



Guidance from Public Health England (PHE), Department of Health & Social Care (DHSC), Health & Safety Executive (HSE) and NHS to ensure the risk assessment is following the latest advice.

Coronavirus (COVID-19) Risk assessment

Assessment date: January 1st 2021

Review date: March 1st 2021 (or as necessary following Government Guidance)

Version: 1.0

Hazard	Control measures	Persons at risk
Travelling to work - risk of COVID infection from others	<ul style="list-style-type: none"> • Staff to only travel to work where work cannot be performed at home e.g. for necessary face-to-face client appointments. • Personal vehicle, bike or walking to be conducted where possible to complete commute to and from work. • Aim to minimize the frequency and amount of time using public transport. • If using public transport, face covering is recommended and adhering to social distancing. • If possible, travel outside of rush hour periods. • Wash hands/ sanitize when arriving at the centre. • Keep personal items in a bag/ neatly in the staffroom. 	Individual staff Clients & service users. Visitors.
Suspected case whilst working within the office	<p>If a worker develops a high temperature or a new, persistent cough they should:</p> <ol style="list-style-type: none"> 1) Return home immediately and inform supervisor. 2) Sanitize/wash hands and avoid touching anything as leaving the centre. 3) Self-isolate and book a COVID test; see NHS.uk 4) If the test is negative contact supervisor about returning to work and next steps. 5) You do not <i>usually</i> have to continue to self-isolate unless: <ul style="list-style-type: none"> • someone you live with has tested positive. • you've been told you've been in contact with someone who tested positive. 	Individual workers Clients/ service users/ visitors

	<p>However, please discuss with supervisor first.</p> <p>6) If the test is positive, contact supervisor ASAP and self-isolate.</p> <p>7) Follow the steps as per NHS guidance:</p> <p>8) https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/</p> <p>9) Supervisor will carry out a risk assessment inc risk to other staff and service users.</p>	
Access to the centre	<ul style="list-style-type: none"> ● No non-essential visitors at centre; please check with supervisor re visitors at the centre. ● No staff, clients, visitors to enter the centre if they have COVID19 symptoms. Follow advice on NHS website: ● https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ ● Online (Zoom) appointments to be offered as an alternative to face-to-face sessions in the case of client self-isolation. ● Clients to access the centre on an appointment basis. ● Staff and clients to use hand sanitizer before appointments. ● Clients to have access to handwashing/ sanitizer. ● All art/ writing materials to be disinfected after use. ● Only use materials that can be disinfected/ single-use materials. ● Where possible: socially distanced waiting in the lobby. ● Staff should work from home when possible to do so. ● Continued staggering of start / finish times for staff to reduce congestion in the centre. ● Staff to sanitize//wash their hands regularly throughout their working day (for at least 20 seconds) ● Where possible continue to allow space/ social distance when walking around the premises. ● Regularly clean common contact surfaces at centre- see CEAACC's COVID19 Cleaning Checklist/ procedures. ● Clients should inform CEAACC if they have tested COVID, and advice from NHS/ Government guidance to be followed by clients/ staff/ organisation. 	Individual workers Clients/ service users/ visitors.
Welfare & Hygiene	<ul style="list-style-type: none"> ● Staff to wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water is not available and hand washing technique to be adopted as directed by NHS (see posters in centre). ● Avoid touching face/eyes/nose/mouth with unwashed hands and cover cough or sneeze with a tissue then throw it in the bin. ● Increased cleaning schedule (see CEAACC's COVID19 Cleaning checklist). ● Enhanced cleaning regimes for kitchen & toilet facilities particularly door handles, locks and the toilet flush. ● CEAACC to provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. ● Ensure sufficient supplies of soap, hand sanitizer and paper towels remain in place. ● Clients to be offered water bottles rather than staff providing glasses of water. 	Individual workers Clients/ service users/ visitors.

Stress - including mental health	<ul style="list-style-type: none">• Regular keeping in touch with staff working remotely through email, message, phone & Zoom.• Flexible working arrangements where needed/possible.• CEAACC to support and signpost re any mental health concerns from staff.• Staff to maintain regular individual and peer supervision.• Mind self-care/help resources: https://www.mindcharity.co.uk/online-self-help-programmes-websites-resources/	CEAACC Staff Impact to clients
----------------------------------	--	--------------------------------

If staff are worried they have COVID19 symptoms:

In England call **NHS on 111** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs.

Call emergency services 999 in an emergency.

This is a Cambridgeshire Expressive Arts and Counselling C.I.C "COVID19" Policy.

Start date: 01/01/2021

To be reviewed: 01/03/2021; thereafter every 3 months: 01/06/2022, 01/09/2021

To be updated: Annually, including frequency of reviews depending on COVID19 circumstances and UK Government Guidance.

Signed:

DocuSigned by:

F22D3EEF5BF9472...

Eleanor Port-Burke
CEAACC Director
www.ceaacc.com