

Risk Assessment



NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

Date:	June 2020
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Assessors Name:	Jo Aldred	Reference Number:		Review Date:	Ongoing – as per government guidance updates
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Endorsed By:		Signature:	J M Aldred	Position:	Owner	Date:	26 th June 2020
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Description of assessment	Coronavirus (COVID-19)
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Location Details	Suite 103, 30 Grand Parade, Brighton BN2 5PY
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Catching / Spreading	Client, public	5	3	15	H	<ul style="list-style-type: none"> Welfare facilities will contain suitable levels of soap and antibacterial gel. Therapists will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds. Tissues individually provided for all clients - to be used during sessions for tears and then placed the used tissue in the bin before washing hands. Clients informed that if they, a member of their household or someone they have been in contact with contracts Covid-19 then their in-person session will be moved to Zoom. 				5	1	5	M

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					<ul style="list-style-type: none"> • Client is to notify me in such situations and not attend my office. And the reciprocal agreement is in place for me. • Doors to the office are wedged open for entry, to avoid surface contact by clients. And then closed by therapist. • Hand sanitiser is available at all times during the session. • Post-session, the therapist will wipe down all surfaces, including the chair, and any surfaces the client may have touched upon exit. This includes the banister, door handle on the front door and buzzer. • There is a 10-20 minutes gap between sessions to allow for clean down. This includes anti-bac all surfaces and the window being opened for ventilation. • After clean down, the therapist is to wash their hands and hand sanitise too. • Toilet facilities are unavailable to clients to reduce possible risk of contamination. • Water and other refreshments won't be provided. Clients are asked to provide their own. 								
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Catching / Spreading (continued)	Employees, client, public	5	3	15	H	<ul style="list-style-type: none"> The Landlord (The Werks Group) has created a cleaning schedule will be implemented throughout the site, ensuring that worksurfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance. This happens every day in the shared, communal spaces; such as hallway, stairs and kitchen area. Clients and therapists will be told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature. Clients are aware that in the case of contracting the virus, that their personal contact details may be shared with the Government 'Track and Trace' scheme – but that the relationship between therapist and client isn't divulged. 				5	1	5	M

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		S	L	R	RR					S	L	R	RR
Lack of awareness	Client, Therapist	5	3	15	H	<ul style="list-style-type: none"> The latest government campaign posters will be displayed in the welfare areas and in suitable places around site. We will continually adopt and review new government / WHO guidance as and when it is available. 				5	1	5	M

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Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

