

## Risk assessment

**Company name:** – Confidential Counselling & Supervision (Margaret Heap)

**Assessment carried out by** Margaret Heap

**Date of next review:** 10.01.2021

**Date assessment was carried out:** 17.11.2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of Covid-19 Coronavirus	Clients/Supervisees to my premises	Social distancing measures in place  Ring the bell on the gate. I will open the door and stand back near the window whilst you enter	To follow the risk assessment to help reduce spread of Covid-19 coronavirus	MH & client/supervisee	During each session	
		Hand sanitizer to be available for use to clients upon entering and leaving the premises	To follow the risk assessment to help reduce spread of Covid-19 coronavirus	MH & client/supervisee	Each session	

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		Enter room and sit on chair across from the door, which will be covered in disposable paper. (Chair to be wiped down after each use with antibacterial wipes and new, disposable paper put in place) A window will be open to allow for ventilation.	To follow the risk assessment to help reduce spread of Covid-19 coronavirus	client/supervisee	Each session	
		Hand sanitizer available on right of the chair, along with 3 individual tissues, these will be disposed of after the sessions if not required. Please take any used tissues with you when you leave.	To follow the risk assessment to help reduce spread of Covid-19 coronavirus	client/supervisee	Each session	
		Please feel free to bring your own drinks as non will be provided.	To follow the risk assessment to help reduce spread of Covid-19 coronavirus	client/supervisee	Each session	

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		<p>The bathroom is available should you require use in an emergency. If so, the handle on the bathroom door will be wiped down with antibacterial wipes before you arrive.</p> <p>Antibacterial wipes will be at the side of the toilet, please wipe down after use.</p> <p>Antibacterial soap is available for use with disposable paper towels.(These are to be placed in the bin, which will be emptied after each use)</p>	To follow the risk assessment to help reduce spread of Covid-19 coronavirus	MH & client/supervisee	Each session	
		At the end of the session please pay by cash or bank transfer.	To follow the risk assessment to help reduce spread of Covid-19 coronavirus	client/supervisee	Each session	
		Upon leaving the premises, I will open the door and step back for you to exit.	To follow the risk assessment to help reduce spread of Covid-19 coronavirus	MH & client/supervisee	Each session	

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		After which door handles and doorbell will be wiped down with disposable anti bacterial wipes and all surfaces as mentioned above will be cleaned.				
		Face visors are available for each person. You may take yours home to clean and re-use at our next session. These are available at no cost to yourselves.	To follow the risk assessment to help reduce spread of Covid-19 coronavirus	client/supervisee	Each session	
		<b>Symptoms of Covid-19</b> <b>If you feel unwell with a new continuous cough or a high temperature – PLEASE DO NOT ATTEND SESSION. Contact me and we can arrange a ‘virtual’ session until your symptoms pass. I shall of</b>	To follow the risk assessment to help reduce spread of Covid-19 coronavirus	MH & client/supervisee	Each session	

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		course let you know prior to session if I experience any symptoms				
		<b>Shielding – should anyone in your household be shielding, due to an existing medical condition. Please do not attend face to face counselling until after the 31<sup>st</sup> July</b>	To follow the risk assessment to help reduce spread of Covid-19 coronavirus	MH & client/supervisee	Each session	
		Please remember to take any of your belongings with you when you leave. I will wipe down the gate handle when you leave.	To follow the risk assessment to help reduce spread of Covid-19 coronavirus	Client/supervisee	Each session	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

