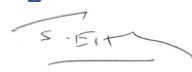


# Risk Assessment



## A. Outline of activity or task to be assessed: Risk of outbreak/ spread of Covid-19 within Sea Change Psychotherapy

<b>Date of Assessment:</b> 08/01/2021	<b>Agreed by:</b> The Board of Directors
<b>Name of Assessor:</b> Toby Etterley	<b>Agreed on:</b> 11 /01/2021
<b>Signature:</b> 	<b>Date for Reassessment:</b> 01/02/2021 ( <b>Monthly on 1st Monday of the month</b> ) or sooner in response to changes in legislation/ levels of restriction from govt or specific guidance from professional bodies.

**Hazard** is something with the **potential** to cause **harm**. **Risk (R)** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

## B. RISK MATRIX - This section is used for guidance to complete Section C.

level of risk = likelihood x severity

### PRIORITY OF ACTION

<b>HIGH</b>	<b>17 - 25</b>	<b>Unacceptable - Stop work or activity until immediate improvements can be made.</b>
<b>MEDIUM</b>	<b>10 - 16</b>	<b>Tolerable but need to improve within a reasonable timescale e.g. 1-3 months depending on the situation.</b>
<b>LOW</b>	<b>5 - 9</b>	<b>Adequate but look to improve by next review.</b>
<b>VERY LOW</b>	<b>1 - 4</b>	<b>Residual risk acceptable and no further action will be required all the time the controls measures are maintained.</b>

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 <b>LOW</b>	10 <b>MED</b>	15 <b>MED</b>	20 <b>HIGH</b>	25 <b>HIGH</b>
	4	4 <b>VERY LOW</b>	8 <b>LOW</b>	12 <b>MED</b>	16 <b>MED</b>	20 <b>HIGH</b>
	3	3 <b>VERY LOW</b>	6 <b>LOW</b>	9 <b>LOW</b>	12 <b>MED</b>	15 <b>MED</b>
	2	2 <b>VERY LOW</b>	4 <b>VERY LOW</b>	6 <b>LOW</b>	8 <b>LOW</b>	10 <b>MED</b>
	1	1 <b>VERY LOW</b>	2 <b>VERY LOW</b>	3 <b>VERY LOW</b>	4 <b>VERY LOW</b>	5 <b>LOW</b>
		1	2	3	4	5
		Increasing likelihood or probability →				

Score	Likelihood/Probability	Description
5	Very likely/Almost Certain	The event is expected to occur in most circumstances
4	Likely	The event will probably occur in most circumstances
3	Fairly likely/Possible	The event could occur at some time
2	Unlikely	The event is not likely to occur in normal circumstances
1	Very Unlikely	The event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic/Severe/Fatality	Death or permanent disability to one or more persons
4	Major injury/ill health	Hospital admission required e.g. broken arm or leg
3	Moderate (over 3 day injury/ill health)	Medical treatment required, over three day injury
2	Minor injury/ill health	First Aid is required
1	Insignificant/no injury	Injuries not requiring first aid treatment

**C. Use information from section B to identify level of risk for each hazard**

What are the Hazards?		Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/ Med/ High	What further actions are necessary?	Residual Risk Level Low/ Med/ High	Action	
							Who?	When?
1	<b>CLINICAL:</b> <i>Health risks in relation to Covid-19</i>	<i>Staff, clients, parents and visitors could spread/contract Covid-19.</i>	<i>All staff should stay at home and all work should take place remotely (internet or phone) if at all possible. The rationale for any face-to-face work must be clearly stipulated and recorded in the case notes. YP, parents and carers must give informed consent, knowing the increased risks of Covid-19 transmission at this time. Any such cases must be discussed with the team and agreed by the supervisor.</i>	<i>Low (2x4=8)</i>	<i>Discuss and agree any cases where face to face work is being considered in the weekly virtual team meeting.</i>	<i>Low (2x4=8)</i>	<i>All staff, yp and parents/carers.</i>	<i>Now and until the next review.</i>
<b>WHERE PEOPLE ARE UNDERTAKING FACE-TO-FACE WORK THEN THE FOLLOWING APPLIES:</b>								
2	CLINICAL: Health risks in relation to Covid-19	Clients, parents and visitors (or associated family members) are at considerable risk of harm if they contract Covid-19.	Health screening questionnaires are disseminated in advance of any face-to-face work (for each adult and child participant). These identify those with compromised immunity, underlying health conditions and additional risk factors, and rule out face to face work unless clearly evidenced otherwise. Virtual sessions must be considered the norm.	Low (1x5=5)			Clients, parents, visitors and associated family members.	Now and until the next review.
3	CLINICAL: Health risks in relation to Covid-19.	Staff (or associated family members) are at considerable risk of harm if they contract Covid-19.	Staff who have personal or familial health vulnerabilities must work remotely and not to come into the office at the current time.	Low (1x5=5)			All staff and associated family members.	Now and until the next review.

