

Health and Safety Risk Assessment – Essential Space CIC

<u>What are the hazards?</u>	<u>Who might be harmed and how?</u>	<u>What am I already doing?</u> Highlight any further actions required (who/when will they be done)
Disposal of rubbish	Myself/clients – Confidentiality / privacy	External dustbin and recycling boxes are used and emptied by council. Excess rubbish or rubbish not taken in the council bins to be taken to local tip as and when required. Waste bins located in office. Documents which are private and confidential are kept securely for up to seven years in a locked cabinet/draw. Those documents that are not needed or have past retention dates will be shredded and disposed of. Any concerns will be reported to my supervisor, ICO, NCS, BACP if appropriate.
Slips and trips	Myself or clients/visitors may be injured if they trip over objects or slip on spillages.	At the Essential Space premises there is one step up to the front door and a small ledge to walk into the hallway (this will be pointed out to those clients with mobility difficulties). General good housekeeping is carried out. All areas are well lit, including stairs. There are no trailing leads or cables and work areas are kept clear, e.g. no boxes left in walkways. Any accidents or injuries will be reported/ recorded in the accident book and medical advice sought as needed
Aches and Pains	Room hirers and volunteers - sitting all day or Clients using	It is advised to take regular breaks in between clients e.g. get some fresh air/drink some water/snack. We will ask clients if they have any mobility issues or injuries to be aware of, especially when sitting for long periods of time. Any accidents or injuries will be reported/ recorded in the accident book and medical advice sought as needed
Using substances hazardous to health	ES users, Clients – allergic reactions from contact	We will wash hands thoroughly before and after handling any cleaning products. Cleaning products are not kept in a bathroom or kitchen cupboard, containers will be well labeled, and lids tightly closed where possible, ensuring any cleaning products are stored properly. Flammable products like wax-cleaning solvents or lighters will be stored out of direct sunlight and at room temperature or below. We sometimes use essential oils or sprays in the therapy rooms; these will only be used in between client visits (or before/after) and are normally organic/anti-allergenic/natural. It is advised that any consultation questionnaire asks for information on allergies. Any accidents or injuries will be reported/ recorded in the accident book and medical advice sought as needed
Moving and handling	ES Users - musculoskeletal injuries	Before moving anything, We will work out the tasks that could lead to an injury and try to avoid manual tasks that pose more of a risk – for example, use a trolley to move furniture or boxes (instead of carrying boxes or cases around). We will assess the task needed to do and think about the type of load (e.g. is it difficult to grip?), the environment (e.g. is it in a tight space?) and our capabilities (e.g. do I have a problem in a certain area anyway) - make sure we cut down the risk of injury as much as possible, for example by buying lightweight chairs or asking someone stronger to do this. Clients will not be expected to move any chairs/lift anything however if they do, then a quick assessment as described will be made. Any accidents or injuries will be reported/ recorded in the accident book and medical advice sought as needed

