

Training Centre COVID-19 RISK ASSESSMENT

Date of assessment: 03/09/2021	Version No:	04
Date for review: 03/10/2022		

<p>Details of risk assessment including location/description of activity or equipment to be assessed.</p> <p>Due to our Training Centre being a unique setup whereby it is primarily a Training site for Team Domenica’s candidates, it is also running as a business for Café Domenica. This risk assessment therefore covers the site as best as can be with two businesses operating.</p> <p>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 document. Café Domenica has a separate Risk Assessment.</p> <p>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.</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2" rowspan="2"></th> <th colspan="5">Likelihood</th> </tr> <tr> <th>Certain</th> <th>Very Likely</th> <th>Likely</th> <th>Possible</th> <th>Unlikely</th> </tr> </thead> <tbody> <tr> <td colspan="2"></td> <td>5</td> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> <tr> <th rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Severity</th> <td>Major (Fatal)</td> <td>5</td> <td>25</td> <td>20</td> <td>15</td> <td>10</td> <td>5</td> </tr> <tr> <td>Severe</td> <td>4</td> <td>20</td> <td>16</td> <td>12</td> <td>8</td> <td>4</td> </tr> <tr> <td>Lost time 3 days +</td> <td>3</td> <td>15</td> <td>12</td> <td>9</td> <td>6</td> <td>3</td> </tr> <tr> <td>Lost time</td> <td>2</td> <td>10</td> <td>8</td> <td>6</td> <td>4</td> <td>2</td> </tr> <tr> <td>Slight</td> <td>1</td> <td>5</td> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> </tbody> </table>			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
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<p>Title of related documents: Candidates Individual Risk Assessments; Team Domenica Staff COVID-19 Guidelines for September 2021</p>																																																								

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 Training Centre	Transmission of virus to Candidates, staff members and anyone else they come into contact with	4	5	20 High	<p>An increased formal cleaning regime in place</p> <p>Employees to clean equipment/shared surfaces frequently</p> <p>Hand sanitisers located in Reception, in all classrooms and food prep rooms.</p> <p>Extra hygiene requirements (handwashing etc.) enforced</p> <p>No multi-use handtowels to be used to dry hands</p> <p>Contract staff to follow same protocol as TD staff when onsite.</p> <p>Training Centre Protocol to be displayed in classroom as follows:</p> <p>Start of the day in classroom:</p> <ul style="list-style-type: none"> • Set out room • Check all desks are 1m separation or have a screen • Put out folders and other paperwork for the day • Whiteboards & pens <p>Clean walkie talkie</p> <p>Middle of the day in classroom:</p> <ul style="list-style-type: none"> • Wipe high frequency surfaces: • Tables <p>End of the day in classroom: (Use blue cloth and disinfectant to clean)</p> <ul style="list-style-type: none"> • Desktops and all work surfaces • Whiteboards and pens 	2	5	10 Medium

						<ul style="list-style-type: none"> • Computer monitors, keyboards, and mice • Tablets and laptops • Walkie talkie • All chairs, rests and arms <p>The entire Training centre including Café and Food Prep areas are disinfected daily following COVID-19 requirements by our contracted cleaners.</p>			
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2	Proximity, people gathering in groups within the Training Centre	Transmission of virus through being close to an infected person	4	5	20 High	<p>Social distancing practices in place where possible although this is difficult with some Candidates. Staff to support candidates to understand social distancing. Maximum number of people in rooms assessed for timetabling. Dynamic risk assessment will be undertaken to determine safe numbers.</p> <p>At Training Centre:</p> <ul style="list-style-type: none"> • Staff and candidates to wear masks at all times when working. Unless they are seated at a desk following 1 metre social distancing rules • Limit people in the rooms at all times using a dynamic risk assessment. • Try as best to limit outside contractors being on site at the same time as candidates 	2	5	10 Medium
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3	Lateral Flow Covid testing. Staff and Candidates.	Undetected Covid 19. Outbreak of Covid 19 within the centre causing mild to serious illness				<ul style="list-style-type: none"> • Candidates and staff to be tested twice weekly where permission is given. • If staff are working with Day Service candidates then they need to do a weekly PCR test. • Those staff responsible for testing have been trained and keep updated with latest government procedures and information. • Team Domenica protocol to be followed if a suspected or positive case is detected. • Candidates to be sent a Team Domenica video about the testing process and what this will look like for them or a demonstration given. 			
	Increased ventilation	Increased levels of Co2 leading to Covid transmission.				<ul style="list-style-type: none"> • Maximum ventilation in all areas. Windows and doors need to be open at all times. • Co2 monitors to be used in all rooms at Team Domenica sites. If the monitor is Red vacate the room until it goes Green. 			

