

ENRICHMENT ACTIVITIES AT ALL SAINTS CHURCH COVID-19 RISK ASSESSMENT

Date of assessment: 05/09/2021	Version No: 01
Date for review: 05/10/2022 and as needed in response to changes in Government Guidance.	

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 Document.

Keeping the All Saints environment and personnel 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 any users including candidates, staff members, café users, church personnel parents/carers from contaminated surfaces	4	5	20 High	<p>Staff to clean equipment and surfaces after each enrichment session.</p> <p>Use of regular hand hygiene to reduce the risk of contaminated surfaces.</p> <p>Hand sanitisers located on site. Prompting given as needed.</p> <p>No multi-use handtowels to be used to dry hands.</p> <p>Cleaning process for enrichment rooms at All Saints:</p> <ul style="list-style-type: none"> All equipment and surfaces to be wiped down with disinfectant when candidates change tasks All shared equipment must be wipeable 	2	5	10 Medium

2	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 that rotas include adequate skill mix. Senior of the day to check First Aiders and FIRE covered. All staff to know their responsibilities regarding Health & Safety and FIRE.	2	2	4 Low
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3	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	Senior of the day to ensure adequate skill mix to provide safe operation and escalate as needed. This includes: <ul style="list-style-type: none"> • Incident reporting • Escalation procedures 	2	2	4 Low
4	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 workplace. 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.	3	3	9 Medium	Address all complaints, incidents and concerns immediately by assessing severity and urgency, planning and communicating the plan of action to relevant parties. Keep records of concerns and absence Central point for Covid-19 related absence identified as HR at Team Domenica. Regular and clear communication with staff. Encourage staff to raise any concerns immediately.	2	3	6 Medium

5	Appropriate PPE	Lack of sufficient PPE – increased chance of transmission of Covid-19. Incorrect type of PPE for intended purpose Not meeting HSE requirements	2	5	10 Medium	No supply issues at present. If situation changes, this will be reassessed. PPE provided will have been thoroughly assessed as appropriate for the use for which it is intended. This will be in line with government and Public Health England guidance.	2	5	10 Medium
6	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	Staff shortfall would be managed by reallocating staff from other sites. Senior management would be kept fully informed. Candidates and staff to be made aware of local fire procedure at All Saints Team Domenica staff will follow all the All Saints Church fire procedures.	1	5	5 Medium
7	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	A visitor identified as having Covid symptoms must leave the site immediately. Team Domenica staff to identify close proximity contacts with candidates and staff and take appropriate measures aligned with Team Domenica Protocols.	2	4	8 Medium

Keeping people safe during Covid-19

Risk/Consequence	Pre-control risk rating			Control measures in use	Residual risk rating		
	L	S	R		L	S	R

8	Someone becomes ill within the site	<p>Transmission of virus to Candidates, staff members, their own family members and anyone else they come into contact with</p> <p>Variable risk of severity due to personal choice/risks regarding vaccination.</p>	4	5	20 High	<p>If a candidate or anyone in their household is showing any symptoms of COVID-19 they should be sent home and asked to follow government guidance.</p> <p>Symptoms include:</p> <ul style="list-style-type: none"> • a high temperature • a new continuous cough • a loss or change in taste or smell <p>Caring for someone who is symptomatic.</p> <ul style="list-style-type: none"> • All areas where the symptomatic person will be cleaned immediately after use. • Full PPE will be worn whilst supporting a suspected Covid case • Close contacts will be identified and will be informed and advised • If a candidate undergoes a Covid-19 test we require evidence of a negative 	2	5	10 Medium
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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 test is 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.

Waste disposal of possible Covid 19 case

- Waste will be disposed of as agreed with All saints Management team
- Use disposable cloths or paper roll and dispose – follow one sheet, one wipe, in one direction.
- Staff to dispose of personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (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

						<ul style="list-style-type: none"> • This should be put in a secure place as agreed within All Saints Church and marked for storage until the individual's test results are known • 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. • 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. 			
9	Proximity and people gathering in groups within the site	Transmission of the virus through being close to an asymptomatic infected individual.	4	5	20 High	<p>Regular lateral flow testing twice a week for staff and candidates.</p> <p>Staff working with Day Service candidates will need to take an additional weekly PCR test.</p> <p>Majority of staff and candidates are double vaccinated</p> <p>Social distancing will be maintained where possible:</p> <ul style="list-style-type: none"> • We aim to adhere to social distancing rules of 2m wherever possible. Candidates will be given training during their induction weeks • Staff to wear masks if unable to social distanced • Masks to be worn by candidates when not maintaining social distancing unless unable. <p>Hand Hygiene:</p>	2	4	8 Medium

