

## Coffee Business at Red Roaster COVID -19 RISK ASSESSMENT

|                                       |                       |
|---------------------------------------|-----------------------|
| <b>Date of assessment:</b> 04/09/2020 | <b>Version No:</b> 05 |
| <b>Date for review:</b> 04/11/2020    |                       |
| <b>Updated 10/03/21</b>               |                       |
| <b>Updated 09/09/21</b>               |                       |

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

**Due to Coffee Roasting being a unique setup whereby it is primarily a Training site for Team Domenica’s candidates, it is also running as a business for Red Roaster. 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 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 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 Staff COVID-19 Guidelines for September 2020

## Keeping Places Safe during Covid-19

| Risk No. | HAZARD<br>Product/Activity/<br>Plant/Equipment | Risk/Consequence   | Pre-control<br>risk rating |   |            | Control measures in use   | Residual risk<br>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<br>High | An increased formal cleaning regime in place<br>Employees to clean equipment/shared surfaces frequently<br>Hand sanitisers located on site.<br>Extra hygiene requirements (handwashing etc.) enforced<br>No multi-use handtowels to be used to dry hands<br><br>RR staff to follow same protocol when TD are onsite.<br><br><b>Red Roaster coffee business 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>• Floor to be swept and cleaned daily with disinfectant products</li> </ul> | 2                       | 5 | 10<br>Medium |

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| 2 | Proximity, people gathering in groups within the site | Transmission of virus through being close to an infected person | 4 | 5 | 20<br>High | <p>Social distancing practices in place although this is difficult with some Candidates.</p> <p>Staff to follow all social distancing guidelines in TD Staff COVID-19 Guidelines</p> <p>Staff to support candidates to understand social distancing and practice this themselves.</p> <p>Hot Spots highlighted</p> <p>Maximum number of people in rooms assessed for timetabling</p> <p><b>At Red roaster coffee:</b></p> <ul style="list-style-type: none"> <li>• <b>Staff and candidates to wear medical grade 2 masks at all times when working.</b></li> </ul> | 2 | 5 | 10<br>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<br>High | <p>Managers to ensure when completing Rotas that sufficient first aiders and fire wardens/ sweep</p> <p><b>Charlie Wingate to receive Level 2 First Aid training. To be booked when COVID-19 allows for this. JI looking into this.</b></p> <p><b>All staff working on site to be trained in fire drill procedures. At coffee business the evacuation point is outside the mews.</b></p> | 2 | 2 | 4<br>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<br>Medium | Ensure all staff working on site are fully trained in case of staff shortages  | 2 | 2 | 4<br>Low     |
| 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<br>Low    | Investigate all complaints & accidents thoroughly.<br>Keep records of concerns and absence<br>Central point for Covid-19 related absence identified<br>Regular and clear communication with staff  | 1 | 1 | 1<br>Low     |
| 6 | Appropriate PPE   | Lack of sufficient numbers of PPE – increased chance of transmission of Covid-19<br>Lack of staff confidence<br>Incorrect type of PPE for intended purpose<br>Not meeting HSE requirements   | 3 | 5 | 15<br>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<br>Staff to follow the guidance in TD staff COVID-19 Guidelines for what activities require the use of PPE if applicable<br><b>AT Red Roaster:</b> <ul style="list-style-type: none"> <li>• <b>Staff and candidates to wear medical grade 2 masks at all times when working together.</b></li> <li>• <b>Staff to ensure Candidates masks are clean every day before commencing work</b></li> <li>• <b>PPE stock is maintained by Team Domenica staff at Red Roaster.</b></li> </ul> | 2 | 5 | 10<br>Medium |

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| 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 assessed for the current time | 3 | 5 | 15<br>High | Red Roaster staff will follow all Team Domenica's fire procedures<br><br><b>Fire evacuation procedure to be laminated on wall on site.</b>   | 1 | 5 | 5<br>Medium |
| 8 | 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<br>High | Limit non-essential visitors to the site<br>If they do enter site they must follow Team Domenica protocols<br><br><b>Red roaster coffee</b> <ul style="list-style-type: none"> <li>• <b>Other than Red roaster staff, visitors should not enter the room as this will take the numbers over the maximum.</b></li> <li>• <b>Visitors to speak to staff outside of the room</b></li> </ul> | 2 | 4 | 8<br>Medium |

