

HOVE CAFÉ – COVID-19 RISK ASSESSMENT

Date of assessment: 06/09/2021	Version No:	22
Date for review: 06/09/22		

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

Due to Hove Café being a unique setup whereby it is primarily a Training site for Team Domenica's candidates, it is also running alongside the Hove Library protocols. This risk assessment therefore covers the site as best as can be with two businesses operating.

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 Guidelines September 2021 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 candidates. We will also be guided by what we believe, on current evidence, to be in the best interests of our staff.

		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 Health & Safety Protocol for 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 Hand sanitisers located on site. Extra hygiene requirements (handwashing etc.) enforced No multi-use handtowels to be used to dry hands Cash payment discouraged but if necessary any cash taken will be sanitised before putting in the till. Temperatures taken on arrival Hove Café cleaning protocol. <ul style="list-style-type: none"> • Surfaces and equipment to be wiped down with disinfectant products when candidates and staff change tasks • Surfaces and equipment to be wiped down with disinfectant products at the end of each session. • Equipment such as cutlery only to be given when food is served. Cutlery, menus and condiments not to be kept on tables. 	2	5	10 Medium

						<ul style="list-style-type: none"> • Floor to be swept and cleaned daily with disinfectant products • Jo to check what cleaning product Hove contracted cleaners use and ensure in line with COVID-19 regulations 			
2	Proximity, Candidates and Staff working behind the counter and when they are next to each other whilst training at the Café table	Transmission of virus through being close to an infected person	4	5	20 High	<p>Staff to support candidates to understand social distancing and practice this themselves floor markers in place Hot Spots highlighted</p> <p>At Hove Library: although not mandatory Customers, staff and candidates are asked to wear a face covering at all times in the café apart from when seated at their table to eat</p> <ul style="list-style-type: none"> • Social distancing is not possible behind the counter so disposable masks to be worn at all times when behind the counter or at the Café training table. • Time spent working with SD rules must be timed to 10 mins by a staff member and then move away 	2	5	10 Medium

						<ul style="list-style-type: none"> • Although not mandatory it is good practice for Tables to be spaced 2 mtr apart for social distancing which limits numbers able to eat in • QR codes in place for T & T 			
3	Elevated Risk of Legionnaires Disease due to standing water in tanks and cleaning flushing programmes ceasing	Staff/Candidates becoming unwell if Legionella is discovered due to closing	4	5	20	Legionnaires risk assessment checked and confirmed we remain at low risk. Actions: Before reopening managers told to run all taps hot and cold for 5 mins.	2	2	4 Low

4	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	16 High	Managers to ensure when completing Rotas that sufficient first aiders and fire wardens/ sweeps on site.	2	2	4 Low
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5	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
6	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
7	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. At Hove Library: <ul style="list-style-type: none"> • Staff to wear masks when working with candidates • Candidates to wear masks when working closely with staff • Staff to ensure Candidates masks are clean every day before commencing work • Appropriate PPE kit on site in case of suspected case 	2	5	10 Medium

8	Fire Risk Assessments may be impacted by reduced numbers of employees in certain areas or areas not being utilised	Library Fire Risk Assessment has been altered to cover the reduced staffing levels	3	5	15 High	TD staff and candidates to follow Library evacuation procedure	1	5	5 Medium
9	Library visitor with Covid-19 entering the site	Transmission of virus to Candidates, staff members, their family members and anyone else they come into contact with	3	4	12 High	All visitors to the library to wear a mask. Customers served from behind the counter screen. Social distancing still in place when in the Café area and the library	2	4	8 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
10	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	Staff and candidate temperatures taken on arrival and logged on central system Staff and candidates to be sent home if temp at 37.7 or higher and follow NHS guidance on Staff COVID-19 Guidelines Isolation rooms identified for ill employees/candidates and guidance to follow on Team Domenica Staff COVID-19 Guidelines At Hove all staff and candidates must close the Café and leave the site until a full disinfectant clean has been undertaken of contaminated areas by contracted cleaner Nviron. Designated area to wait with candidates for pickup should be outside the Library at a table. Follow the guidance on TD Staff COVID-19 guidance and for removal of PPE PPE to be stored in a safe area as agreed with Hove Library Report the incident to Library management team	2	5	10 Medium
11	Proximity, people gathering in	Transmission of virus through being close to an infected person	4	5	20 High	<ul style="list-style-type: none"> Social distancing practices in place although this is difficult with some candidates Guidance given to staff regarding PPE and when it is needed 	2	5	10 Medium

