

Action Plan

Service Name:	Bo-Fox
Service number:	01128
Service Provider:	Bo-Fox
Address:	Rowan Beauty, 197 Station Road, Cardenden, Lochgelly, KY5 0BL
Date Inspection Concluded:	21 October 2020

Requirements and Recommendations	Action Planned	Timescale	Responsible Person
Requirement 1: The service provider must develop and implement a practicing privileges policy for staff working in the service. This should set out the appropriate pre-employment safety checks in place and clearly identify individual responsibilities and accountabilities (see page 9). Timescale – immediate	Heather Sheddon will have practising privileges in Bo-Fox aesthetics. A formal arrangement will be in place and updated to HIS in the next 2 weeks.	Currently	Laura Reekie

Recommendation a) The service should ensure that all control measures that are in place for the management of COVID 19 are reflected in the services risk assessment and the infection prevention and control policy (see page 9).	In place will be updated in the next 2 weeks	Current	Laura Reekie
Recommendation b) The service should ensure that all re-useable cleaning equipment is decontaminated in line with the guidance for the management of linen in the Health Protection Scotland national infection prevention and control manual. This will reduce the risk of cross-infection (see page 9).	In place	Current	Laura Reekie
Recommendation c) The service should develop a programme of regular audits to cover key aspects of care and treatment. Audits should be documented and improvement action plans implemented (see page 9).	This will take place regularly throughout the year	On going	Laura Reekie

Recommendation d) The service should ensure that the Covid-19 screening questionnaire is revised in line with current guidance (see page 9).	Pre screen assessment is sent to clients prior to appointment day	Current	Laura Reekie
Recommendation e) The service should ensure that the consent to treatment form is revised to include information about Covid-19 risks and precautions (see page 9).	Updated	Current and ongoing with the guidelines	Laura Reekie
Recommendation f) The service should ensure that patients are screened for Covid-19 the day before and on the day of their appointment. This will minimise the risk of cross-infection (see page 9).	Screening taking place on day and temperature checked	Ongoing	Laura Reekie

Recommendation g) The service provider should provide service users with written information about Covid-19 risks and precautions following their appointment (see page 9).	This is emailed in after care	Current	Laura Reekie
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Name	<input type="text" value=">Laura Reekie"/>		
Designation	<input type="text" value="Bo-Fox Aesthetics"/>		
Signature	<input type="text" value="Laura Reekie"/>	Date	<input type="text" value="6 / 12 /2020"/>

In signing this form, you are confirming that you have the authority to complete it on behalf of the service provider.