

COVID-19 Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a draft copy of a **generic Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios in all departments and each department/line manager should consider their own unique circumstances. Much more specific assessments, such as that those with housing support workers and childcare settings, may look quite different although many of the principles would still be relevant. To keep up to date with [HSE](#), [NHS](#) and [Government](#) advice to workplaces in this fast changing situation visit.

All actions identified must also comply to the YMCA Worcestershire Covid 19 Risk Assessment document (14/5/2020 or latest version)

Counselling Sessions COVID 19 RISK ASSESSMENT

Theme 1: Protective measures and hygiene					
Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
How have counsellors added to/adapted the health and safety policy and other associated policies to include aspects linked to COVID-19 management?	Counsellors to ensure relevant updates on COVID-19 are given attention and changes noted.	*Health & Safety policy has amendments to cover the management of COVID-19 * Counsellors have taken part in online training around COVID-19			
Have you ensured that all health and safety compliance checks have been undertaken before face to face counselling commences?	YMCA to be advised by counsellor of any risk assessments that widely differ from YMCA COVID-19 risk assessment protocols.	Portable traveling COVID-19 cleaning kit: *Clear Perspex screen *Hand sanitising *Clothing disinfectant for soft furnishings and clothes *Tissues *Laminated check list *Disposable bin bag *Clean areas			



		*Stress/fidget toys to be sprayed/wiped after every client session			
<p>Are counsellors, parents and young people aware of the key COVID-19 prevention control measures:</p> <ul style="list-style-type: none"> • avoiding contact with anyone with symptoms • frequent hand cleaning and good respiratory hygiene practices • regular cleaning of settings <p>minimising contact and mixing (social distancing)</p>	<p>Ensure counsellors have been signposted to government guidance on coronavirus and symptoms.</p> <p>Share government key messages, information, guidance and resources (posters, social media, website links) with parents and young people. Make sure reminder posters are around the host venues/ school pastoral areas for teachers and young people to see.</p>	<p>*Counsellors signposted to read upon government guidance</p> <p>*Counsellor to liaise with schools and host venues (that they will visit) to ensure an UpToDate of their risk assessment particularly around: one way systems, cleaning regimes, etc. Where YMCA risk assessment differs, counsellor will defer to the school and host venues protocol.</p> <p>*Key information emailed to schools that wish to have YMCA counselling service.</p> <p>*Where applicable and appropriate, schools and young person to be made aware of changes within the counselling service.</p>			
<p>Have you put in place actions to prevent and minimise contact with individuals who have COVID-19 symptoms?</p>	<p>Ensure counsellors/parents/young people are advised to not attend counselling sessions if they or any member of their household/school bubble has symptoms or has been identified as a positive case.</p> <p>School//host venue to alert counsellor of any suspected COVID-19 cases.</p> <p>Ensure counsellors/parents/young people</p>	<p>*This is made clear on the 'consent form' letters provided by YMCA Worcestershire when a young person signs up for counselling sessions.</p> <p>*School to have this information and will be asked to notify the YMCA/counsellor as soon as possible</p> <p>*If alerted, counsellor to take steps to cancel or alter sessions with young person using contact details given.</p> <p>*Counsellor to be aware of the self-isolation period</p>			



	<p>know and adhere to self-isolation (7 days for the case and 14 days for their household.</p> <p>Develop and share procedure for if a young person or counsellor develops COVID-19 symptoms whilst in a session or awaiting collection by a member of their family or household.</p> <p>Identify a room/place (at least 2m from others) where a child can be isolated if they develops symptoms. Is this a room that can be ventilated with a door that can be closed?</p>	<p>*Counsellor is expected to seek a test if they show any symptoms and attend their local testing centre.</p> <p>*Counsellor is expected to contact the school/host venue if they suspect they have the virus, in order for a reactive response to take place if relevant.</p> <p>*Counsellor will be trusted to carry out the self-isolation period in line with the government guidance.</p> <p>*Young People/ Families will be trusted to adhere to the self-isolating guidance.</p> <p>*If the counsellor develops COVID-19 symptoms, they must inform the school’s designated safeguarding lead and YMCA HR immediately by phone and leave the building immediately. If at a host venue, leave the building immediately and inform the reception/venue manager and YMCA HR.</p> <p>*If the young person develops COVID-19 symptoms, the counsellor must inform the school’s designated safeguarding lead and they call the child’s emergency contacts. If at a host venue, call the young person emergency contact numbers or 111, then inform the venue manager/reception.</p>			
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<p>Have you put in place opportunities for Young People and counsellors to clean their hands more often?</p>	<p>Ensure young people and counsellor can clean their hands on arrival at the setting, before and after sessions and after they sneeze or cough</p> <p>Counsellor to consider planning of breaks and promotion of frequent hand sanitising.</p> <p>Ensure sufficient time is made between counselling sessions to sanitise surfaces that have been used.</p> <p>Counsellor to timetable regular hand washing opportunities into daily routines (ensure there are adequate supplies of</p>	<p>*Regular hand washing for counsellors and young people. Use of hand sanitising before and after sessions.</p> <p>*Tissues to be made available and once used, discarded in disposable bin bag (emptied regularly), along with other used PPE or cleaning waste products.</p> <p>*Hand sanitiser and specialist clothing disinfectant spray available on entering the room.</p> <p>*Daily timetables incorporate, comfort breaks and hand washing.</p> <p>*Counsellor to clean surfaces, clean any objects that are handled during the session and wash hands before the</p>			



