

# Risk assessment – 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?
Gate handle to enter/exit the session	Client, Counsellor, visitors in general and landlord  Contamination High risk	Currently bleach handles before I start work and after each client	Continue to clean down before and after each client.	Counsellor	Each time  ongoing
Doorbell	Client and Counsellor  contamination Moderate	Currently bleaching for each new client. Plus leaving the door ajar so that the bell is not needed.	Continue with current practices	Counsellor	Each time  ongoing
Door handle to enter/exit the session	Client and Counsellor  contamination High risk	Currently bleach door handle before I start work and after every client	Poster on door about not to attend if feeling unwell.  Continue with current practices	Counsellor	Poster ready  Continue with cleaning each time.
Hand cleanliness	Client, Counsellor, and landlord  contamination High risk	No requests made at present.	Hand sanitizer to be used on entry into the room	Clients	Purchase of sanitizer and poster completed.
Use of tissues and open top bin	Client, Counsellor, and landlord  contamination High risk	No change to standard practice	Remove from room. Inform Clients to bring their own tissues and take them home to dispose appropriately Could have individual packets of tissues in an emergency	Counsellor and clients	Remove before commencing f2f.

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Using the glasses and water in room	Client, Counsellor, and landlord  contamination High risk	Nothing	Remove from the room and inform clients to bring and take their own drink home.	Counsellor and clients	Inform clients before commencing f2f work
Sitting on chair, soft furnishing, general use of room	Client, Counsellor, and landlord  contamination Moderate risk	Nothing	<p>Inform clients about sneezing into arm or a tissue. Avoid touching face</p> <p>General clean before starting work, after each client and at the end of sessions.</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. Avoid the use of fans and electric heaters</p> <p>Declutter the room of items to create less surfaces.</p> <p>Consider an air purifier</p>	Counsellor and clients	<p>Give guidelines to clients prior to resuming f2f work.</p> <p>Purchases made for spraying soft furnishing and hard surfaces.</p> <p>Ultraviolet UC lamp has been purchased.</p>

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Completing paperwork, pen and clip board usage and paper exchange	Client, Counsellor, and landlord  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, and landlord  contamination High risk	Not normal practice in first place. Rarely happens.	Will issue guidance to confirm this is not acceptable in current climate.	Counsellor	Before starting f2f work.
Use of toilet	Client, Counsellor, visitors in general and landlord  Contamination High risk.	Minimal use and general cleanliness.	Restrict use to emergencies only. Take separate towel and soap for counsellor to use. Provide soap and kitchen towel for clients to use.  Provide cleaning materials so that after every use items can be cleaned and wipes/paper towels can be bagged. Take bagged items away with the person who has used the facilities.	All.  Counsellor will provide items	Before restarting f2f work purchase and prepare items.  Issue guidance to clients.

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Timing of clients	Clients, Counsellor  Contamination  Moderate	Currently have a small gap between clients.  Try to keep clients to a fixed day and time to avoid mixing potential contamination of meeting other people.	Put a bigger gap between clients to allow time to cleaning and airing.	Counsellor	When returning to f2f. Already try to keep clients to timings.
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

5 August 2020

Landlord approved via email 21 July 2020

Supervisor commented and approved 22 July 2020

Oxygen sent info sheet 5 August and confirmed this and HSE guidelines should be followed.