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	20 High	<p>Managers to consider when completing Rotas that sufficient first aiders and fire wardens/ sweeps on site</p> <p>Deborah Rayner- Gray is a Fire Warden & First Aider mainly based on site</p> <p>All staff working on site to be trained in fire drill procedures and first aid at work. At the Training Centre the evacuation point is outside Carters Electrical Store.</p>	1	2	4 Low
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5	Elevated risk of Legionnaires disease due to standing water in tanks and cleaning / flushing programmes ceasing due to centre COVID-19 closures	Staff/ Candidates become unwell if Legionella discovered due to closing of Training Centre	4	5	20 High	Regular flushing regimes are in place to address this Legionnaires RA renewed annually by a contractor. We are classes as low risk.	1	4	4 Low
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6	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 Accident / Incident reporting in case of staff shortages All staff trained in Safeguarding procedures	2	2	4 Low
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7	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 on Breathe HR Central point for Covid-19 related absence identified in Staff COVID-19 Guidelines SharePoint daily with absences Regular and clear communication with staff including staff self isolating from HR to staff about staff self-isolating Central reporting for Covid-19 should be reported to HR.	1	1	1 Low
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8	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 to follow the guidance in TD staff COVID-19 Guidelines for what activities require the use of PPE if applicable AT the Training Centre: <ul style="list-style-type: none"> • Staff and candidates to wear masks at all times when working together and walking around the building. • Staff to ensure Candidates masks are clean every day before commencing work • PPE stock is maintained by Admin 	2	5	10 Medium
9	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 assessed for the current time	3	5	15 High	Fire Risk Assessment being reviewed in September. Although in some areas of building where the absence of automatic fire detection may have been tolerable due to people being present (so providing human detection) this should still be manageable as most areas of the building is still manned by staff Fire evacuation procedure to be laminated on wall on site.	1	5	5 Medium
10	Reintroducing services (electrical, pressure systems, water) if these have been unused due to decreased numbers	Undetected faults Failure of systems to restart Not being able to undertake business until systems fully operational	2	3	6 Medium	Additional precautions have been put in place after closure of the centre when reintroducing services (electrical, pressure systems, water)	1	2	2 Low
11	Visitor with Covid-19 entering the Training Centre	Transmission of virus to candidates, staff members, their family members and anyone else they come into contact with	4	5	20 High	Limit non-essential visitors to the site If they do enter site they must follow Team Domenica Staff COVID-19 Guidelines: <ul style="list-style-type: none"> • Sanitise hands on arrival in reception • Symptomatic individuals will not be allowed entry • Mask must be worn at all times on the site unless candidates or staff are exempt. 	2	5	10 Medium

						<ul style="list-style-type: none">• Where possible visitors to only enter site after candidates have left for the day to limit numbers• In certain circumstances consider asking visitors to do a Covid-19 test before they come in.			
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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
12	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>Isolation point at Training Centre has been confirmed as the back upstairs classroom.</p> <ul style="list-style-type: none"> Individual to be sent home and advised to follow NHS guidance Follow guidance for removal of PPE on TD Staff COVID-19 guidance doc. <p>At Training Centre:</p> <ul style="list-style-type: none"> All surfaces that the symptomatic person has come into contact will be cleaned by TD staff or contracted cleaners as per government guidance Waste will be disposed of following the guidelines. Staff to dispose of personal waste from individuals with symptoms of COVID-19 (including PPE, disposable cloths and used tissues): Waste should be put in a plastic rubbish bag and tied when full The plastic bag should then be placed in a second bin bag and tied This should be put in a secure place and marked for storage until the individual's test results are known 	2	5	10 Medium

					<ul style="list-style-type: none">• This waste should be stored safely in the loft in washing up room. 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.• If the individual tests negative, this can be put indisposed of immediately with the normal waste.• If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.• 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• PPE to be stored in back upstairs classroom for isolation cases• Report the incident to TD management team <p>COVID-19 Case Checklist to be carried out by site manager. A laminated copy will be on site on the wall to ensure closer procedures are adhered to.</p>			
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13	Proximity, people gathering in groups within the site	Transmission of virus through being close to an infected person	4	5	20 High	<p>Staff to follow TD Staff COVID-19 Guidelines regarding PPE and when it is needed</p> <p>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"> • Regular cleaning of hands, masks to be worn where possible on the site unless when seated at a desk with 1 metre distancing in place • 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 any of the variant symptoms or if someone in their household is showing symptoms. They should not come if they do they will be sent home immediately. • 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 testing and possible self-isolation and will be asked to arrange a test to see if they have coronavirus. 	2	5	10 Medium
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					<ul style="list-style-type: none">• If a candidate is awaiting collection, they will be isolated in a designated room (small classroom) with ventilation and appropriate adult supervision. Staff will be provided with the appropriate PPE for caring with someone who is symptomatic.• All areas where the symptomatic person has been will be deep cleaned that day.• If a staff member or candidate undergoes a Covid-19 test we require evidence of a negative PCR test 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 and continue with regular testing.• If a staff member or candidate tests positive they must isolate for 10 days from the onset of symptoms. They will only be able to 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			
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continue to self-isolate until the temperature returns to normal.

