| BUSINESS NAME  Risk Analysis Management |  | DATE: | Annual REVIEW DATE: |  |
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| **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 |
| **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 |
| **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 |
| **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) |
| **OUTSIDE STUDIO** | * disposal of rubbish * hard concrete – stabbed toes | * Signage for uneven surfaces * label rubbish bins | M/I | * Recycling system * First Aid Kit |