# COVID-19 risk register

Location: Pilates 44 studio

Date: 20/04/2020

| Hazard | What is the harm that the hazard could cause? | What is the likelihood that the harm would occur? | What is the level of risk? | What controls are currently in place? | Are further controls required? | Actioned by | Date Due | Date Complete | Maintenance and review |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| COVID-19 from customers who are infected | Staff or other customers catching COVID-19 (could result in serious illness or death). | Low, there have been few cases locally. | Moderate, while there are only a few local cases the consequences may be severe. | Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.  Mandatory temperature checking upon arrival to the Studio.  Frequently touched surfaces including counters, handrails, doors, phone, storage baskets and EFTPOS facilities are regularly cleaned.  Customers are requested to only touch equipment they are going to use.  Physical distancing – floor has markings to keep workers and customers at least 1.5m apart from each other. No more than 4 customers are allowed into the studio at a time to allow for physical distancing and signs placed around the studio advising of these rules.  Payments are EFTPOS tap and go or EFT only.  Alcohol based hand sanitiser is provided upon entry to studio (out of reach of children) and the equipment area of the studio.  Simmone Cser completed the required online training for infectious control – Covid-19.  New studio policy is prominently displayed upon entry of studio, on our website and emailed to each client. | An induction for each customer returning to the studio to be completed before start of their first lesson. | SimmoneCser | 30/06/2020 | Click here to enter a date. | Click here to enter text. |
| COVID-19 from staff who are infected | Other staff or customers catching COVID-19 (could result in serious illness or death). | Low, there have been few cases locally. | Moderate, while there are only a few local cases the consequences may be severe. | Cleaning and disinfectingis done in accordance with guidance from Safe Work Australia and Health authorities  Frequently touched surfaces including counters, handrails, doors, phone, storage baskets and EFTPOS facilities have all been identified for regular cleaning.  Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren’t feeling well.  If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.  Staff don’t have contact with delivery drivers, all paperwork is completed electronically.  Soap and water for hand washing and paper towel for hand drying is available in bathrooms, break room with instructional signs on hand washing displayed prominently in studio.  Alcohol based hand sanitiser is also available in all staff areas including bathrooms, break room, front counter, upper/lower studioand signs are displayed on appropriate use. | Update class times to allow customers to leave before new customer arrive and allow for cleaning between classes. | SimmoneCser | 30/06/2020 | Click here to enter a date. | Click here to enter text. |
| Fatigue from working longer hours to meet high demand | Injury to staff or others form fatigue related accidents or illness resulting from fatigue. | High due to longer hours caused by increase in cleaning between classes. | High, a physical job with added physical labour. | Ensure maximum amount of classes is reduced as with the number of customers per class to prevent fatigue.  Ensure breaks are not taken up with between classes cleaning.  Staff are not to work weekends. | Staff encouraged to take time to take classes in their down time. | SimmoneCser | 30/06/2020 | Click here to enter a date. | Click here to enter text. |
| Persistent use of hand sanitiser | Dermatitis | Low, staff have used hand sanitiser before and customers will only use it while in studio. | Moderate, individuals who have not used hand sanitiser may have a significant reaction. | Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser. | Ask customers if they have a history of dermatitis or allergy to alcohol | Simmone Cser | 30/06/2020 |  |  |
| Persistent use of latex gloves | New or aggravated latex sensitivity | Low, most gloves will not be latex-based | Moderate, effected individuals may have a significant reaction | Staff are provided with non-latex gloves or remove gloves when not necessary. | Ensure latex free gloves are purchased. | Simmone Cser | 30/06/2020 |  |  |
| Contact tracing of clients if someone has Covid-19 | staff or customers catching COVID-19 (could result in serious illness or death) | Low, there have been few cases locally | Moderate, while there are only a few local cases the consequences may be severe | All clients are booked in to their sessions by the instructor using Cliniko software. They are the same clients for each class time over a 10 week period. Clients are checked of as having attended or, if not, as being absent. | Be sure to mark clients as having attended or being absent. | Simmone Cser | 26/05/2020 | Click here to enter a date. | Click here to enter text. |
| Clients bringing Covid-19 in to the Studio if they have been to Sydney or have had visitors from Sydney. | staff or customers catching COVID-19 (could result in serious illness or death) | Low, there have been few cases locally | Moderate, while there are only a few local cases the consequences may be severe | Display the new policy signage (A3) at entry to Studio. Email the new policy and requirements to all current clients. Update appointment reminder to state anyone that has been to Sydney or had visitors from Sydney must stay away from the Studio for 14 days and present a neg test should testing be required. |  | Simmone Cser | 26/07/2020 | Click here to enter a date. | Click here to enter text. |
| Hygiene Marshall. |  |  |  | Due to the nature of the Studio, being private with the same 39 – 40 clients attending Mon to Fri each week and 1 staff member, the Covid Marshall is Simmone Cser. Duties include continuing what is already being implemented.  Mandatory temperature checking upon arrival to the Studio.  Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.  Frequently touched surfaces including counters, handrails, doors, phone, storage baskets and EFTPOS facilities are regularly cleaned.  Customers are requested to only touch equipment they are going to use.  Physical distancing – floor has markings to keep workers and customers at least 1.5m apart from each other. No more than 4 customers are allowed into the studio at a time to allow for physical distancing and signs placed around the studio advising of these rules.  Payments are EFTPOS tap and go or EFT only.  Alcohol based hand sanitiser is provided upon entry to studio (out of reach of children) and the equipment area of the studio. Clients are reminded to use this before using and after using equipment.  Simmone Cser completed the required online training for infectious control – Covid-19.  New studio policy is prominently displayed upon entry of studio, on our website and emailed to each client. |  | Simmone Cser | 07/08/2020 |  |  |