

Health and safety policy

This is the statement of general policy and arrangements for:		<div></div> Charlies-Angel-Centre Foundation
Sam Key, Clive Key, Ruth Curtis		has overall and final responsibility for health and safety
Trustee's (Member of staff)		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace		
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work		
Engage and consult with employees on day-to-day health and safety conditions		
Implement emergency procedures - evacuation in case of fire or other significant incident		
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances		
Covid 19- follow strict government guidelines, to minimize Spread of Corona virus		

Signed: * (Employer)		Date:	<div></div>
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Risk assessment

You should review your policy if you think it might no longer be valid, e.g. if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	
First-aid box is located:	Office Desk
Accident book is located:	Office Desk

Company name: Charlies-Angel-Centre Foundation

Date of risk assessment: April 2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored	No	All staff, Supervisor to monitor Manager		
Covid 19	Staff and visitors at risk if instructions not followed. We will assess all clients on an individual basis and assess risk based on the need for the client to have face to face instead of remote outweighs the potential risk of the new strain of Covid19 and the government advice to work from home. The risk assessment in place considers the new variant of Covid 19."	Sign in and out sheet with name, phone number and postcode in the reception area,(track & trace) Hand sanitizer provided in reception area Poster's provided around the centre with easy read Instructions. 15 minutes between appointments, so each room is able to be cleaned.	No	All staff and clients		

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<p>Outbreak of COVID-19 within clinical setting students infected as part of the counselling work placements taking place</p> <p>Severe Illness</p> <p>Hospitalisation</p> <p>Deaths</p>	<p>Student</p> <p>Client</p> <p>Charity staff</p>	<p>If a student/client/staff develops symptoms of Covid 19 they will be sent home/hospital following the First Aid Guidance as set out in our policies and procedures.</p> <p>If the student/client/staff is sent home or we receive a call from a student/client/staff saying they believe they have symptoms then they will be asked to not attend the Centre and to self isolate for 7 days and that they ask all household members to self isolate for 14 days.</p> <p>They must be asked to arrange for a test by visiting NHS.UK or telephoning NHS 119. If the test comes back negative then the student/client/staff can return back to the Charity Centre.</p> <p>If the student/client/staff tests positive then they must inform the charity. All those that have had close contact with the student/client/staff will be contacted and told to self isolate for 14 days.</p>	No	All staff and clients		

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Use of Toilet facilities Ignoring Covid 19 protocols leading to Infection.	Staff Clients Students	Where anyone needs to use toilets then they must follow strict and stringent hygiene and social distancing protocols as set out in the risk assessment documents. We are adhering to all government advice and guidance in respect of social distancing and hygiene. Hand wash provided along with hand sanitizer. All toilets cleaned between uses by Centre staff who will be using PPE.	No	All staff and clients		
Social Distancing Ignoring Covid 19 protocols leading to Infection. Insufficient information, supervision and instruction	Student Client Staff	Counselling rooms set out so that no members of staff/public/student are within 2 meters distance of each other throughout the whole of the session Every one visiting the Centre will maintain a space of 2 metres distance where practicable when they arrive at any setting. Both counselling rooms have hand sanitizer available at all times. Appointment times staggered to ensure there are not too many people in the Centre at one time. People attending the Centre will provide their own drinks.				