

CSASS Centre Covid Risk Assessment

CSASS Office and Counselling room and other spaces within Bluecoat Building

Sep-21



What are the hazards?	Who might be harmed and how?	What are we doing to minimise the risk?
Catching Covid 19 following activities or exposure on CSASS premises	Staff, volunteers, clients or others	
	Via contact with people at CSASS	<p>We are maintaining social distancing good practice and good hand hygiene in the office. We have a maximum of three people in the office at a time (others can pass through), two people in the counselling room and limited numbers for group work, depending on the size of the room we're using.</p> <p>We're using face coverings in public areas like corridors. If anyone requests, face coverings are also used in the office/counselling room.</p> <p>We're keeping spaces well ventilated with windows open (and doors too, where confidentiality and security can be ensured).</p> <p>We are asking everyone coming into the office to do a lateral flow test before they arrive, or at least twice a week if they're coming in regularly. We've encouraged everyone to get vaccinated, and also encourage use of the NHS app and QR code for the building as people arrive.</p> <p>We are reminding anyone coming into the centre about testing, social distancing and hand hygiene, by contacting before they come in (eg by email, or a phone chat) and putting posters up.</p> <p>We are offering reassurance and encouragement for everyone to be open about any exposure to Covid, including close contacts, or symptoms (before, after or during activities with us). This is to ensure people don't come in to the centre, or that they leave the premises promptly, if needed. We won't penalise anyone for missed sessions due to isolating, for example. We keep records so we can contact anyone who has potentially been exposed to Covid at CSASS, but will not pass on any personal information (eg to track and trace) without individual consent. We encourage anyone affected to get a PCR test promptly and self isolate according to current NHS guidance - workers won't return to the office until this guidance permits (eg when they've finished self-isolating).</p> <p>We are making it easier for everyone to comply, by making hand sanitiser available, arranging furniture to support social distancing, providing face coverings and tests in case people have forgotten.</p>
	Via contact with other people in the building	Our landlords have set up reminders and facilities in public areas, and expect all building users to maintain social distance and wear face coverings (if they are able) while in communal areas like corridors. There is also an NHS app QR code at the entrance of the building, which everyone is encouraged to use.
	Via surfaces	<p>We are reminding everyone coming in to CSASS to follow good hand hygiene, including handwashing or sanitising after entering the building or the office, or meeting room.</p> <p>The meeting room is fully cleaned by our landlord before every booking. We clean all surfaces and touchpoints in between individual clients. (We've rearranged appointment times to leave plenty of time to do this cleaning.)</p> <p>We carry out a full clean of all office surfaces as the last worker leaves (there's a touchpoint/cleaning reminder list on door, including sign out date/time and tick to say what has been touched/cleaned). Computers and telephones are not shared without cleaning. Any groupwork equipment (paper, scissors, glue) is not shared - we provide enough items provided for one each - and are cleaned after use.</p>
	Other	<p>Everyone is invited to bring their own lunch/snacks etc, and their own drinks and mugs as a preference. We have a few cups available if someone has forgotten.</p> <p>For small groups, we are making time for discussion (as a group, and with individual clients) to ensure needs are expressed, and that all members are able to adhere to rules and respect each other's needs and safety.</p>
	Via Travel to/from CSASS	Home working/volunteering, on-line/telephone sessions and blended groupwork are all available for those for whom travel in to the centre poses a higher risk than they are comfortable with. We do individual risk assessments with each of our workers, and give all clients a choice of where they would prefer to receive support.

	Risk to people outside CSASS - eg in workers household, or the community	We are reminding workers and clients to follow good hand hygiene, including sanitising immediately after leaving. Everyone is also asked to wear face coverings, if they are able, and social distance while in communal areas in the building. We have completed individual Risk Assessments for all workers, to check if there are additional safety measures needed (eg for individual health conditions or home circumstances)
		To help protect the wider community, we are keeping records of contact details and times for anyone who comes in to the Bluecoat to work with CSASS, securely. We will ensure confidentiality and personal data protection, and will not pass on personal data (eg to Track and Trace service) without individual consent. If Covid symptoms occur on our premises, or are reported to us soon after a worker/client has been in, we'll carry out a thorough clean and close the office for 72 hours. All clients and workers who have been exposed will be contacted and informed by CSASS, and advised to get tested and follow current NHS guidance on isolation.
Harm to mental health due to face-to-face support not feeling safe and accessible.	Survivors - clients and potential clients	Online or telephone counselling, on-line, outdoor and blended groupwork available as an alternative to face-to-face support. Supportline and LiveChat are also available.
Increased lone working due to Covid restrictions	Staff/volunteers	
	Harm from distressed or agitated clients, during face to face work	There is no longer a significant covid-related increase in lone-working, so we are following our normal risk management practice - which includes things like: Face to face counselling sessions are normally timetabled to ensure a colleague is in the nearby office, carrying out individual client risk assessments to address this concern (as part of the initial assessment), using check-ins with colleagues before/after sessions etc. Occasional support may be held alone, where risk is low.
	Harm to mental health for workers carrying out distressing support work, while isolated from the team	We are holding regular staff and volunteer meetings, supporting one another, and also using different ways to communicate - like zoom, whatsapp, phone and email. We timetable support work to make sure there is immediate help available from colleagues on duty, by phone. All workers have regular clinical and/or management supervision, and access to our Employment Assistance programme. Individual worker Risk Assessments have also covered each person's working arrangements, to ensure mental health is supported.
Additional/new fire related risk due to Covid	Workers and clients	
	Harm from smoke inhalation or burns	Staff will prioritise emergency action in case of fire over social distancing - it's more important to get out of the building safely. Exit routes are kept clear, while using portable furniture. We have arranged key access to the mobility accessible fire escape route, through a currently locked neighbouring office (not often used due to Covid remote working).
	Harm from Covid exposure, due to fire alarm/test	We will remind everyone to wash hands after any fire alarms.