

Risk assessment

Company name: EHCAP Ltd

Assessment carried out by: Dr Sarah Temple

Date of next review: May 2023

Date assessment was carried out: 10/05/2022

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
Confidentiality	Clients	Anonymous Identifiers are used when online forms completed. Online form data is held securely by JotForm at American GDPR standard. Referrals made online or by email do not include any clinical detail – only contact details of client.	All Associates confirm to me that they have GDPR training.	All members of the team need to be vigilant	This aspect requires constant vigilance.	



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Covid	All	https://www.hse.gov.uk/coronavirus/index.htm	There is no longer an obligation on businesses to have a covid policy.	If a requirement is announced Dr Sarah Temple will be responsible for alerting Associates		
Online consultations	Clients	All Team members complete the Mindful Emotion Coaching Programme at a minimum of CPD level – this programme contains detail about managing risks when consulting virtually.	Ensuring all of the team have completed this CPD	Dr Sarah Temple	Dec 2022	

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

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