| BUSINESS NAMERisk Analysis Management  |  | DATE:  | Annual REVIEW DATE:  |  |
| --- | --- | --- | --- | --- |
| **IDENTIFY HAZARDS** | **PLAN - ASSESS THE RISK***Identify all risks and hazards in your workplace. If you have more than one place use HEADINGS to separate the areas i.e. kItchen/markets; office/workshop* | **MANAGE THE RISK***For each managed risk how will you eliminate, minimize or isolate them? How will you manage each one?* | **DO - ELIMINATE, MINIMIZE****ISOLATE***What have you done?* | **CHECK & ACT - STEPS TO MONITOR***What will you do to manage each risk? And how will you monitor these?* |
| **COVID RISK** | * Surface transmission
* COVID transmission
* COVID close contact
 | * Clean/disinfect bench, chairs and light before and after use
* Hand sanitisers and masks available
 |  M/I | * Clean space and equipment daily with hospital-grade disinfectant
* Cleaning Schedule (Where displayed)
* Safety Data Sheet (where filed)
* Supply hand sanitisers/face masks
* Use appropriate cleaning PPE include in cleaning schedule or discard disposal PPE
* Notifying client via email or txt message if Trained practitioner is unwell, and to re-book appointment
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| **Long periods of sitting** | * muscle strain
* neck pain
* back pain
* hand/arm pain.
 | * Longer than 2 hours take a break and stretch
* Stress ball exercises to prevent carpal tunnel
* Use rubber mats.
* Wear suitable footwear
 |  I | * Stress ball available at all times
* Rubber mats and suitable footwear
* Movement and Exercise poster
* Seek Medical Attention if pain persist
* Wear suitable and comfortable shoes
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| **STUDIO/ROOM** **SET UP** | * Steps and slippery surfaces
* Check smoke detectors
* Skin irritation from chemicals
* Hydraulic chair faulty
* Poor Ventilation affects air supply
* Chemical products cause fumes, skin irritation, breathlessness
* One way entry into studio may cause collision
* Security: thief and safety

  | * Pre-Start hazard checks daily. To check the mechanics of electrical appliances
* Product stock keep on need basis to avoid clutter or falling off shelf displays
* Wash and dry hands thoroughly, apply moisturizer when needed.
* Wear Gloves at all times (with client)
* Windows open and fan available
* Chemical products stored in locked cupboard with signage and safety data sheets
* Entry clear signage
* One client at a time scheduled
 |  M/I | * Appropriate safety signage is clearly visible
* Install and regularly check smoke detectors.
* Slippery surfaces dried, safety cones or signage stand if needed
* Pre-start hazard check conducted daily (who? trained staff or responsible person on duty)
* Product Stock list
* Hand washing system and signage displayed
* Monthly First Aid checklist
* Annual service for hydraulic chair and check weight restrictions by provider
* Safety Data Sheet of each product
* For security to invest in alarm bell system
* First Aid Kit
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| **EMERGENCY EVACUATION** **PLAN** | * Electrical fire
* Fall, collapse, faint
 | * Evacuation Plan
* Evacuation Point
* Designated area to assemble (Where)
* Fire Extinguisher on wall (Where)
* Call 111 for emergency services
 |  M/I | * Emergency Evacuation Plan displayed
* Signage for emergency point in carpark
* First Aid Kit
* Fire Extinguisher
* Entry Signage clearly identified
* Trained First Aider (Who)
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| **OUTSIDE STUDIO** | * disposal of rubbish
* hard concrete – stabbed toes
 | * Signage for uneven surfaces
* label rubbish bins
 | M/I | * Recycling system
* First Aid Kit
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