

COVID-19 Risk assessment

Company name: The Chapters Therapy Services Ltd
Assessment carried out by: Di Hoyer

Date of next review: October 2020

Date assessment was carried out: 11.9.2020

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
Handling Paperwork	Clients, colleagues, therapist	Emails & electronic versions of all paperwork wherever possible. Sanitising hands whenever paper has been handled.	Familiarisation with individual school policies, and adhering to these.	Therapist	Prior to first appointment.	
Touching Furniture	Clients, colleagues, therapist, Subsequent room-users	Remaining seated as much as possible, reducing movement around the room, sanitising hands at beginning	Explaining to children and families that surfaces should be wiped when touched.	Everyone	During every therapy session.	

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Touching Door Handles		and end of sessions/meetings Sanitising table tops and wipeable surfaces after use. Sanitising handles after use.	Sanitising surfaces / handles after use	Therapist	After each session	
Opening Toy Storage	Clients, therapist	Sanitising hands before and after playing	Discourage children from opening the toy boxes, unless a box is specifically allocated to each child. Where toys are shared, equipment will be used once, santisied where possible, then quarantined for a period of 3 days before re-use.	Therapist & key adults	During every session.	
Failure to maintain social distancing	Clients, colleagues, therapist	Staying 2 metres apart as much as possible. Following any one-way guidelines in buildings, situating	Arranging furniture and toys prior to sessions, wherever possible. Minimising travel within buildings, using appropriate passing spaces in corridors, etc. Reducing	Therapist, key adults, and colleagues	Every visit / meeting / session	

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		seating at 2 metre distances. Wearing face coverings if 2 metre distances cannot be kept.	numbers of clients / key adults in each session or meeting. Limiting non-essential meetings to virtual meetings or telephone calls.			
Playing with toys	Clients, therapist	Sanitising hands before and after playing. Individual play therapy packs used for each child.	Purchasing individual play therapy kits for each new case. Negotiating with schools / organisations to store kits within school to reduce frequent movement of equipment. Auditing all play therapy kits to remove all materials that cannot be sanitised or washed.	Therapist or commissioning agency Therapist	Prior to contract Prior to work commencing	
Handling used sanitising equipment / tissues/ cups, etc	Clients, therapist	Therapist to check for used cleaning equipment and ensure safe disposal. Only bottled water will be	Providing plastic 'nappy' bags to safely dispose of used wipes or tissues. Providing bottled water for	Therapist Therapist	Each session Each session	

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		consumed during therapy sessions	therapists and disposing of these appropriately.			

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

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