

Risk Assessment- Covid 19

Assessment Date: 15th May 2020

Completed by Jason Bloomfield Clinic Director

| What is the risk or hazard | Who might be harmed | Control measures currently in place | Any further measures needed | Who will do this | When will this be complete |
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| Clients entering the clinic that may come in to contact with others | Clients and other members | Door entry system in place reduces access and allows for supervised access to the clinic consulting rooms Hand Gel at main door available and signage in place | Ensure clients are safely entered and exited from the offices and they are aware of the cleaning station at entrance to the building | JB | At each booked appointment |
| To provide safe social distancing while in therapy | Clients and counselling team | A minimum of 2.8 meters is allowed between client and therapist in the main counselling room 1 | Ensure this is always maintained and clients briefed prior to appointments being booked | JB and team therapists | From 15 th May and onwards |
| To ensure face coverings are in place in areas where safe social distances are not possible | Client's and counselling team | Clients can safe socially distance and limited number of clients being seen. No new referrals at this stage | Face coverings to be worn at all times at sessions. Clients are informed of this prior to booking a session | Therapists and clients | From 7 th July 2020 |
| Clinic cleaned prior to any clients entering and after each session | Clients and counselling team | Clinic appointments spaced out to allow for cleaning. Chairs, handles and other key | Ensure masks are available for counselling team and booking procedures | JB and counsellors after each session | 15 th May 2020 |

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| to reduce the risk of infection | | <p>areas disinfected after each client. Hand Gel provided. No sharing of equipment and if pens used then these are separated and cleaned after use then help for 36 hours</p> <p>A commercial contract cleaner is employed to clean all public areas and to disinfect</p> | updated to ensure clients are aware. Extra hand gels available in office. Extra sets of writing materials made available | | |
| Track and Trace and contact register | Clients and counselling team | We have a record of who we meet daily and hold their contact details should we need to let them know of any infections | Ensure clients are made aware of how we may contact them should we be informed of any cases of clients we have been in contact with. | Counselling team to notify clinic director | From 15 th May 2020 where clients are seen in the clinic |
| Do we reduce the number of new referrals taken on | Clinic Director | We will limit the number of new clients we take on and all attempts will be made to follow the agreed rules in place regarding the current covid 19 guidelines. Assessments will identify any risks and we will ask if there | We will ask clients at assessment of risks and apply guidelines. Where possible we will use Zoom and Skype and base each case on safety and merit and those deemed to be suitable and wishing to be seen in person must adhere to clinic RA | Counselling team to notify clinic director | From 15 th May 2020 where clients are seen in the clinic |

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| | | have been any possible infections | | | |
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