

Risk assessment Shefford– Spread of Covid19

What are the hazards?	Who might be harmed and how? Likelihood?	What are you already doing to control the risks? What is 'reasonably practicable'?	What further action do you need to take to eliminate or control the risks?	Who needs to carry out the action?	When is the action needed by?
Door handles	Client, Counsellor, visitors in general Contamination High risk	Can clean handles before I start work and after each client	Continue to clean down before and after each client.	Counsellor	Each time ongoing
Buzzer	Client and Counsellor contamination Moderate	Nothing	Clean as much as needed	Counsellor	Each time ongoing
Hand cleanliness	Client, Counsellor contamination High risk	No requests made at present.	Hand sanitizer available in the room	Clients	Done
Use of tissues	Client, Counsellor contamination Moderate risk	No change to standard practice (individual packets and normal boxes will be available)	Clients can bring their own or tissues are available in the room. Clients will need to take them home to dispose of, as no bin is provided.	Counsellor and clients	Done
Drinking in the room	Client, Counsellor Contamination low risk	Nothing	Inform clients to bring their own drink.	Counsellor and clients	Done
Sitting on chair, soft furnishing, general use of room	Client, Counsellor, and landlord contamination Moderate risk	Nothing	Inform clients about sneezing into arm or a tissue. Avoid touching face General clean around start, end	Counsellor and clients	Give guidelines to clients prior to working f2f Purchases made for

			<p>and in between clients as necessary.</p> <p>Sit diagonally rather than f2f, at least 2m's apart.</p> <p>Face masks can be used if they wish, I will not use a face covering, unless government guidelines change</p> <p>Ventilate the room. Consider the use of fans and electric heaters</p> <p>Declutter the room of items to create less surfaces.</p> <p>Air purifier in use</p> <p>Lots of plants purchased.</p>		<p>spraying soft furnishing and hard surfaces.</p> <p>Ultraviolet UC lamp and air purifier have been purchased.</p>
Completing paperwork, pen and clip board usage and paper exchange	Client, Counsellor Contamination Moderate risk	Completing paperwork online as much as possible. Cleaning pens and clipboards after each use.	Nothing extra.	Counsellor and clients	Continue as already doing.
Payment and receipt	Client and Counsellor. contamination High risk	Moved to online payments	Nothing	Counsellor and client	In place
Handshaking or physical contact	Client, Counsellor contamination High risk	Not normal practice in first place. Rarely happens.	Will issue guidance to confirm this is not acceptable in current climate.	Counsellor	In place

Use of toilet	Client, Counsellor, visitors in general and landlord Contamination High risk.	Minimal use and general cleanliness.	Disable accessed toilet in general use in the building. Paper towels and soap dispensers are in use. Cleaning services are in line with landlord parameters.	All.	In place
Timing of clients	Clients, Counsellor Contamination Moderate	Currently have a good gap between clients. Try to keep clients to a fixed day and time to avoid mixing potential contamination of meeting other people.	No change	Counsellor	In place
Travel to the session	Clients. Contamination High risk	Clients to consider how they travel to the session. Please social distance when travelling, wear a mask on public transport etc	None	Clients	When clients attend for face to face sessions.

Signed DKStratton

Date

4 April 2023