

## THE DOME ENRICHMENT ACTIVITIES COVID-19 RISK ASSESSMENT

<b>Date of assessment:</b> 06/09/2021	<b>Version No:</b>	02
<b>Date for review:</b> 06/09/2022		

**Details of risk assessment including location/description of activity or equipment to be assessed.**

**This guidance will be kept under review and will be updated as necessary. Full Covid-19 details and any required actions can be found on the Team Domenica Staff COVID-19 Guidance September 2020 document.**

**The Charity will make best endeavours to comply with all guidance. However, we do recognise that given the amount of guidance from multiple sources that this will always be a complex task. We will be guided by what we believe, on current evidence to be in the best interests of our staff and candidates.**

		Likelihood					
		Certain	Very Likely	Likely	Possible	Unlikely	
		5	4	3	2	1	
Severity	Major (Fatal)	5	25	20	15	10	5
	Severe	4	20	16	12	8	4
	Lost time 3 days +	3	15	12	9	6	3
	Lost time	2	10	8	6	4	2
	Slight	1	5	4	3	2	1

**Title of related documents:** Candidates Individual Risk Assessments; Team Domenica Staff COVID-19 Guidelines September 2020 document.

## Keeping Places Safe during Covid-19

Risk No.	HAZARD Product/Activity/ Plant/Equipment	Risk/Consequence	Pre-control risk rating			Control measures in use	Residual risk rating		
			L	S	R		L	S	R
1	Contaminated surfaces within the site	Transmission of virus to Candidates, staff members and anyone else they come into contact with	4	5	20 High	An increased formal cleaning regime in place Employees to clean equipment/shared surfaces frequently including Yoga mats Hand sanitisers located on site Extra hygiene requirements (handwashing etc.) enforced No multi-use handtowels to be used to dry hands Temperatures taken on arrival by TD staff  <b>Enrichment room cleaning protocol.</b> <ul style="list-style-type: none"> <li>• Surfaces and equipment to be wiped down with disinfectant products when candidates change tasks</li> <li>• Surfaces and equipment to be wiped down with disinfectant products at the end of each session.</li> <li>• Yoga mats to be stored in allocated bags/ boxes once cleaned</li> <li>• All other areas to be cleaned by Dome cleaning contractors</li> </ul>	2	5	10 Medium

2	Proximity, people gathering in groups within the site	Transmission of virus through being close to an infected person	4	5	20 High	<p>Social distancing practices in place although this is difficult with some Candidates. Staff to support candidates to understand social distancing and practice this themselves floor markers in place Hot Spots highlighted Maximum number of people in rooms assessed for timetabling Staggered arrival and departure times timetabled if necessary Keeping candidate groups in their 'bubbles' where possible</p> <p><b>On enrichment sites:</b></p> <ul style="list-style-type: none"> <li>• <b>Staff and candidates to wear masks when working closely within 2 metres</b></li> <li>• <b>Candidates &amp; staff work zones to be marked out with 2 metre distancing in place</b></li> <li>• <b>When distancing cannot be met staff and candidates and staff must wear a mask and staff to time for it to be no longer than 10 mins. Move away after 10 mins.</b></li> <li>• <b>1:1 Support staff are not required to use 10 min timing guide</b></li> </ul>	2	5	10 Medium
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3	Reduced number of employees could result in a lack of fire wardens/ sweeps and first aiders	If fire were to break out, building would not be able to be checked efficiently, leading to people being left in the building	4	4	20 High	Managers to ensure when completing Rotas that sufficient first aiders and fire wardens on site	2	2	4 Low
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4	Lapse in timely accident/ incident reporting	Accidents/ incidents may not be reported within time frame due to staff rotas being compromised, leading to a failure to report externally and respond to	3	3	9 Medium	Ensure all staff working on site are fully trained in case of staff shortages	2	2	4 Low
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5	Increase in work related complaints/concerns, absence and accidents	Staff morale, anxiety, confidence and attendance will be impacted upon by how safe they feel and perform in the work place. If staff are anxious, not listened to, consulted or understood, they are more likely to make mistakes and not follow protocols and experience behaviours that challenge.	2	2	2 Low	Investigate all complaints & accidents thoroughly. Keep records of concerns and absence Central point for Covid-19 related absence identified Regular and clear communication with staff	1	1	1 Low
6	Appropriate PPE	Lack of sufficient numbers of PPE – increased chance of transmission of Covid-19 Lack of staff confidence Incorrect type of PPE for intended purpose Not meeting HSE requirements	3	5	15 High	PPE provided will have been thoroughly assessed as appropriate for the use for which it is intended and in line with government and Public Health England guidance Staff will receive information and guidance for what activities require the use of PPE if applicable  <b>At Enrichment sites:</b> <ul style="list-style-type: none"> <li>• <b>Staff and candidates to wear masks when working with candidates closer than 2 metres and time it to be for no longer than 10 mins then move away</b></li> <li>• <b>Staff to ensure Candidates masks are clean every day before commencing work</b></li> </ul>	2	5	10 Medium
7	Fire Risk Assessments may be impacted by reduced numbers of employees in certain areas or areas not being utilised	Current Risk assessments are based upon full staffing team and numbers of people accessing areas – this has reduced and therefore maybe incorrectly	3	5	15 High	Team Domenica staff will follow all the Brighton Dome fire procedures. Fire drills to be actioned by The Dome staff.  Team Domenica staff will follow all the Unitarian Church fire procedures. Fire drills to be actioned by TD staff along with Unitarian Church procedures.	1	5	5 Medium