4	<p>CLINICAL AND NON-CLINICAL Risk of spread of Covid-19</p>	<p>Clients, parents, visitors and staff with symptoms could transmit Covid-19.</p>	<p>Clients, visitors and staff exhibiting any Covid-19 key symptoms (high temperature, a new persistent cough or a loss or change to sense of smell or taste) are asked to stay away, arrange a test and call to let us know. Anyone who has been told to self-isolate also has to stay away and remote working is supported in such instances if possible.</p> <p>To follow any changing advice from UK Gov on additional symptoms in different age groups.</p> <p>NB Approximately 30% of people who have Covid-19 may be asymptomatic.</p>	<p>Medium (3x4=12)</p>			<p>All staff, clients, parents and visitors.</p>	<p>When symptoms develop and/ or when told to self-isolate.</p>
5	<p>CLINICAL: Risk of spread of Covid-19 through physical interaction.</p>	<p>Clients, parents, visitors and staff could catch or transmit Covid-19.</p>	<p>All face-to-face sessions take place by appointment only and with risks having been openly discussed, agreed and recorded in case notes. Individuals wait outside of the building until collected. Parents/ carers do not enter the building unless needed nearby or involved in the session. Temperature checks are a pre-requisite on entering the building. Face coverings are worn by all parties at all times indoors. Waiting room is not to be used.</p> <p>No physical interaction between different individuals/ family groups to take place inside the building.</p> <p>Social distancing must be maintained at all times. Seating is arranged to ensure 2+ metres distance between individuals.</p> <p>To follow any changes in guidance from UK Gov and professional bodies.</p>	<p>Medium (3x4=12)</p>			<p>All staff, clients, parents and visitors.</p>	<p>Every session/ visit.</p>

6	CLINICAL: Risk of spread of Covid-19 via surfaces.	Clients, parents, visitors and 'staff' could catch or transmit Covid-19.	<p>Staff to open and close doors where possible. Doors to clinical rooms to be left open to allow entry. All hard surfaces and touch points in used clinical rooms are cleaned with disinfectant after every session. Waiting room surfaces are cleaned after every use. All touch points on the way to the room (handrails, light switches, door handles) are cleaned after every session. The building is cleaned at the start of every day.</p> <p>Clients only use individual toys/ resources and there is no sharing of resources. All hard surfaces in patient/ visitor WC are cleaned after each use. Hand towel has been replaced with paper towels. Regular checks are undertaken on supplies of hand sanitiser/ soap and paper towels.</p> <p>To follow any changes in guidance from UK Gov and professional bodies.</p>	Medium (3x4=12)			All staff, clients, parents and visitors.	Every session/ visit
7	CLINICAL: Risk of spread of Covid-19 through air particles	Clients, parents, visitors and 'staff' could catch or transmit Covid-19.	<p>Face masks to be worn by all parties at all times. Seating in clinical rooms is maintained at 2m + distance. All clinical rooms and public spaces are well ventilated via open windows throughout the day. Only the larger clinical rooms should be used (1, 5 and 6). Back-to-back sessions in the same room must not happen in order to leave time for rooms to be cleaned and ventilated. Doors are left open to ventilate rooms when not in use.</p> <p>To follow any changes in guidance from UK Gov and professional bodies.</p>	Medium (3x4=12)			All staff, clients, parents and visitors.	Every session/ visit
8	NON-CLINICAL: Risk of spread of Covid-19 through	Staff and visitors could catch or transmit Covid-19.	Staff maintain social distancing from one another. Individual desks are used, and these are all 2+ metres apart (a closer desk has been	Medium (3x4=12)			All staff and visitors in the building.	Now and until the next review.

	physical interaction		decommissioned). People to take lunch at separate desks.  To follow any changes in guidance from UK Gov and professional bodies.					
9	NON-CLINICAL: Risk of spread of Covid-19 on surfaces	Staff and visitors could catch or transmit Covid-19.	All staff wash/ sanitise their hands and take their own temperature upon entry into the building. Hands are washed/ sanitised on entry to the kitchen. Personal mugs are used for hot drinks. Own food and drink containers are brought in. Work tops and kitchen table are disinfected after use. Desks are disinfected at the end of each day. Shared landline phones are wiped down after each use. Surfaces in staff WC are cleaned after each use. Hand towels have been replaced with paper towels.  To follow any changes in guidance from UK Gov and professional bodies.	Medium (3x4=12)			All staff and visitors in the building.	Now and until the next review.
10	NON-CLINICAL: Risk of spread of Covid-19 through air particles	Staff and visitors could catch or transmit Covid-19.	Staff to wear face coverings at all times unless eating or drinking. Windows to be left open to ventilate shared staff spaces.  To follow any changes in guidance from UK Gov and professional bodies.	Medium (3x4=12)			All staff and visitors in the building.	Now and until the next review.

**NB 'Staff' refers to employees and self-employed individuals who are contracted by Sea Change Psychotherapy. 'Parents' refers to those in a parental position, including carers and guardians.**