

Holloway Neighbourhood Group | Stress Project

Risk Assessment:	Spread of Coronavirus (COVID-19) at 2 Shelburne Road	Date	July 2021
Those at risk:	HNG staff and volunteers Spiral Therapy Centre personnel Room hirers Service users Visitors/Guests Contractors and other premise users	Endorsed by:	
Key Update:	UK Government plans to remove all restrictions starting Monday 19 th July 2021. ¹ HNG's aim is to maintain measures that help manage this risk by ensuring that there is <i>adequate ventilation, sufficient cleaning, and good hand hygiene practices</i> at the Stress Project		

Current Controls	Additional Controls	Action to be taken	Who	When	Done
General Management					
<ul style="list-style-type: none"> Risk assessment has been reviewed, updated, and shared with key people Review and align RAs from STC and other activities Maintain COVID control measures in all communal spaces Managing the risk (see appendix)¹ 	<ul style="list-style-type: none"> Follow government guidance that may inform further actions ² Continue to promote mask wearing (face), handwashing and sanitising (hands), people/rooms/spaces (space) and air flow (air) and review them Review / monitor controls in place i.e., signage/notices, stock levels etc. 	<ul style="list-style-type: none"> Share updated RA Service protocol info Add dates to calendar and carry out checks with colleague. 		23/07/21	Yes
Information and Communication					
<ul style="list-style-type: none"> We will continue with current control measures being shared across all appropriate channels and in all rooms and communal spaces Staff and stakeholders are reminded that these controls are being maintained. Relevant guidelines are issued to all therapists relating to their therapy specialism Managers to ensure that appropriate procedures are being followed and that 	<ul style="list-style-type: none"> Focus on existing guidelines around hands, face, space, and air. 'We test our staff' added to our communications. Regular internal communications with staff & stakeholders All premises availability calendar for rooms and spaces 	<ul style="list-style-type: none"> Review posters and signage Review and update our comms channels i.e. email, website etc. Apply for Islington's 'We are a COVID-safe business' scheme Schedule regular dates for email updates. Calendar update 			

¹ England's COVID restrictions ease... | BBC website [<https://www.bbc.co.uk/news/uk-57882029>]

² Coronavirus: how to stay safe and prevent its spread... | UK Government website [<https://www.gov.uk/guidance...>]

facilities provided are maintained.	<ul style="list-style-type: none"> Stay up-to-date with national³ and local⁴ government guidelines 				
Premises, Space Hire and Other Use					
<ul style="list-style-type: none"> NHS venue check in / contact info Pre-treatment COVID 19 screening check is undertaken (sample form) Room availability and occupancy levels <p>HNG Rooms: Zen Healing Ocean Garden</p> <p>Spiral Rooms: Dream Sapphire Amethyst</p> <p>Sharded Rooms: Earth (front) Earth (back)</p> <ul style="list-style-type: none"> Therapists wait in therapy rooms and let clients in using nearest buzzer (note: hands, face, space and air guidelines) Face coverings, physical distancing in maintained in all communal areas and at discretion of client and therapist in therapy room. Ensure there is sufficient ventilation and air flow in the room by opening windows. 	<ul style="list-style-type: none"> Clients and service users are made aware of procedures by therapists. Guidelines are in therapy rooms and communal areas for therapists and room hirers to reference Staff, counsellors and/or therapists using rooms and spaces are responsible for clearing up work areas & spaces used Specific stock levels for complimentary therapies Stock levels are checked and monitored Equipment and furniture in communal areas are cleared and wiped after use. Ventilation fan is usable for air flow (located near massage bed in Earth) Disposable items for Earth kitchen 	<ul style="list-style-type: none"> Room pack for all rooms Review posters and signage Review and monitor for feedback Calendar Merge Protocols for various therapies 	TB		Yes
Toilets, Handwashing and Sanitisers					
<ul style="list-style-type: none"> 3x toilets for footfall into the building <ul style="list-style-type: none"> Ground floor toilet (serving Earth) 1st Floor toilet for SP and STC offices (serving, Zen, Sapphire & Amethyst) Top Floor toilet (Dream, Healing and Ocean) Toilets are regularly cleaned and stocked Wall mounted hand sanitisers are located at the main door entrance, on the first floor hallway and in Earth garden entrance. 	<ul style="list-style-type: none"> Stringent handwashing is taking place and always encouraged Guidance notices are displayed: <ul style="list-style-type: none"> Wash hands for 20 seconds Catch it, Bin it, Kill it Hands, Face, Space Further cleaning items are located in therapy rooms Temperature checker located in Zen 	<ul style="list-style-type: none"> Review notices and signage Toilets in use stock 			
Cleaning					

