



Cambridgeshire Expressive Arts and Counselling Centre C.I.C

Butchers Row, Ely, Cambridgeshire, CB7 4NA
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Government Guidance, 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) Policy/Risk assessment

Start date: March 2020

Review dates: May 2020, July 2020, Sept 2020, Nov 2020, Jan 2021, April 2021, July 2021, Oct 2021, Jan 2022

Annual Updates: 01/01/2021, 01/01/22, 01/01/2023

Upcoming Review dates: As necessary following Government Guidance; January 2025

Please note CEAACC follows government covid-19 guidance closely, and endeavours to update professional practice and policies promptly.

Hazard	Control measures	Persons at risk
Staff travelling to work - risk of COVID infection from others.	<ul style="list-style-type: none"> • If traveling by public transport, be conscious of risk and adhere to social distancing where appropriate and possible. • Wash hands/ sanitize when arriving at the centre. • Hand sanitizer is available in the Staff Room. • Keep personal items in a bag/ neatly in the staffroom. • Regular disinfecting/ spraying of door handles and contact points throughout the day, by therapists and general supervisor. 	Staff, service users, visitors, volunteers.
Suspected case at the centre.	<p>If an employee (subcontractor, volunteer), client, service user, visitor, develops symptoms of:</p> <ul style="list-style-type: none"> • A continuous cough • A high temperature, fever, or chills • A loss of, or change in, normal sense of taste or smell • Shortness of breath • Unexplained tiredness, lack of energy • Muscle aches or pains that are not due to exercise • Not wanting to eat or not feeling hungry • Headache that is unusual or longer lasting than usual • Sore throat, stuffy or runny nose • Diarrhoea, feeling sick or being sick <p>The individual should:</p> <ul style="list-style-type: none"> • Inform a CEAACC staff member 	Individual workers Clients/ service users/ visitors

	<ul style="list-style-type: none"> • Staff/ volunteers: Inform CEAACC supervisor/ manager. • Return home and take a COVID-19 Lateral Flow Test (LFT); available from the CEAACC office. • CEAACC Supervisor/manager to disinfect contact points and surfaces in centre. <p>If the LFT result is negative:</p> <ul style="list-style-type: none"> • Follow the self-care advice for individuals with symptoms of a respiratory infection: https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19 • When symptoms have reduced/stabilized, contact CEAACC Administrator/ supervisor/ manager regarding returning to sessions/ work. 	
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<p>Clients/ staff (sub contractors)/ volunteers with possible/ diagnosed covid-19 symptoms.</p>	<p>If the LFT result is positive:</p> <ul style="list-style-type: none"> • Due to individual service users and families with high-risk vulnerabilities accessing the CEAACC centre, CEAACC asks that staff conduct <u>no</u> face-to-face work whilst themselves or a client is testing COVID positive. • If you're a client/ service user, and your symptoms are mild/ you feel well enough to attend a counselling/ therapeutic session. Please contact our CEAACC Administrator on CEAACCEnquiries@mail.com or 01353 664 845 to discuss an online appointment. • If you're a client/ service user, and your symptoms are severe, follow the self-care advice for individuals with symptoms of a respiratory infection: https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19 • And NHS: https://www.nhs.uk/conditions/covid-19/ • Contact CEAACC, when you feel well enough to resume sessions either online or face-to-face: CEAACCEnquiries@mail.com or 01353 664 845 • If you're a staff member/ volunteer and your symptoms are mild/ you feel well enough to work to professional standards, please contact a CEAACC supervisor/ Manager regarding potential online work/ contacting clients/ options. • If you're a staff member/ volunteer and your symptoms are severe/ prevent you from working, follow the self-care advice for individuals with symptoms of a respiratory infection: https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19 • And NHS: https://www.nhs.uk/conditions/covid-19/ • When you test COVID negative, and feel well enough to do so, please contact a CEAACC supervisor/ manager regarding returning to work. 	
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Visiting the centre	<ul style="list-style-type: none"> • Due to individual service users and families with high-risk vulnerabilities accessing the CEAACC centre, CEAACC asks that visitors do not attend the centre if they are aware they are testing COVID-19 positive. • If you are a visitor and find yourself testing COVID-19 positive, please contact CEAACC's Administrator: CEAACCenquiries@mail.com or 01353 664 845 to discuss an alternative online appointment or reschedule. 	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). • Staff to avoid touching face/eyes/nose/mouth with unwashed hands and cover cough or sneeze with a tissue then throw it in the bin. • Enhanced cleaning regimes in the centre, particularly door handles, light switches, window handles, contact surfaces, taps, and 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. 	Individual workers/ volunteers/ Clients/ service users/ visitors.
Overall stress and wellbeing	<ul style="list-style-type: none"> • COVID-19 is still a significant concern. • CEAACC encourages/ promotes it's staff and service users expressing concerns/ worries around COVID-19. • CEAACC will aim to support flexible working arrangements where needed/possible. • Staff to maintain regular individual and peer supervision. • NHS resources: https://www.keepingwellnw1.nhs.uk/self-help-resources/covid-19-resources 	CEAACC Staff Impact to clients

Signed:



01/01/2024

Eleanor Port-Burke
CEAACC Director
www.ceaacc.com