## Keeping People Safe during Covid-19

Risk No.	HAZARD Product/Activity/ Plant/Equipment	Risk/Consequence	Pre-control risk rating			Control measures in use	Residual risk rating		
			L	S	R		L	S	R
9	Someone becomes ill within the site	Transmission of virus to Candidates, staff members, their own family members and anyone else they come into contact with	4	5	20 High	<p>Staff and candidate temperatures taken on arrival</p> <p>Isolation rooms identified for ill employees / candidates and guidance to follow on Team Domenica H &amp; S Protocol guide</p> <p>Individual to be sent home and advised to follow NHS guidance</p> <p>Report the incident to H &amp; S lead at TD, The Brighton Dome &amp; Unitarian Church management team</p> <p>At Brighton Dome:</p> <ul style="list-style-type: none"> <li>All surfaces that the symptomatic person has come into contact will be cleaned by contracted cleaners as per guidelines. Waste will be disposed of as agreed with Dome Management team</li> <li>TD staff to clean contaminated enrichment equipment used with usual disinfected products you use.</li> <li>Use disposable cloths or paper roll and disposable – follow one site, one wipe, in one direction.</li> <li>Staff to wear PPE kit provided when cleaning equipment used</li> <li>Staff to dispose of personal waste from individuals with symptoms of COVID-19 and waste from</li> </ul>	2	5	10 Medium

				<p>cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ul style="list-style-type: none"> <li>• Waste should be put in a plastic rubbish bag and tied when full</li> <li>• The plastic bag should then be placed in a second bin bag and tied</li> <li>• This should be put in a secure place as agreed with The Dome &amp; Unitarian church and marked for storage until the individual's test results are known</li> <li>• This waste should be stored safely. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</li> <li>• If the individual tests negative, this can be put indisposed of immediately with the normal waste.</li> <li>• If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</li> <li>• If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must keep it separate from other waste and arrange for collection by a specialist contractor as hazardous waste</li> <li>• <b>COVID-19 Case Checklist to be carried out by site manager. Training to be given by DD. A laminated copy will be on site on the wall to ensure closer procedures are adhered to.</b></li> </ul>		
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10	Proximity, people gathering in groups within the site	Transmission of virus through being close to an infected person	4	5 20 High	<p>Social distancing practices in place although this is difficult with some candidates          Guidance given to staff regarding PPE and when it is needed on TD Staff COVID-19 Guidance doc.          Staff and parents to support candidates to understand social distancing and practice this themselves</p> <p>It will mean:</p> <ul style="list-style-type: none"> <li>• Grouping learners together in groups or 'bubbles'</li> <li>• Test and trace must be in place</li> <li>• Discouraging the use of public transport where possible</li> <li>• Regular cleaning of hands, masks to be worn when less than 2 metre social distancing possible</li> <li>• If a candidate is showing any symptoms of COVID-19 that include a new, continuous cough or high temperature, or has a loss of, or change in, their normal sense of smell or taste (anosmia) – or if someone in their household is showing symptoms. Please do not come in.</li> <li>• If a candidate shows any Covid-19 symptoms whilst at Team Domenica they will be sent home and advised to follow</li> </ul>	2	5	10 Medium
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				<p>the government guidance regarding self-isolating and will be asked to arrange a test to see if they have coronavirus. Other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <ul style="list-style-type: none"> <li>• If a candidate is awaiting collection, they will be isolated in a designated room with ventilation with appropriate adult supervision. Staff will be provided with the appropriate PPE for caring with someone who is symptomatic.</li> <li>• All areas where the symptomatic person has been will be deep cleaned that day.</li> <li>• If a candidate undergoes a Covid-19 test we require evidence of a negative outcome before returning to Team Domenica. If the test is negative, candidates can return to Team Domenica once they are feeling better and no raised temperature for 48 hours.</li> <li>• If a candidate tests positive they must isolate for 10 days from the onset of symptoms. They will only be able to</li> </ul>	
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				<p>return to Team Domenica if they do not have symptoms, other than a cough or loss of a sense of smell or taste (cough or anosmia can last for several weeks after the infection has gone). If the candidate has a temperature they should continue to self-isolate until the temperature returns to normal.</p> <ul style="list-style-type: none"> <li>• If the area where the candidate lives is required to 'lock down' then individual arrangements will be made following a risk assessment. It might be that remote learning will need to take place</li> </ul> <p><b>On enrichment sites:</b></p> <ul style="list-style-type: none"> <li>• <b>Staff and candidates to wear masks when working closely within 2 metres</b></li> <li>• <b>Candidates &amp; staff work zones to be marked out with 2 metre distancing in place</b></li> <li>• <b>When distancing cannot be met staff and candidates and staff must wear a mask and staff to time for it to be no longer than 10 mins. Move away after 10 mins.</b></li> <li>• <b>1:1 Support staff are not required to use 10 min timing guide</b></li> </ul>		
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### **Outbreak of Covid-19 at Team Domenica**

If Team Domenica is aware that someone within the organisation has tested positive for Covid-19, we will contact the local health protection team. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were in close contact with that person.

Households of those sent home in these circumstances will not need to self-isolate unless the person in close contact starts to display symptoms.

#### **Close contact means:**

- Direct contacts – face to face contact for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact.

				<ul style="list-style-type: none"> <li>• Proximity contacts – extended close contact (within 1-2 metres for more than 15 mins)</li> <li>• Travelling in a small car with an infected person.</li> <li>• Households of those sent home in these circumstances will not need to self-isolate unless the person in close contact starts to display symptoms.</li> </ul> <p>If there is one confirmed case at Team Domenica this may be considered an outbreak and Team Domenica will work with the health protection team. In some cases, health protection teams may recommend that a larger number of other candidates self-isolate as a precautionary measure. It is unlikely that a whole setting closure will occur, unless staffing levels are adversely affected.</p> <p>Team Domenica candidate protocol from September 2020.</p> <p>To ensure that we keep candidates as safe as possible we have created a candidate protocol. There is a lot of information but please be reassured that</p>		
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this will be fully explained and reinforced to candidates during their induction period.

**Arriving at Team Domenica site:**

- Candidates are to stay in allocated bubbles and not mix between bubbles wherever possible.
- All candidates will have their temperature checked and recorded on arrival at the site.
- Anyone with a temperature of 37.7°C or higher will be sent home see Covid-19 guidance above.
- When temperatures are taken parents/carers must wait outside until the temperature is read and cleared.
- On arrival at the site everyone must use the hand sanitiser provided; wipe their bags with sanitiser wipes provided; then wash their hands following the 20 second rule.
- Bags/belongings to be kept in candidates allocated seat/ box. Belongings not to be touched by anyone else.