Outbreak of Covid-19 at Team Domenica

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.
- 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 are two confirmed cases at Team Domenica within 10 days or within adult social care this is within 14 days. This may be considered an outbreak and Team Domenica will work with the public health protection team. In some cases, health protection teams may

					<p>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 2021</p> <p>To ensure that we keep candidates as safe as possible we have created a candidate protocol which is explained in the induction week. There is a lot of information but it has been fully explained and reinforced to candidates during their induction period.</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 <p>Lunch/break at Training Centre:</p> <ul style="list-style-type: none">• If candidates are independent travellers they are permitted to leave the site at break 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. <p>Washing Hands/Social Distancing at Team Domenica:</p>			
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					<ul style="list-style-type: none">• 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/• Staff & Candidates will be asked to wash hands on arrival and before and after lunch or when preparing or consuming food and after coughing, sneezing or blowing the nose.• Staff & 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.• Where possible we aim to adhere to social distancing.• Classrooms to be set up with forward facing desks side by side• Dynamic risk assessments to take place to assess number of people in each room. <p>Face coverings/Masks</p> <ul style="list-style-type: none">• Candidates can provide their own masks but we will have be supplied with a medical grade 2 mask if requested.			
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					<ul style="list-style-type: none">• Candidates do not need to wear a mask if positioned at a desk or are exempt.• At the Training Centre masks must be worn by candidates and staff at all times when walking around the centre and cafe• Fabric masks must be washed daily. Disposable masks must be replaced daily.• Day Service candidates will all be supplied with medical 2 masks.• Any necessary soft items can be disinfected using sprays designed for use on fabric. <p>If Day Service Candidates attend two different settings:</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</p>			
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						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.			
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13	Staff and candidates returning from absence	May not be aware of new protocols/procedures May experience high anxiety levels see RA number 5	4	5	20 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
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14	Lone Working/ Working from ho	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
15	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, these have been identified in individual risk assessments.	3	5	15 Low
16	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	3 Low

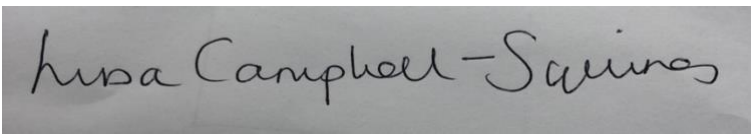
17	Anxiety of staff attending work regarding Covid-19	Staff anxiety levels may increase for a number of reasons e.g. concerns for family, concerns about work, concerns regarding contracting/transmitting Covid-19	4	3	12 High	Ensure the promotion of wellbeing and self-care through good communications	2	2	4 Low
18	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	3	4	12 High	Individual risk assessments and "All about me" being updated and will be circulated with all applicable staff and actions implemented. Staff are made aware of who to contact for pastoral advice.	3	2	6 Medium

		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								
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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
19	Walking around the centre	Floors in non-carpeted areas can be slippery when wet	2	3	6 Medium	Signage in place in case of wet floors	1	2	2 Low
20	Walking around outside areas of the centre, going to toilets and breaks to local cafes	Possible trips/ slips on pavements.	2	3	6 Medium	Team Domenica staff to be vigilant in supervising candidates when walking externally	1	2	2 Low
21	Anti-social behaviour in public spaces	Could lead to anxiety for candidates or lead candidates to become angry or lash out	1	2	3 Low	Staff to support candidates whilst out in public areas and remind them of correct conduct. Staff to support candidates to diffuse the situation should anti-social behaviour occur.	1	3	3 Low
22	Computer cables in classrooms	Possible trips on cables in classroom	2	2	4 Low	Staff to be vigilant in supervising candidates when working with computers. Try to keep cables stuck to carpet	2	2	4 Low
23	Ironing	Burns, scolds, ironing table falling over, trips on iron cable, catching fingers in board when assembling	2	3	6 Medium	Staff to be vigilant in supervising candidates when ironing at all times. Staff to check iron is switched off after use. Staff to ensure the ironing board is on an even surface and stable. Staff to be vigilant in supervising candidates setting up and taking down ironing table.	1	2	2 Low

24	Door between upstairs and back classroom	Catching fingers indoor as it slams shut; very loud bang as the door shuts	2	2	4 Low	Staff to be vigilant in supervising candidates if they are using the door. DD to check if it is not a fire door to block off from use	1	2	2 Low
25	Soft Furniture stored in office	Cross contamination of COVID-19 on soft furnishing. Chairs stacked could fall	2	2	4 Low	Candidates should not enter the room. Sole use by Deborah / Lisa.	1	2	2 Low
26	Use of Hot Water Bottles	Burns, scolds if hot water leaks out	2	3	6 Low	Staff to support candidates filling water bottles with hot water and ensure lids are sealed tight	1	2	2 Low

Risk Assessor:	Deborah Rayner-Gray	Signature:	<i>Deborah Rayner Gray</i>	Date :	03/09/2021
Programme & Strategy Director	Lisa Campbell-Squires	Signature :		Date :	03/09/2021
Site Manager	Deborah Rayner-Gray	Signature :	<i>Deborah Rayner Gray</i>	Date:	03/09/2021