



COVID-19 Risk Assessment Form

Company Name: Just Be Counselling
Date of Assessment: 7th September 2020
Assessment carried out by: T. Jespersen

Please read the following and sign below to show that you have read and understood the risks involved in face to face therapy and agree to proceed.

Hazard	Who might be harmed	How is the risk controlled
Getting or spreading coronavirus by not washing hands or not washing them adequately	Clients or Counsellors	<ul style="list-style-type: none"> • No hand wash facilities available, however hand sanitiser is provided for use by all immediately upon arrival in the counselling room.
Getting or spreading coronavirus in common use high traffic areas such as, entry/exit points to facilities, corridors, and toilet facilities.	Clients or Counsellors	<ul style="list-style-type: none"> • You will be met at the entrance at the time of your appointment. • Appointments are scheduled with an adequate spacing to allow for the client to leave and cleaning and disinfection to be completed before the next client is due to arrive. • Appointments are scheduled to avoid busy times at the adjoining playgroup. • Toilet facilities are cleaned and maintained by the Town Council.
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Clients or Counsellors	<ul style="list-style-type: none"> • We will clean and disinfect all door handles, chairs, sofa and tables between client visits. • We will remove all soft furnishings. • Please bring your own drinks and tissues, which are to be taken away by you at the end of your session.
Contracting or spreading the virus by not social distancing	Clients or Counsellors	<ul style="list-style-type: none"> • Chairs/sofa will be spaced 2m apart and we will keep 2m apart when entering and exiting the room.

Hazard	Who might be harmed	How us the risk controlled
Poor workplace ventilation leading to risks of coronavirus spreading	Clients or Counsellors	<ul style="list-style-type: none"> • We will open windows and doors between counselling sessions. • We will have windows open during sessions to allow airflow in the counselling room.
Getting or spreading coronavirus by attending counselling while experiencing symptoms	Clients or Counsellors	<ul style="list-style-type: none"> • Please cancel your session by phone, text or e-mail if you have experienced a persistent cough, high temperature, or loss or change to sense of smell or taste in the last seven days; or if you have been in contact with anyone else who are experiencing the above symptoms. • If you must cancel at short notice due to potential COVID-19 symptoms you will not be charged the late cancellation fee.

Signed:

Printed Name:

Date: