

Risk assessment template

Company name: Infinite Hope Counselling UK

Assessment carried out by: Denise Stowe

Date of next review: 01/04/21

Date assessment was carried out: 15/06/20

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
Slips and trips	Clients and counsellor could slip on the hardwood floor or trip on obstructions injuring themselves	Good housekeeping; no trailing cables. All areas well lit. Therapy room is clear of obstructions Floor mats are used to enable floors are kept dry	NA	NA	NA	15/06/20
Lone working	Counsellor could be harmed by client	Thorough assessment is completed before session is booked. Potential risks are	NA	NA	NA	15/06/20

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		<p>highlighted. Clients deemed a risk are offered virtual sessions to avoid hazard initially.</p> <p>Staff record details of sessions on shared calendar and has safeguarding nominee to check in with afterwards</p> <p>Use of 'Hollieguard' security app to alert if there is an incident during sessions.</p>				
COVID19 infections	Counsellor and clients may unwittingly carry the virus on their person and infect the other.	Personal details recorded for purpose of 'Track and trace'	Purchase automatic hand sanitizer and further cleaning products including fabric sprays	Denise Stowe	20/06/20	20/06/20

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		<p>Therapy room furniture social distanced (2m between chairs)</p> <p>Clean room between clients using antibacterial products</p> <p>Room ventilated</p> <p>Clients sanitize hands before and after session</p> <p>No toilet or drinking facilities to limit the spread of infection</p>	<p>Purchase temperature sensor to record client and counsellor at the beginning of sessions</p> <p>Adjust disclaimer to make clients aware of track and trace responsibility to pass on personal information in the event of an outbreak.</p> <p>Review practices in line with newly issued government guidelines</p>			
Stress	Counsellor being overwhelmed by the client caseload	Suitable breaks planned between sessions	NA	NA	NA	15/06/20

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		Regular thorough supervision in line with the BACP ethical framework. Suitability of client are discussed in these sessions as well as the therapists needs.				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/