Electrical / gas / water faults	ES Users/clients – potential burns/ electrocution / harm / fire / flood	Electricity – any fixed and handheld equipment will be checked before use to ensure it works properly. Gas – there is a carbon monoxide monitor that is checked regularly. Any electrical or gas equipment is serviced and tested by someone with the right skills and qualifications. Boiler is serviced and checked on a regular basis. Any faults are repaired in a timely manner. There is a stop tap under the sink in the kitchen. Any equipment that isn't working or is faulty is labelled with 'do not use' and either repaired by a qualified person or disposed of at council recycling and replaced as soon as possible. When needed we would let the landlords aware of any issues. Any accidents or injuries will be reported/ recorded in the accident book and medical advice sought as needed.
Working temperature	ES Users/clients may get overheated	Ensure rooms are easily ventilated. Advised to wear layers so these can be removed or added to adjust own temperature to make sure you're comfortable. Check temperature with client in the room and adjust as needed.
Fire	ES Users/clients – burns, physical harm, damage to property	The office has hard-wired electrics (inside the walls) that can be checked by qualified electricians as/if needed. There are fire extinguishers in my office building as required. The fire brigade should be called immediately if there was a fire. Escape routes at ES venues are via the front door (point of entry) and back door. The windows on the ground floor will be locked but easily unlocked so these could potentially be a point to escape if there were a fire. There is a no smoking policy. Paper will be stored safely away from any electrical sockets. Any accidents or injuries will be reported/ recorded in the accident book and medical advice sought as needed
Lone working and effects of lone working	ES User – higher risks to personal safety. Work related stress which may have serious and long-term effects on psychological, physical and mental health. emotional distress	First appointments with clients will either be via online, or in a building where there is another person (school, therapy rooms, and office/premises). This is so we can assess the suitability 1:1 work and any risks to safety and if lone working. We keep in contact with clients so arrival / departure times can be monitored. We keep phones close by (charged) so we can call for assistance at any time (emergency contact numbers are stored in phone contact list or within reach as and when needed). We will dress appropriate to the visit in terms of appropriateness and good footwear. We will touch base with members of staff in schools/ organisations on a regular basis and follow their procedures (in terms of signing in/out/safeguarding/health and safety). We will be aware of own 'normal behaviour' and recognise any abnormal behaviour or symptoms at an early point (www.hse.gov.uk/stress/signs.htm) e.g. if ES user starts to feel disconnected, isolated or abandoned, which could affect performance and potentially stress levels/mental health. Where a risk is identified, we will take steps to remove it or reduce it as far as reasonably practicable. We will seek support from clinical leads, peer supervision support group, from supervisors, from statutory organisation and support lines. Any accidents or injuries will be reported/ recorded in the accident book and medical advice sought as needed and all incidents will be reported to the relevant statutory agencies e.g. police, safeguarding.

Work related violence	<p>ES Users – injuries, physical or psychological harm.</p> <p>Work-related stress, which may have serious and long-term effects on psychological, physical and mental health. emotional distress</p>	<p>Any form of violence is unacceptable and may affect psychological wellness as well as physical health. Lone working does not automatically imply a higher risk of violence, but it does mean we could be more vulnerable, especially when working in other people’s homes/premises. The lack of nearby support from a colleague means that we may be less able to prevent an incident from occurring. As a group of independent self-employed workers, we will, where possible, avoid working in locations where there is a known high risk of violence, and avoid working with high risk clients (e.g. alcohol and drug use) when someone is in a building alone. We will not carry excessive amounts of money and/or valuable equipment and money/valuable items will be securely kept secure. We will conduct dynamic risk assessments during the course of working/using ES spaces and update/amend/adjust practice as needed e.g. Using appropriate action if feeling at risk, and leave if we feel safety is in jeopardy. ES Users are advised to report any period of time off work to the HSE if required, and any other regulatory requirements e.g. safeguarding. We will report any incidents to our supervisor’s and seek support. This risk assessment will be reviewed yearly and after any serious incident. Any accidents or injuries will be reported/ recorded in the accident book and medical advice sought as needed and all incidents will be reported to the relevant statutory agencies e.g. police, safeguarding.</p>
Emergencies	<p>ES Users/clients/ others – could become ill or have an accident which might result in injury</p>	<p>Client’s emergency/next of kin information is taken at the initial assessment so the person nominated would be called asap and any medical/emergency services are relevant to the situation.</p> <p>There is a First aid kit located in the kitchen of both premises, and a travel first aid is taken to any workshops or training.</p> <p>Fire procedures are to evacuate and call the fire brigade.</p> <p>If we have a client with mobility or medical conditions that may not be able to react quickly in an emergency, or become ill, we will contact their next of kin/GP/ emergency services as relevant to the situation. It is not a regular part of our practice to search for clients on Google or Facebook or other search engines. Extremely rare exceptions may be made during times of crisis e.g. If we have a reason to suspect a client is in danger and/or they haven’t been in touch with us via our usual means (coming to appointments, phone, or email) there might be an instance in which using a search engine (to find the client or someone close to them, or to check on the recent status updates) becomes necessary as part of ensuring the clients welfare. We may also phone the police to request a welfare check on a client. These are unusual situations and if we ever resort to such means, we will fully document it and discuss it with the client at the earliest opportunity.</p> <p>The ES offices have a mobile phone which can be used to call emergencies services relevant to the situation. When working in other locations, we will also have a mobile phone.</p> <p>Should we ourselves become unwell, our phones have our emergency contact person under ICE (in case of emergencies) who is the persons next of kin.</p> <p>Any accidents or injuries will be reported/ recorded in the accident book and medical advice sought as needed. Any concerning incidents will be reported to my supervisor and regulatory bodies as relevant e.g. social services helpdesk, safeguarding, CYPs, clients GP (if relevant)</p>

