
* Patients will be asked to come directly to the clinic from home
 | 09/06/2020 |
| Entering and exiting the building | Contraction of virus from surfaces | * Practitioner will come/leave work in one set of clothing, and change into work wear in the clinic. Work clothes will be bagged and taken home for washing.
* Patients must arrive on time, and be prompt leaving. Patients who arrive more than 5 minutes late may not be able to be seen and will be charged.
* Patients will be asked to arrive slightly early to town, and remain in their cars/ socially distanced until their appointment time.
* Patients will be required to wash their hands, and/or use hand sanitiser upon arrival. They must not touch anything until this has been done.
 | 17/09/2020 |
| Reception  | Contraction of virus from surfaces | * Some of the reception area will be off limits. Only the area from the main door to treatment door will be accessible
* The hand sanitiser will be available in this area
 | 09/06/2020 |
| Social/physical distancing measures in place | Contraction of virus in air droplets from practitioner  | * Appointments will be staggered to avoid overlap, and to allow cleaning time.
* A maximum of 3 people on the premises at any one time. (Includes chaperone).
* If additional person acting as vehicle driver needed, they must stay away from the clinic
 | 09/06/2020 |
| Face to face consultations (in-clinic room)  | Contraction of virus from practitionerUnknowingly infecting clinic  | * The seat will be obvious as where to sit in the treatment room
* The practitioner and patient will be >1 metre apart for as much of the appointment as possible
* Treatment methods will be adapted to allow minimum body contact, but still providing effective treatments
* Chaperones need to be pre-agreed. They are limited to 1 person per patient and must be of the same household (for social distancing) unless previously agreed. They must also be screened as if they were a patient.
 | 17/09/2020 |

| Table 2b Hygiene measuresWe have assessed the following areas of risk in our practice and put in place the following heightened hygiene measures  |
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|  | **Description of risk** | **Mitigating action** | **When introduced** |
| Increased sanitisation and cleaning  | Contraction of virus from surfaces | Warm water and disinfectant applied to:* Clinic rooms - plinths, desk, door handles, equipment, chairs - between each patient
* Reception surfaces - doors and door handles, chairs

Actions to minimise the number of surfaces requiring cleaning * Removal of all clinical linen
* Decluttering the clinic rooms and waiting area on unnecessary items

Also, * Treatment door only to be operated by practitioner if possible
* Use of at least 60% alcohol hand sanitisers, and/or offer of washing hands
* Clean cleaning cloths for each clean
 | 09/06/2020Updated: 07/07/20 |
| Aeration of rooms NO LONGER REQUIRED |  |  | Updated: 17/09/2020 |
| Staff hand hygiene measures | Contraction of virus from body contact | * Bare below the elbow/hand washing before and after patients with soap and water for at least 20 seconds, including forearms and use of gloves
 | 09/06/2020 |
| Respiratory and cough hygiene | Contraction of virus from air particles | * Provision of disposable, single-use tissues waste bins (lined and foot-operated)
* Hand hygiene facilities available for patients, and practitioner
 | 09/06/2020 |
| Cleaning rota/regimes | Contraction of virus from surfaces | * A written record of cleaning time and areas
 | 09/06/2020 |
| Non-PPE Clothing/cloths | Contraction of virus from surfaces | * Clinic clothes will be bagged and taken off site. Washed on a hot wash
* Clothes will be washed at a high temperature
 | 09/06/2020 |

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| Table 3. Personal Protective Equipment: Detail here your policy for use and disposal of PPE |
| Clinicians will wear the following PPE | * Single-use nitrile gloves, fluid resistant surgical mask and plastic apron with each patient
* Eye protection if there is a risk of droplet transmission or fluids entering eyes
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| When will PPE be replaced | * When potentially contaminated, damaged, damp, or difficult to breathe through or
* At the end of each appointment
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| Patients will be asked to wear the following PPE | * Fluid-resistant surgical masks: if respiratory symptoms e.g. from hay fever or asthma (and has passed all other triage questions), If they would prefer to wear it, If they are within 2 metres of the practitioner
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| PPE disposal | * Double-plastic bagged and left for 72 hours, and then placed in normal waste for collection by the local authority.
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| Table 4. Communicating with patients: Detail here how you will advise patients of measures that we have taken to ensure their safety and the policies that have been put in place in our clinic |
| Publishing your updated clinic policy | * Vital information will be available on printouts on the clinic walls
* Information can be emailed to patients if they request, but otherwise they will be directed to the website
* Available on your website
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| Information on how you have adapted practice to mitigate risk | * Updating of website in line with government guidelines
* Discussed during triage of patient
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| Pre-appointment screening  | * The practitioner will call/message/email prior to scheduled appointment
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| Information for patients displayed in the clinic | Detail here any patient information posters that you have in your clinic e.g. * Door notice advising anyone with symptoms not to enter the building.
* Notices on other public health measures e.g. hand washing
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| Other patient communications | Patients are asked to contact practitioner if they subsequently develop symptoms |