	groups within the site					<ul style="list-style-type: none"> • Staff and parents to support candidates to understand social distancing and practice this themselves • Test and trace in place for customers, candidates and staff • • Regular cleaning of hands, masks to be worn due to less than 2 metre social distancing on this site • If a staff member or 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. • If a staff member or candidate shows any Covid-19 symptoms whilst at Team Domenica they will be sent home and advised to follow the government guidance regarding self-isolating and will be asked to arrange a test to see if they have coronavirus. • If a candidate is awaiting collection, they will be isolated in a designated area with ventilation with appropriate adult supervision. Staff will be provided with the appropriate PPE for caring with someone who is symptomatic. • At Hove Library this place is outside on the pavement for candidates and staff. Customers must leave immediately. • All areas where the symptomatic person has been will be deep cleaned that day by contracted cleaners with a COVID-19 compliant fog clean. • 			
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					<ul style="list-style-type: none"> • COVID-19 Case Checklist to be carried out by Cafe manager. Training to be given by DD. A laminated copy will be on site on the wall to ensure closer procedures are adhered to. • If a candidate or staff member 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. • If a candidate or staff member tests positive they must isolate for 10 days from the onset of symptoms. They will only be able to return to Team Domenic a 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>Outbreak of Covid-19 at Team Domenica:</p> <ul style="list-style-type: none"> • 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 if they are not double vaccinated <p>Close contact means:</p>		
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					<ul style="list-style-type: none"> • 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. • Proximity contacts – extended close contact (within 1-2 metres for more than 15 mins) • Travelling in a small car with an infected 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. • If there is one confirmed cases 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>Team Domenica candidate protocol To ensure that we keep candidates as safe as possible we have created a candidate protocol.</p> <p>Arriving at Team Domenica site:</p> <ul style="list-style-type: none"> • 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. • 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. 			
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					<p>Washing Hands/Social Distancing at Team Domenica: Hand washing is one of the simplest ways to stop Covid-19 from spreading. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> • Candidates will be asked to wash hands on arrival and before and after lunch or when preparing or consuming food. • Candidates to bring in own pocket hand sanitiser and tissues for their own use during the day. Sanitiser and tissues will also be available on every site. • we aim to adhere to social distancing rules of 2m wherever possible. Candidates will be given training during their induction weeks. • If staff or candidates are in close proximity to each other of between 1 to 2m as may happen during café training we will limit this time to 10 minutes max and it must be timed by staff. They must then move away from each other. <p>Face coverings/Masks</p> <ul style="list-style-type: none"> • 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 • 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 Justin if you would like us to supply you with a plastic zip lock bag. • Candidates must wear a new clean mask when working in the café at all times.. • Fabric masks must be washed daily. Disposable masks must be replaced daily. 			
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						<p>If Day service candidates attend two different settings: 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> <ul style="list-style-type: none"> • Team Domenica has made contact with parents/ carers and all are happy to return to Team Domenica. • • Contact details have been updated 			
12	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	<p>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 guidelines circulated with all staff.</p>	2	4	8 Medium
13	Lone Working/ Working from home	Risk of social isolation, poor mental health and musculoskeletal issues	3	3	9 Medium	<p>Regular contact from Line Manager and escalate to HR if necessary Mentors to keep in regular contact with candidates</p>	2	2	4 Low

14	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
15	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
16	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
17	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									
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
18	See Hove Library Risk assessment for General Hazards								

Risk Assessor:	Rachel Christy	Signature:	Rachel Christy	Date :	06/09/21
Site Manager	Jo Smith	Signature :	Jo Smith	Date:	06/09/21



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