Driving & Accessing car parking	US User – injury, harm, car accidents	<p>We (if using vehicle to take/pick up clients personally) have comprehensive insurance with business use so can use own vehicle for work purposes and to take clients. We ensure our vehicles are taxed, insured and MOT and servicing is regularly undertaken. The vehicle is kept in clean working order as and when needed to be.</p> <p>It is advised to, where possible to park own car in a well-lit and public areas to ensure safety. We can use a torch to look for uneven ground (if it is dark). If we are concerned about parking when doing home/organisation visits, it is advised to phone the client/organisation and ask for a safer place to park and push back appointment until such time where you can park safely. It is advised to where possible have a phone on self to call for assistance e.g. help/insurance/police/ambulance. Any accidents or injuries will be reported/ recorded in the accident book and medical advice sought as needed</p>
Domestic Duties i.e. Shopping, Cleaning Light bulbs Cleaning Windows and general decorating and repairs	ES User – injury clients - subject to fumes from products or paints.	<p>Manual handling, COSHH guidance applies. Any repairs which need changing will be done by a person who is appropriately trained. General household upkeep and decorating is undertaken with care. Materials will be out of reach during client visits. Therapy rooms and hallways will be appropriately aired prior to any appointments to disperse any fumes. Products will be removed from general areas.</p> <p>Any accidents or injuries will be reported/ recorded in the accident book and medical advice sought as needed</p>
Radon	ES Users /clients/visitors – health problems including lung cancer	<p>Radon is a radioactive gas which occurs naturally. It has no taste, smell or colour. Special devices are needed to measure it. Radon comes out of the ground. Outdoors, it is diluted to very low levels. However, in some cases the radon level indoors can build up to high concentrations. In such cases, it does pose a serious risk to health. Radon is the second largest cause of lung cancer - the first is smoking. People who are exposed to high levels of radon are more likely to get lung cancer so we will monitor the local area and follow council advice as needed.</p>
Pets	ES Users /clients/visitors – allergies, trip accidents, dog bites, harm	<p>When visiting client's home, or organization, we will ask if they have a pet and if they can keep the pet under control for the duration of any visit. If at any point we feel the pet is posing a risk to my safety, we will leave the premises. we will discuss any concerns with the client and agree arrangements for both of our safety.</p> <p>Any accidents or injuries will be reported/ recorded in the accident book and medical advice sought as needed</p>
Infection control	ES User/client – prevent infection or spread of germs	<p>Toilet and hand washing facilities are provided for regular hand washing where running water, soap and clean towels can be accessed. We will wash hands thoroughly before and after each client as well as before eating, where possible. Wet wipes and hand sanitiser are kept in the building for use in between sessions/visits. The premises will be regularly cleaned and door handles etc. wiped regularly with anti-bacterial cleaner. We will take care of personal hygiene matters and would ask clients to do the same. Any concerns with these will be discussed with clients individually. Physical contact will be kept to a minimum and only with permission. If someone need to sneeze or cough, they will do so in arm/sleeve (or in a tissue, and dispose of this in a bin and wash hands where possible). Tissues are provided for clients. Clients complete a questionnaire at start of engagement and are asked to declare any conditions. Government and regulatory body advice followed in emergencies. Any accidents or injuries will be reported/ recorded in the accident book and medical advice sought as needed</p>

Money & key handling	ES User/client – risk of	Only a small amount of cash will be carried, in premises or on person. Any personal bags will be kept out of the way as much as possible. Clients who pay by cash will be recorded in a cash book which is safely locked away. Any cash received and online payments made will be accounted for, checked by accountant and declared for tax return purposes. Any discrepancies are investigated. HMRC have the right to audit my business accounts. Keys to premises/office/car will be kept in a safe location. Any missing keys or money will be investigated and reported if needed to relevant people e.g. police. Locks will be changed if required. Any incidents will be reported/recorded to relevant places e.g. accident book or police.
Display Screen equipment	ES User – risk of respective strain injury,	Self-assessment of using an adjustable chair, DSE screen used. Regular breaks are taken, it is down to the self employed worker to make these adjustments as and when needed.

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