## Keeping People Safe during Covis-19

| Risk No. | HAZARD<br>Product/Activity/<br>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<br>High | <p>Isolation rooms identified for Ill employees/candidates and guidance to follow on Team Domenica Staff COVID-19 Guidelines .</p> <p><b><u>Update March 2021</u></b></p> <p>Staff are now taking Covid-19 tests twice weekly lateral flow test and 1 PCR test.</p> <p>Isolation point at RR has been confirmed as outside at a table in the mews.</p> <ul style="list-style-type: none"> <li>• Individual to be sent home and advised to follow NHS guidance</li> <li>• All staff and candidates will leave the RR site until a clean has been undertaken of the site following the guidance on TD Staff COVID-19 guidance doc.</li> <li>• Follow guidance for removal of PPE on TD Staff COVID-19 guidance doc.</li> </ul> <p>At RR:</p> <ul style="list-style-type: none"> <li>• All surfaces that the symptomatic person has come into contact will be cleaned by Team Domenica. Waste will be disposed of following the guidelines.</li> <li>• Staff to dispose of personal waste from individuals with symptoms of COVID-19 (including PPE, disposable cloths and used tissues):</li> </ul> | 2                    | 5 | 10<br>Medium |

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|  |  |  |  |  | <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 Charlie Wingate and RR staff 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>• PPE to be stored in a safe area as agreed with Charlie Wingate &amp; RR</li><li>• Report the incident to Red Roaster management team</li><li>• COVID-19 Case Checklist to be carried out by site manager. Training to be given by DRG. A laminated copy will be on site on the wall to ensure closer procedures are adhered to.</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<br>High | <p>Social distancing practices in place although this is difficult with some candidates<br/> Staff to follow TD Staff CoVID-19 Guidelines regarding PPE and when it is needed<br/> Staff and parents to support candidates to understand social distancing and practice this themselves</p> <p>Day service groups will only be at this site</p> <p>It will mean:</p> <ul style="list-style-type: none"> <li>• Test and trace must be in place</li> <li>• Regular cleaning of hands, masks to be worn due to less than 2 metre social distancing on this site</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 any other symptoms as defined by the variants in circulation.</li> <li>• If a 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.</li> <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</li> </ul> | 2 | 5 | 10<br>Medium |
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|  |  |  |  |  | <p>appropriate PPE for caring with someone who is symptomatic.</p> <ul style="list-style-type: none"><li>• All areas where the symptomatic person has been will be 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 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.</li><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> |  |  |
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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 follow the guidance.

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 take a test.

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.
- 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 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.

Team Domenica candidate protocol from September 2021

To ensure that we keep candidates as safe as possible we have created a candidate protocol. There is a lot of information but it has been fully explained and reinforced to candidates during their induction period.

**Arriving at Team Domenica site:**

- Anyone with a temperature of 37.7°C or higher will be sent home see Covid-19 guidance above.
- On arrival at the site everyone must use the hand sanitiser provided; wash their hands following the 20 second rule. Candidates and all staff should wear a medical grade 2 mask.

- Bags/belongings to be kept in candidates allocated box. Belongings not to be touched by anyone else.
- 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.
- **When arriving at the coffee business candidates should arrive from 9.15am for the morning session and 12.45pm for the afternoon session**
- **Parents and cares have been asked not to drive into the mews, this is to avoid accidents.**

**Lunch/break at Team Domenica site:**

- Candidates can bring own packed lunch and drink bottle which is to be consumed at their designated area as directed by staff maintaining social distance and wearing a mask unless eating or drinking.
- 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.

- Breaks/lunch to be taken at their allocated work zone or desk and desks to be cleaned by candidates before and after use.

**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/>
- 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.
- 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.
- If staff or candidates are in close proximity to each other of between 1 to 2m as may happen at coffee business we will ensure this is limited to 10 minutes and must be timed by a staff member. Move away after 10 minutes

**Face coverings/Masks**

- Masks are advised to be used if travelling on public transport. Staff & Candidates must use a different mask on public transport to the one worn on site

- Staff and Candidates should wear medical grade 2 masks
- Staff & Candidates do not need to wear a mask if positioned at a desk with screens  
**Update December 2020**
- **At RR medical grade 2 masks and must be worn by candidates and staff when working together due to close proximity**
- Fabric masks must be washed daily.  
Disposable masks must be replaced daily.
- Any necessary soft items can be disinfected using sprays designed for use on fabric.

