

# Counselling / Supervision Face to Face at Church View

**Undertaken By:** Steve Page and Sarah Douglas

**Date Completed:** 20th September 2020

**Next Review Date:** 30<sup>th</sup> September 2020, or if Government guidance / legislation changes sooner.

**Context:** This risk assessment is being undertaken in preparation for resuming face to face counselling/supervision at Church View, East End, Sheriff Hutton in order to minimise the risk of transmission between me (Steve Page) and you (client / supervisee). The face to face conversational element of therapy, combined with the length of exposure during a typical session, puts us both at particular risk of transmission of COVID-19. This risk assessment sets out how we will mitigate risk.

The British Association of Counselling and Psychotherapy recommends that all face to face sessions be conducted with the client / supervisee wearing a mask unless you are exempt on grounds of health or equality. This is based on the Government guidance stating that “you must wear a face covering in the following indoor settings ... premises providing professional, legal or financial services” (<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own> accessed 7/9/20).

There is no requirement for the person providing professional services to wear a mask, except where social distancing is not possible. However, I would be willing to wear a mask for our sessions, if you would like me to – bearing in mind that the person wearing the mask is doing so to reduce risk to the other person present.

If you and I start /resume working face to face it will initially be a trial, to see if it is feasible for us both. Either of us can request to move to remote working if we find face to face working uncomfortable for any reason.

For the duration of the pandemic, I am altering my cancellation policy such that if either of us becomes unwell on the day of the session and needs to rearrange (either the date or move from face to face to remote working), there will be no charge.

When working face to face we will be in a conservatory as this is large enough to allow social distancing of more than 2m. When it rains, the conservatory is noisy. Also, because the conservatory is attached to the main house, it may be possible to hear occasional noises from other parts of the house (e.g. front door / phone ringing). There is nothing that can be done about either of these limitations of this space. The conservatory has blinds / curtains on the ceiling and windows, both where it overlooks the garden and on the windows into the house. With these drawn, it is not possible to see in.

Sarah and I will be sharing the conservatory as our work space and this will limit the flexibility I am able to offer in terms of day and timing of sessions.

	<b>Nature of Risk</b>	<b>Risk Identified</b>	<b>Action</b>	<b>Notes</b>
1	Client / supervisee is unwell with symptoms that include: new continuous dry cough, elevated temperature, loss of taste or smell	Significant risk of transmission	Client / supervisee asked not to attend face to face and have option of remote session instead.	Current Government guidance is to get a COVID-19 test, then not leave home until at least 10 days after the date of the test.  It is fine to make contact on the day of the session to rearrange remote rather than face to face working.
2	Someone in client's / supervisee's household is unwell with symptoms that include: new continuous dry cough, elevated temperature, loss of taste or smell	Significant risk of transmission	Client / supervisee asked not to attend face to face and have remote sessions instead.  Based on current Government advice, client / supervisee not to return to face to face work until 14 days after onset of symptoms of other person.	It is fine to contact me on the day of the session to rearrange remote rather than face to face working
3	Client / supervisee has travelled by plane since last session	Risk of transmission	You are asked to leave 14 days between your arrival home from travel and your next face to face session. Remote working will be offered in the interim.	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk">https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</a> (accessed 7/9/20).  Because the list of countries with no self-isolation requirement on return to the UK is constantly changing, I ask that you do not attend face to face for 14 days regardless of where you have been.
4	Either Sarah or Steve is unwell with symptoms that include: new continuous dry cough, elevated	Significant risk of transmission	We will both get tested.  I will inform all clients / supervisees seen face to face in previous 14 days as quickly as possible.	It might be that I am not well enough to work, in which case the appointment will be rearranged with no charge to you.

	temperature, loss of taste or smell		<p>I will not pass on details of clients or supervisees to test &amp; trace. If you object to this, you need to inform me.</p> <p>You are asked not to attend and if well enough to do so, I will offer remote working rather than face to face. There will be no cancellation fee if you decline remote working, having been expecting a face to face session.</p> <p>I will not return to face to face work until my partner and I are both clear of all symptoms and have been for the current recommended self-isolating period.</p>	
5	Risk of face to face sessions suspended owing to local lockdown	Face to face sessions will not be possible if local lockdown comes into force	Both I and you undertake to monitor our local media. If local lockdown is required, we will discuss with your preferred course of action.	
6	Risk of transmission during arrival and leaving session	Minimal risk of transmission provided mitigating actions followed.	<p>Please arrive on time, or if you are early, stay in your car until the time of your session.</p> <p>For our first face to face under these new arrangements, I will meet you on the drive and walk you round to the conservatory.</p> <p>For subsequent sessions, the door to the conservatory will be open for you to enter.</p> <p>Hand sanitiser will be provided. At a minimum, please use it when you arrive and when you leave.</p>	
7	Risk of slipping on stones between drive and conservatory when wet, or icy.	Risk of injury from falling	The stones will be pressure washed to minimise how slippery they are when it rains. We will grit the stones in icy conditions. Please take particular care.	

8	Risk of tripping / slipping when it is dark	Risk of injury from falling because not possible to see clearly	We will arrange lighting to be on when we are working after dark.	Lighting to be installed as soon as possible.
9	Risk of transmission from surfaces at Church View	Risk of transmission	Face to Face sessions will take place in the conservatory. Furniture is leather and will be wiped down between sessions. All soft furnishings removed. Any other surfaces that might be touched, such as door handles will be wiped down between sessions.	Large space so we can social distance. Furniture is leather, so can be wiped down between sessions.
10	Risk of transmission owing to proximity during session	Risk of transmission	Following current Government guidance, you are asked to wear a mask unless you are exempt. I am willing to wear a mask if you would like me to. The conservatory is large enough that we can situate furniture at greater than 2m distance. Please sit on the sofa when you arrive. It is possible to ventilate the conservatory and when external temperature warm enough, we can have the windows open. We have an air purifier (Blueair) which will be on during sessions. This air filter has the capacity to remove virus particles that may be in the air. Conservatory will be ventilated between sessions.	<a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a>  <a href="https://www.bacp.co.uk/news/news-from-bacp/coronavirus/fags-about-coronavirus/">https://www.bacp.co.uk/news/news-from-bacp/coronavirus/fags-about-coronavirus/</a>  <a href="https://www.blueair.com/gb/air-purifiers/pure-221/2510.html?cgid=air-purifiers">https://www.blueair.com/gb/air-purifiers/pure-221/2510.html?cgid=air-purifiers</a> (all accessed 7/9/20)
11	Risk of transmission from used tissues	Risk of transmission	Bin will have removable liner. When used, the bin will be emptied between sessions & new liner inserted.	We will provide tissues in small packs – if you open a pack we would like you to take it with you.

12	Risk of transmission from water glasses	Risk of transmission	Please bring your own water to sessions.	
13	Risk of transmission when paying cash / cheque	Risk of transmission on money	BACS payments strongly preferred. If you are only able to pay by cash / cheque, please put it in an envelope with your name & the date of the session. This will be opened and processed 7 days later.	
14	Access to toilet	Risk of transmission from surfaces	<p>The toilet in the Granary will be made available.</p> <p>Please tell me if you have used the toilet before or intend to use after session so we know to clean.</p> <p>The Granary outside door will be unlocked and all surfaces cleaned after use.</p>	<p>Granary use means you do not need to come into the house for any reason.</p> <p>Small hand towels will be provided and washed after each use.</p>