

RISK ASSESSMENT FOR:	COVID-19	
Establishment: Deborah Winyard Hypnotherapy	Completed by: Deborah Winyard	Date: 5 th July 2020
		Last revised: 19 th July 2021

Deborah Winyard Hypnotherapy
 17 Adams Way
 Earley
 Reading
 RG6 5UT

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Client and Therapist not being able to maintain social distancing	Client, Therapist	Virus may be passed on	<p>Virtual, online appointments will always be offered.</p> <p>The office room is accessed directly from the open air.</p> <p>The size of the room allows social distancing at all times. Client and therapist chairs will be arranged so they are at opposite sides of the room. The distance between the chairs exceeds 2 metres</p> <p>Therapist will check whether client needs to bring a supporter with them for their initial session. If they do, the supporter will be asked to sit in a chair adjacent to the client</p>	Y	Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Surfaces become infected	Client, Therapist	Virus may be passed on	<p>The client will be invited to clean their hands upon arrival, a bottle of anti-viral liquid will be provided.</p> <p>All surfaces the client could have touched with their hands or body (with the exception of the floor) will be wiped down with anti-viral, anti-bacterial disinfectant after the client session. The exposed wooden flooring will be wiped down at the end of each day clients have been seen.</p> <p>The client will be asked to bring their own bottled water and asked to take the bottle away with them when they leave.</p>	Y	Y
Virus droplets within the shared air space	Client, Therapist	Virus may be passed on	<p>Whenever possible, the windows and doors in the room will be open during a client session.</p> <p>There will be at least 30 minutes between scheduled in person appointments. In-between appointments the windows and doors will be opened to create a through draft and the therapist will leave the room.</p>	Y	Y
Client documentation becomes contaminated	Therapist	Virus may be passed on	<p>Client documentation will be completed online wherever possible.</p> <p>If a client is unable to do this, the paperwork once received from the client will be quarantined for 3 days before it is filed.</p>	Y	Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Client or Therapist has COVID-19 symptoms	Client, Therapist	Virus may be passed on	<p>Clients will be instructed not to attend if they or their supporter should be self-isolating according to the latest government guidelines. If a client arrives with symptoms of COVID19 they will be asked to leave.</p> <p>The therapist will postpone all in-person appointments if they show symptoms or are self-isolating and only return to in-person appointments once their isolation period has ended</p>	Y	Y
Client or Therapist is asymptomatic with COVID-19	Client, Therapist	Virus may be passed on	<p>Clients will be instructed to postpone their appointment if on the day of the appointment they should be self-isolated according to the latest government guidelines.</p> <p>The therapist will inform all clients that the therapist will participate in the government's trace and track programme should they find out they have COVID-19.</p>	Y	Y
Client becomes upset and needs reassurance	Client, Therapist	Virus may be passed on	If a client gets upset, verbal reassurance will be given in the first instance. If it is necessary to move closer to the client to give physical reassurance, this will be done by approaching from the side so the therapist is physically closer. If further reassurance is required the therapist will ask permission to touch the client's arm.	Y	Y
Perceived breach of confidentiality	Therapist's reputational risk	Client perceives that client confidentiality prevents sharing of contact details in the event of a request for trace and trace	Client agreement has been amended to include this as an explicit provision. For returning clients who have already signed the agreement prior to COVID-19 they will be informed by email	Y	Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Client anxiety at risk of contracting COVID-19	Client	Client will not attend therapy and symptoms will worsen	<p>Virtual, online appointments will be offered.</p> <p>Clients will be invited to wear a face covering if they wish. Clients will be asked to bring their own face coverings and take them away with them when they leave.</p> <p>The therapist will have access to a face covering which they can wear if a client requests it</p>	Y	Y

This risk assessment has been conducted using the Government's Guidance for people who work in or run offices, contact centres and similar indoor environments (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>) & <https://www.gov.uk/guidance/working-safely-during-covid-19/shops-branches-and-close-contact-services>