**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.

|    |  |  |   |   |             |  |   |   |             |
|----|--|--|---|---|-------------|--|---|---|-------------|
|    |  |  |   |   |             | <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> <p><b><u>Update March 2021</u></b></p> <ul style="list-style-type: none"> <li><b>Shared Lives have decided that some Candidates in their care can only attend one setting.</b></li> </ul> |   |   |             |
| 11 | Staff and candidates returning from absence        | May not be aware of new protocols/procedures<br>May experience high anxiety levels see RA number 5 | 3 | 4 | 12<br>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<br>Team Domenica Staff COVID -19 Guidance is circulated with all staff.  | 2 | 4 | 8<br>Medium |
| 12 | Lone Working/<br>Working from home                 | Risk of social isolation, poor mental health and musculoskeletal issues                            | 3 | 3 | 9<br>Medium | Regular contact from Line Manager and escalate to HR if necessary<br>Mentors to keep in regular contact with candidates  | 2 | 2 | 4<br>Low    |
| 13 | Staff and learners who fall into vulnerable groups | Increased risk of severe health complications if Covid-19 is contracted                            | 4 | 5 | 20<br>High  | Team Domenica will follow latest government guidance   | 3 | 5 | 15<br>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<br>High | Clear structure of management responsibility especially when usual manager is absent<br>Ensure all new staff are inducted to ensure they know who to report problems to<br>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<br>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<br>High | Ensure the promotion of wellbeing and self-care through good communications  | 2 | 2 | 4<br>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<br>New learners may have not had a full assessment on site therefore needs may not be fully known or met<br>Day Service candidates may attend more than one setting and this may need to be reviewed to attend one setting | 3 | 4 | 12<br>High | Individual risk assessments being updated and will be circulated with all applicable staff and actions implemented<br>These are to be signed off as read on RA logs on SharePoint  | 3 | 2 | 6<br>Medium |

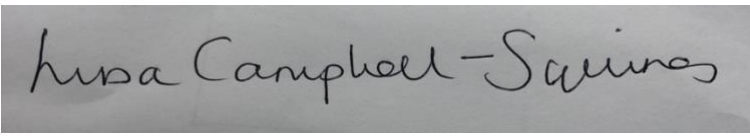


| General Hazards |  |   |                         |   |             |   |                      |   |          |
|-----------------|--|---|-------------------------|---|-------------|---|----------------------|---|----------|
| Risk No.        | HAZARD<br>Product/Activity/<br>Plant/Equipment                               | Risk/Consequence  | Pre-control risk rating |   |             | Control measures in use   | Residual risk rating |   |          |
|                 |  |   | L                       | S | R           |   | L                    | S | R        |
| 17              | Uneven cement floor  | Could be slippery when wet  | 2                       | 3 | 6<br>Medium | Rubber matting to be installed in all work areas and entrance   | 1                    | 2 | 2<br>Low |
| 18              | Pallets at packing and weighing station                                      | Candidate could step back and trip down. Gaps in pallet slats   | 2                       | 3 | 6<br>Medium | Rubber matting to be installed on pallets and hazard tape on edges  | 1                    | 2 | 2<br>Low |
| 19              | Small step at entry and into side store room                                 | Candidate could step trip on steps.   | 2                       | 3 | 6<br>Medium | Rubber matting to be installed at entrance and hazard tape along steps. Access to side room limited to staff only   | 1                    | 2 | 2<br>Low |
| 20              | Red Roaster Boxes and equipment on upper and lower shelves and in store room | Boxes could fall from shelves above candidate work stations<br><br>Candidates could touch something sharp in store room | 2                       | 4 | 8<br>Medium | Candidates not allowed access into storeroom where hazardous equipment stored. Staff will store candidates coats and bags in allocated boxes<br><br>Team Domenica staff to be vigilant in supervising candidates working under shelving units | 1                    | 2 | 2<br>Low |
| 21              | Injuries associated with using equipment                                     | Burns from heat sealer machines<br><br>RSI  | 2                       | 3 | 6<br>Medium | Team Domenica staff to be vigilant in supervising candidates using heat sealer machines in packing area<br><br>Staff will rotate tasks regularly  | 1                    | 3 | 3<br>Low |
| 22              | Walking around outside areas of Mews, going to toilets and                   | Possible trips/ slips on pavements. Cars moving around in carpark in the mews could not see a candidate                 | 2                       | 4 | 8<br>Medium | Team Domenica staff to be vigilant in supervising candidates when walking externally to cafes and in mews carpark area 1:2 staff ratio at all times   | 1                    | 3 | 3<br>Low |

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|  | breaks to local cafes | Stairs to toilets could be slippery when wet |  |  |  | Staff will accompany candidates to toilets at all times and ensure they hold onto hand rail if using stairs |  |  |  |
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| <b>Programme &amp; Strategy Director</b> | Lisa Campbell-Squires | <b>Signature</b><br>: |  | <b>Date</b><br>: | 09/09/2021 |
| <b>Site Manager</b>                      | Deborah Rayner- Grey  | <b>Signature</b><br>: | Deborah Raynor Grey  | <b>Date:</b>     | 09/09/2021 |



Registered Charity Number: 1165494