				<ul style="list-style-type: none"> <li>• Candidates to bring own pencil case with pens, pencils, ruler, coloured pens, rubber. This equipment is not to be shared or left on desks at the end of the day. We can provide clear named pencil cases if needed.</li> <li>• <b>When arriving at enrichment sites candidates should arrive from 9.15am for the morning session</b></li> <li>• <b>Candidates will be met at the entrance by a member of Team Domenica staff.</b></li> <li>• <b>Staff will take temperatures at the entrance, Team Domenica rules around increased temperature will apply.</b></li> <li>• <b>If they arrive early they will need to wait at the entrance until Team Domenica staff are there to greet them and take their temperature.</b></li> </ul> <p><b>Lunch/break at Team Domenica site:</b></p> <ul style="list-style-type: none"> <li>• Candidates can bring own packed lunch and drink bottle which is to be consumed at their designated work zone or desk for the day as directed by staff.</li> </ul>		
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				<ul style="list-style-type: none"> <li>• If candidates are independent travellers they are permitted to leave the site at break end and or lunch time. They will be signed in and out by staff. They need to wash hands and sanitise when coming back into the building.</li> <li>• Breaks/lunch to be taken at their allocated work zone or desk and desks to be cleaned by candidates before and after use.</li> <li>• An allocated area in The Dome Café will be available for candidates to take their breaks</li> </ul> <p><b>Washing Hands/Social Distancing at Team Domenica:</b></p> <ul style="list-style-type: none"> <li>• Hand washing is one of the simplest ways to stop Covid-19 from spreading. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Candidates will be asked to wash hands on arrival and before and after lunch or when preparing or consuming food.</li> <li>• Candidates to bring in own pocket hand sanitiser and tissues for their own use</li> </ul>	
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				<p>during the day. Sanitiser and tissues will also be available on every site.</p> <ul style="list-style-type: none"> <li>• Although candidates are in bubbles we aim to adhere to social distancing rules of 2m wherever possible. We have marked out work zones . Candidates will be given training during their induction weeks.</li> <li>• If staff or candidates are in close proximity to each other of between 1 to 2m (as may happen during enrichment activities) you must try and limit this time to 10 minutes max by timing it and then moving away from the person</li> </ul> <p><b>Face coverings/masks</b></p> <ul style="list-style-type: none"> <li>• Masks are advised to be used if travelling on public transport. Candidates must use a different mask on public transport to the one worn on site</li> <li>• Candidates should provide their own masks for use in communal areas and this must be kept safely in a plastic bag when not in use. Please ask Danielle/Justin if you would like us to supply you with a plastic zip lock bag.</li> <li>• Candidates do not need to wear a mask if positioned at a desk with screens or</li> </ul>	
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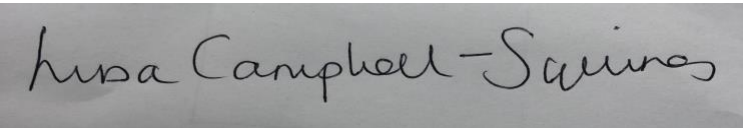
				<p>during activities where 2 metre distancing is in place.</p> <ul style="list-style-type: none"> <li>• Fabric masks must be washed daily. Disposable masks must be replaced daily.</li> <li>• Any necessary soft items can be disinfected using sprays designed for use on fabric.</li> </ul> <p><b>If Day Service candidates attend two different settings:</b></p> <p>Moving between settings will increase the risk of viral spread, however there are circumstances where this may be required, such as where a young person's needs cannot be met without provision in two settings. This means that provision in two settings is possible, but will be subject to the child or young person's individual risk assessment, and on the ability of both settings to accommodate the child or young person. These risk assessments are likely to be complex, and the two settings may need to liaise with one another. It may be best for a child or young person to return to only one setting, or to return to one setting first before returning to both, so that their opportunity to receive on-site education is not delayed due to those complexities.</p>	
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						<ul style="list-style-type: none"> <li>• Team Domenica has made contact with parents/ carers and all are happy to return to Team Domenica.</li> <li>• Contact details have been updated</li> </ul>			
11	Staff and candidates returning from absence	May not be aware of new protocols/procedures May experience high anxiety levels see RA number 5	3	4	12 High	All Covid-19 related documentation including risk assessments, government guidance etc to be held centrally on SharePoint so that it can be accessed by all staff Team Domenica Staff COVID -19 Guidance is circulated with all staff.	2	4	8 Medium
12	Lone Working/ Working from home	Risk of social isolation, poor mental health and musculoskeletal issues	3	3	9 Medium	Regular contact from Line Manager and escalate to HR if necessary Mentors to keep in regular contact with candidates	2	2	4 Low
13	Staff and learners who fall into vulnerable groups	Increased risk of severe health complications if Covid-19 is contracted	4	5	20 High	Team Domenica will follow latest government guidance	3	5	15 High

