

Carried out by: Donna Gibson on 10 August 2020

Risk	Who could be affected	Control Measures
Spreading Covid-19	<p>Clients</p> <p>Counsellor</p>	<p>Use hand sanitiser or wash hands on arrival and after the session</p> <p>Chairs to be spaced at least 2 metres apart</p> <p>External and internal doors to be opened and closed by counsellor</p> <p>Hard surfaces including doorbell, door handles, table and chair arms will be cleaned at the start of the day and after each session with antibacterial wipes</p> <p>Soft surfaces will be sprayed at the start of the day and after each session with an antibacterial fabric spray</p> <p>Windows will be opened at the start of the day and the room ventilated after each session</p> <p>Air purifying plant added to room</p> <p>Handwash and hand sanitiser available in hallway and bathroom facilities</p> <p>Only one person at a time permitted to use shared bathroom facilities (lock added to entrance)</p> <p>Disposable paper towels available in bathroom facilities</p> <p>Advise clients to arrive at allocated time</p> <p>Advise clients to bring their own drink and tissues</p> <p>Advise clients to cancel or book online/telephone session if they experience any cold, flu or Covid-19 symptoms</p> <p>Counsellor to self-isolate if they or someone close to them experiences any Covid-19 symptoms. If they feel well enough to work they will offer telephone or online sessions</p> <p>Ensure insurance cover covers face to face sessions</p>

Carried out by: Donna Gibson on 10 August 2020

		<p>Advise clients to follow government advice on what to do if they experience any Covid-19 symptoms and confirm that their counsellor will do the same. Ensure clients know that if their or their counsellor tests positive for Covid-19 the NHS will be contacted and for test and trace purposes there may be a requirement to disclose names and contact details (but not the context in which counsellor and client know each other)</p> <p>Provide copy of risk assessment to clients. Ask for an emailed response confirming it has been read and understood</p> <p>Air purifier and ioniser added to counselling room to remove harmful indoor air pollutants</p> <p>Advise clients of guidance which came into force on 8 August asking anyone receiving 'professional services' to wear a mask. Due to the nature of the work, the importance of clear communication and safety measures currently in place, choosing not to insist clients wear a mask but accepting their choice should they wish to do so.</p>
--	--	--