					<ul style="list-style-type: none">• Tissues and hand sanitiser are readily available at All Saints as well as hand washing facilities.• Regular hand washing will be promoted, monitored and supported according to need <p>Masks:</p> <ul style="list-style-type: none">• Masks are available to candidates and staff if they do not have their own• Candidates and staff are not required to wear a mask during activities indoors where they are able to maintain 2 metre distancing• Masks are not required outdoors• Fabric masks must be washed daily. Disposable masks must be replaced daily <p>Ventilation:</p> <ul style="list-style-type: none">• Opening windows• The church does not have windows to open but has a huge capacity and natural air flow• Windows to be open at all times when using the Parish room• Windows to be open at all times when using the Upper Vestry• Co2 monitors to be used if they are Red vacate the area until it turns green• Thermal comfort needs to be monitored and maintained appropriately alongside ventilation needs. This is the responsibility of all staff		
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10	Staff and candidates returning from absence	May not be aware of new protocols/procedures May experience high anxiety levels see RA number 5	2	4	8 Medium	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.	1	3	6 Medium
11	Lone Working/ Working from home	Risk of social isolation, poor mental health and musculoskeletal issues	2	3	6 Medium	Supervision and discussions around risk to wellbeing. Regular contact from Line Manager and escalate to HR if necessary	2	2	4 Low
12	Staff and learners who fall into vulnerable groups	Increased risk of severe health complications if Covid-19 is contracted	4	5	20 High	Risk is reduced for double vaccinated individuals. Team Domenica will follow latest government guidance but in addition will maintain social distancing where possible and will reduce time spent in close proximity to the minimum needed to provide a full enrichment programme. Individual Risk Assessments will be completed ongoing for candidates identified as likely to benefit from this.	2	4	8 Medium

13	New staff/inadequate supervisions of existing staff due to low staffing levels	Increased risk of accidents/incidents through staff not being fully trained or supervised in their work activities	4	4	16 High	Senior of the day to escalate unsafe staffing situation and complete incident report. All staff to be aware of safe staffing levels. Induction to include clear reporting procedures	2	1	2 Low
14	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	4	3	12 High	Ensure the promotion of wellbeing and self-care through good communications. Regular supervision with staff.	2	2	4 Low

		Covid-19							
15	Toilets	Risk of falls	2	5	10 Medium	Staff to provide support to candidates with mobility issues. If candidate unable to safely use steps, they will need to use alternative building toilets.	1	5	5 Low
16	Toilets	Toilets used by café users at All Saints and general public with the potential for unwanted interaction	2	2	4 Low	Staff supervision of toilet visits, especially for specific individuals. Individual risk assessments will be carried out and changes to procedure followed accordingly. Café visitors and general public directed to toilets appropriately	1	2	2 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	3	3	9 Medium	Individual risk assessments being updated and will be circulated with all staff and actions implemented.	3	2	6 Medium
18	Candidate safety at breaks/lunchtime	Candidates that are Independent Travellers are permitted to leave All Saints church for their breaks. Staff unable to monitor their safety when they are of off premises	1	4	4 Low	Candidates will be signed in and out by staff. Ensure candidates return as expected and escalate immediately as needed.	1	4	4 Low

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 on busy Pavements with other pedestrians	Trips, falls, bruising from knocking into obstacles or uneven pavement. Busy pavement could lead to candidates becoming 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. Staff to lead the walk and also another staff to be at the back of the outing. Plan routes to avoid busy or hazardous routes.	1	2	2 Low
20	Walking around Hove Recreation ground and King Alfred leisure centre 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	2	2	4 Low	Staff to remain vigilant and designated staff/candidate ratios for walking outside.	2	2	4 Low
21	Slippery or wet floors	Candidates and staff could slip causing injury	2	3	6 Medium	Team Domenica staff to be vigilant in supervising candidates Spillages or any wet areas to be dried immediately with paper towels	1	2	2 Low
22	Injuries associated enrichment activities	Muscle strain	2	3	6 Medium	Activities will be risk assessed.	1	2	2 Low

23	Anti- social behaviour when outside	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
24	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.	1	2	2 Low
25	Interaction with Members of Public	Candidates may have unwanted interactions with Members of public or café users	3	3	6 Medium	If happens, candidates will be escorted to lower vestry by TD leads until potential danger/ hazard has dismissed If Hospitality minister, feels there is a danger, they will advise to escort the candidates to the flower room until the disruption can be dealt with	3	3	6 Medium
26	COSHH	Risk from alcohol gel	1	4	4 Low	Safety Data sheet to be shared with team	1	3	3 Medium

Risk Assessor:	Kate Payne	Signature:	Kate Payne	Date :	05.09.2021
Site Manager	Kate Payne	Signature :	Kate Payne	Date:	05.09.2021

