

Risk assessment – working face to face from home counselling room during COVID

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Reviewed on 1st Nov 2020

Hazards/Risks	Who might be harmed and how	Risk controls/mitigation	Further action to control/mitigate	When? Action
Getting or spreading the virus by not washing hands/not washing hands adequately.	Counsellor, clients – if not adequate access to hand washing facilities.	Handwashing station provided in the home. Counsellor to wash hands in between each client. Client able to use the inside cloakroom should they wish to wash their hands before/after session. Hand sanitiser available in the counselling room. Reaching distance for client and separate one for counsellor.	Monitor latest government guidance and BACP guidance.	Washing facilities in place by July 2020. Monitor government guidance and BACP guidance monthly.
Getting or spreading the virus in common use areas: counselling room and cloakroom.	Counsellor, clients – if touching common areas which are not adequately cleaned/sanitized.	Soft furnishings will be sanitised using Dettol soft furnishing spray in between clients. Door handles and all other hard surfaces will be sanitised using	As above.	Additional cups and glasses to be brought by July 2020. XtraProtect Sanitiser to be purchased by July 2020

		<p>XtraProtect Sanitiser (cert: BS EN: 1276/14476) in between each client.</p> <p>All common areas will be cleaned with XtraProtect Sanitiser before and after each client visit.</p> <p>In general, items/objects will not be shared, eg pens, paper, but any object that is touched by clients or counsellor and then shared will be wiped down and cleaned before and after sharing.</p> <p>Drinks will continue to be provided. Clients are invited to bring their own cup. However, I will provide cups and glasses to clients. These will be washed through the dishwasher after each client.</p>		
Getting the virus by not social distancing.	Counsellor, clients	Counsellor to ensure 2 metre distance between	Monitor Government guidance	At all times

		chairs in counselling room and at all times in the common areas on the way to and from the counselling room.		
Poor ventilation leading to risk of spreading/getting.	Counsellor, clients	Counselling room will be aired via open window and doors in between clients and as far as possible, the window in the counselling room will remain open throughout sessions to allow ventilation.	Monitor Government guidance	All the time
Increased risk of getting the risk due to clinical or age vulnerability	Clients	Age and risk will be checked with clients and discussed with them by Counsellor before taking on face to face	Monitor Government guidance	All the time
Risk that a client or counsellor has the virus and spreads it.	Clients, Counsellor	Counsellor and clients will contract to inform each other if either has symptoms of Covid, or a positive test, or has been with someone with symptoms or a positive test, or has been contacted by the Contact and Trace Scheme –	Monitor Government Guidance	All the time

		sessions will be cancelled/changed to phone/video. Counsellor may need to self isolate and cancel with all clients.		
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References

- General Government guidance on COVID , 2020.
- HSE General COVID guidelines for employers 2020
- HSE Guidelines for Offices 2020
- HSE Guidelines for visiting homes 2020
- BACP Guidance 2020