14	New staff starting work or lack of supervision of existing staff due to staffing levels	Increased risk of accidents/incidents through staff not being fully trained or supervised in their work activities	4	4	16 High	Clear structure of management responsibility especially when usual manager is absent Ensure all new staff are inducted to ensure they know who to report problems to Staff gaps to be determined to allow for the case staff shortages to ensure we can move staff across sites if need be	2	1	2 Low
15	Anxiety of staff attending work regarding Covid-19	Staff anxiety levels may increase for a number of reasons e.g. concerns for family, concerns about work, concerns regarding contracting/transmitting Covid-19	4	3	12 High	Ensure the promotion of wellbeing and self-care through good communications	2	2	4 Low
16	Candidate Behaviour	Disruption to routine and change in approach for candidates may cause an increase in challenging behaviours both on-site and off-site New learners may have not have had a full assessment on site therefore needs may not be fully known or met Day Service candidates may attend more than one setting and this may need to be reviewed to attend one setting	3	4	12 High	Individual risk assessments being updated and will be circulated with all staff and actions implemented	3	2	6 Medium

GENERAL HAZARDS AT THE DOME									
Risk No.	HAZARD Product/Activity / Plant/Equipment	Risk/Consequence	Pre-control risk rating			Control measures in use	Residual risk rating		
			L	S	R		L	S	R
17	Walking on busy Pavements with other pedestrians	Trips, falls, bruising from knocking into obstacles or uneven pavement. Busy pavement could lead candidates to become overwhelmed or anxious	2	3	6 Medium	Appropriate staff ratios when walking on pavements during activities. Staff to offer more support to vulnerable candidates. Walk in single file when needed. Staff to monitor parts of the walk where ground is uneven.	1	2	2 Low
18	No designated drop off & pickup point at the Dome or Unitarian Church	Trips, falls, bruising, collisions with vehicles, pedestrians and cyclists. Potential for serious injury	2	4	8 Medium	If not independent travellers, parents/carers to ensure they cross any roads safely at drop off and pickup with the candidate	1	2	4 Low
19	Walking around Pavillion Gardens and in areas shared with general public	Candidate could slip or trip on pavements/ walkways Be aware when sitting on grass for rubbish/ broken glass Maintaining distancing with the public and any public disturbances Some candidates may be uncomfortable around dogs	2	2	4 Low	Staff to remain vigilant and keep to 1:2 staff to candidate ratios Staff to be aware of which candidates do not like being around dogs and be vigilant.	2	2	4 Low

20	Slippery or wet floors	Candidates and staff could slip causing injury	2	3	6 Medium	Carpets in the Dome and wooden floors at Unitarian church. This should alleviate wet floors. Team Domenica staff to be vigilant in supervising candidates	1	2	2 Low
21	Injuries associated with Yoga and Dance activities	Muscle strain	2	3	6 Medium	Team Domenica staff to be vigilant in supervising candidates. Candidates to warm up and warm down. Candidates to be reminded to not overexert themselves.	1	2	2 Low
22	Anti- social behaviour	Could lead to anxiety for candidates or lead candidates to become angry or lash out	2	2	4 Low	Staff to support candidates whilst in enrichment. Remind candidates of correct conduct. Staff support candidates to diffuse the situation should anti-social behaviour occur.	1	2	2 Low
23	Noisy environment	Candidates becoming distressed from noise levels	1	2	2 Low	Candidates who are sensitive to noise either would not attend that particular enrichment or those who want to can wear their own ear defenders or seek a quiet space elsewhere. This is unlikely to happen with Dance and Yoga activities.	1	2	2 Low

<b>Programme &amp; Strategy Director</b>	Lisa Campbell-Squires	<b>Signature</b> :		<b>Date</b> :	06/09/2021
<b>Site Manager</b>	Kate Payne / Carmen Danahar	<b>Signature</b> :	Kate Payne	<b>Date</b> :	06/09/2021



Registered Charity Number: 1165494