	<p>anti-bacterial hand gel and soap), and bathroom breaks.</p> <p>Display posters about catch it, bin it, kill it in the counselling room.</p> <p>Display posters on external doors being used to remind counsellor and young people to wash hands before entering and exiting the building.</p>	<p>comfort break. Counsellor to bring own beverage to consume within the counselling setting.</p> <p>*A4 poster on Portable A frame so that they can be set up in the room that the counselling is taking place in. *YMCA to provide laminated sign, easy to wipe and remove. Sign to read: “YMCA counselling in progress” Followed by a visual representation of catch it bin it kill it promotion.</p>			
<p>Have you implemented good respiratory hygiene practices in the setting?</p>	<p>Promote the use of a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’)</p> <p>Arrangements for bins for tissues to be emptied throughout the day</p> <p>Ensure good ventilation using natural ventilation (opening windows)</p>	<p>*Contract agreed to at the start of the session, which includes a brief mention of use of a tissue or elbow to cough or sneeze and to use bins for tissue waste.</p> <p>*separate bins for tissue waste *Tissues in each room *Bins to have lids on *Staff to empty bins wearing PPE (GLOVES) and just before moving on to the next school or at the end of the day. To manage risks it would be an advantage if schools built in half/whole day sessions rather than just one session at the school.</p> <p>*All rooms to have windows open. Doors open only when cleaning surfaces.</p>			

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<p>How you will clean areas regularly and thoroughly and regularly clean surfaces that are frequently touched?</p>	<p>Consider cleaning surfaces that young people are touching, such as fidget toys, desks, chairs, doors, light switches, bannisters, more regularly than normal.</p>	<p>*Counsellor will have a portable traveling COVID-19 cleaning kit which includes anti-bacterial spray for clothes and hard surfaces, kitchen roll.</p> <p>*Areas have been cleared specifically for groupings if needed, only easily cleaned items to be used, counsellor to wipe over touch points,</p> <p>*check list to be done at the end of every day to ensure all touchpoints have been cleaned.</p>			
<p>Has appropriate use and supply of PPE been identified?</p> <p><i>PPE is only needed in a very small number of cases:</i></p> <ul style="list-style-type: none"> • <i>PPE should be worn if a distance of 2 metres cannot be maintained from any young person or displaying coronavirus symptoms</i> 	<p>Consider who will provide PPE and how often it will be worn.</p> <p>Consider what equipment will be used/brought if the distance of 2 metres cannot be maintained</p>	<p>*Counsellor to bring own PPE to be used at schools and host venues and to be worn at all times.</p> <p>*A Perspex screen will be brought and used when the 2 metre distance cannot be maintained.</p>			
<p>Have you determined how to minimise contact and mixing (social distancing) by altering, as much as possible, the environment</p>	<p>Risk assess and communicate process for drop off and collection point at school's and at host venues (only one responsible adult to accompany the young person if needed), allocated times to minimise adult contact for example at entrances.</p>	<p>*School to have own appointment system where child is given a time to report to reception. Young person will be told by the main reception where the counselling room is and to sanitise hands on upon entering the room.</p>			

Theme 2: Suitability for one to one online counselling			R	A	G
Consider:	Suggestions / consideration	Issues & actions to manage risk	R	A	G
Does YMCA office have counsellors details readily to hand if schools wish to triple check credentials upon counsellors arrival		Counsellor to have a key person to be contacted they have a safe guarding issue			
Is there a clear and up-to-date individual risk assessment in place for the young person					

Theme 3: One on one online counselling			R	A	G
Consider:	Suggestions / consideration	Issues & actions to manage risk	R	A	G
Does the counsellor have the correct up-to-date certificates to ensure they can do online counselling.	Counsellor to have: *A current DBS certificate and is a member of the counselling institute. *Insurance valid for working online *a certificate of information, commissioner's office ICO (Data protection) *Security of computer (General Data Protection Regulations)	The counsellor is to make sure these considerations are actioned and in place to safeguard the individual.			
What happens if your computer (or any other secure device) fails or breaks down	Ensure that counsellor has access to YMCA IT support when necessary	YMCA IT support number.....			
What environment is the counsellor to	Ensure that the counsellor's environment	*The counsellor is to make sure these considerations are			



<p>take place in during online call.</p>	<p>is: *Private and they will not be overheard or interrupted *Comfortable in terms of table and chair position and lighting *No identifiable personal family pictures</p>	<p>actioned and in place to safeguard the individual.</p>			
<p>What steps the counsellor could follow when delivering online sessions</p>	<p>Counsellor to make sure: *Young person is in a private and confidential space *Young person to wear appropriate clothes to the session *Young person should not have any inappropriate material in view in the background *Young person to not be under the influence of any narcotics/alcohol *Young person should not share any personal information during the delivery session in online group chats *Young person has no permission to record the sessions as this is a breach of confidentiality between young person and counsellor *Young person must not browse, download, upload, post, share or forward</p>	<p>The counsellor is to ensure online contracting is in place with the young person and the considerations have been followed. This will include permission to record sessions, to be retained under GDPR regulations.</p>			

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	<p>material to the counsellor that could be considered offensive, harmful or illegal. If the counsellor accidentally comes across any such material, you should report it immediately to the DSL and YMCA Managers.</p> <p>*In the event that the young person has a safeguarding issue. The YMCA or counsellor will contact the young persons designated safeguarding lead or support worker or specified guardian.</p>	<p>If a safeguarding disclosure is received, counsellor should reiterate that session will be recorded and will be used to create a record; enabling the counsellor to obtain a record of the conversation in order to support the recipient.</p>			
<p>What support does counsellor have in place?</p>	<p>Counsellor to ensure they have:</p> <ul style="list-style-type: none"> *regular supervision *a routine for their day that includes regular breaks away from the screen and time to re-energise 	<p>Counsellor to follow considerations to ensure a healthy work routine which will benefit their counselling sessions.</p>			