³ UK Government Website | Coronavirus guidance and support <https://www.gov.uk/coronavirus>

⁴ Islington Council Website | Social care and health and coronavirus <https://www.islington.gov.uk/social-care-and-health/coronavirus-covid-19>

<ul style="list-style-type: none"> • Sufficient but regular cleaning of premises takes place • Stakeholders are informed to clean, disinfect, and wipe down objects and surfaces in their areas and communal spaces after use • Therapy Rooms: access to materials to maintain cleanliness in therapy rooms. 	<ul style="list-style-type: none"> • Cleaner has clear directive on target areas / log book is updated • Reminders exist that ask users to clean surfaces and equipment after use. • Good hand hygiene is being encouraged. • Cleaning logbook 	<ul style="list-style-type: none"> ▪ Rota or routine 			
People and Personnel					
<ul style="list-style-type: none"> • Staff and stakeholders are encouraged to Keep themselves and others safe and exercise caution at all times. • COVID check information is used across SP therapy programme (sample) • Observe and adhere to all measures in place • Observe and adhere to all room capacity and ventilation requirements. • Workplace Collect is available to staff and volunteers to encourage regular testing (Read More: link) 	<ul style="list-style-type: none"> • Virtual meetings are to be encouraged. • In cases of one-to-one meetings, this should be by appointment. • Open dialogue and discussions at meetings / provide feedback / check on each other • All personnel are supported if they or a close family member of theirs is affected by coronavirus. 	<ul style="list-style-type: none"> ▪ Equipment / training re: blended ▪ Review measures and seek feedback ▪ Workplace testing checks ▪ Ventilation checks and maintenance 			
Face-coverings and protective clothing (PPE)					
<ul style="list-style-type: none"> • Face coverings remain a requirement for stakeholders attending appointments • Contractors and service people are required to follow set procedures 	<ul style="list-style-type: none"> • Stock of disposable /reusable masks are available for those who are not exempt or may have forgotten to wear one. 	<ul style="list-style-type: none"> ▪ Check, review and feedback. 			
Mental Health and COVID anxiety					
<ul style="list-style-type: none"> • Management promotes mental health and wellbeing awareness to all stakeholders, and offers whatever support is possible. • Useful resources for coping from Mind ⁵ and NHS 'Every Mind Matters'⁶ 	Open and regular communication of mental health information and open-door policy for those who need additional support.				

⁵ **Coronavirus and your wellbeing...** | Mind Charity website [<https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/>]

⁶ **11 tips for coping with anxiety about coming out of lockdown...** | NHS website [<https://www.nhs.uk/every-mind-matters/coronavirus...>]

Managing the risk of spread and outbreak of infection

1. Checklist:

As an organisation , we:

- Caution people not to attend our premises if they feel unwell or they or someone they live with are displaying symptoms
- Display NHS check-in barcodes or take contact details of relevant persons on site
- Have protocols for face-covering, social distancing, hand washing and sanitising in place.
- If anyone becomes unwell with a high temperature or has a new continuous cough, they are to be sent home and encouraged to stay home.
- Ask staff to keep themselves and others safe
- Encourage testing and are a registered workplace collect service option for staff
- Routinely clean our premises and spaces and initiate COVID-19 cleaning protocol for confirmed cases
- Share information and ask stakeholders to cooperate with our procedures
- Support staff and stakeholders

2. Instances

<p>Case of COVID-19 symptoms or contact <i>if you have symptoms’ this m means you and all household members must self-isolate and remain at home. If a stakeholder confirms that they or someone they live with has ‘COVID 19 symptoms’ they must self-isolate, test themselves and inform their line manager of any close contacts that need to be informed.</i></p> <p><i>‘Contact’ means a person who has been in close contact with someone who has tested positive for COVID-19 and who may or may not live with them.If stakeholder has been notified by NHS track and trace app, they need to self-isolate (even with no symptoms), test themselves if neede or if symptoms develop.</i></p>	<p>Cleaning after a case of COVID-19 <i>User will be required to leave the building and person doing the cleaning must wear disposable gloves, mask and apron and use disposable cloths and mop heads, which must be double bagged, labelled and stored for 72 hours before disposal. After removal of PPE, wash hands for 20 seconds. Clean all hard surfaces, floors, chairs, door handles, and sanitary fittings with warm soapy water and then disinfectant with usual cleaning products which are effective against enveloped viruses. HNG responsible for cleaning communal areas.</i></p>
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