

Plus X – Kitchen – COVID-19 RISK ASSESSMENT and INDIVIDUAL RISK ASSESSMENT

Candidate: TBC

(To be used in conjunction with other relevant Team Domenica Risk Assessments)

| | | |
|-------------------------------------|--------------------|----|
| Date of assessment: 03.09.21 | Version No: | 01 |
| Date for review: TBC | | |

| <p>Details of risk assessment including location, description of tasks and equipment to be assessed.</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 Health & Safety Protocol September 2020 document.</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; margin-bottom: 10px;"> <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 |
|--|---|---------|-------------|------------|----------|----------|---|--|---------|-------------|--------|----------|----------|--|--|---|---|---|---|---|----------|---------------|---|----|----|----|----|---|--------|---|----|----|----|---|---|--------------------|---|----|----|---|---|---|-----------|---|----|---|---|---|---|--------|---|---|---|---|---|---|
| | | | | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Title of related documents: Candidates Individual Risk Assessments; Team Domenica Health & Safety Protocol for September 2020 document, Plus X Brighton Ltd – General Risk Assessment (27/05/2020 by conducted Alexandra Young and Olga Hopton)</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 site | Transmission of virus to the candidate, staff members and customers | 4 | 5 | 20 High | <p>Communal facilities, entrances, toilets, stairs, etc</p> <ul style="list-style-type: none"> - Contract cleaning services have been increased with Plus X staff cleaning touch points twice a day, as well as Acies cleaning the whole building thoroughly and professionally each evening. - Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. WHO hand washing advice posters displayed. - Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds. - Staff made aware that they must have an awareness of surfaces (toilets, sinks, door handles, soap and soap dispensers, etc) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to a manager. - Plus X are ensuring that their contracted cleaning company are using minimum BS EN 14476 and EN 14675 approved detergents and sanitise all touch points and staff visors daily. - Plus X staff to ensure sufficient hand sanitiser, soap and washing up liquid is available - Plus X staff to sanitise meeting room doors, pens and table surface after every use. - Plus X staff have removed every other workstation to promote social distancing, limit the amount of chairs in the communal areas. Plus X staff have made all communal work desks bookable so only 1 desk is used by 1 person each day. | 2 | 4 | 8 Medium |

Food and Drink Preparation Area

- Staff, members and visitors are instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared.
- Ensure that when spills of food or liquids occur, they are cleaned straight away and work surfaces are left in a clean and sanitised condition.
- Use their own drinking mugs and glasses to prevent cross contamination.
- Keep their hands out of and not touch food and waste bins or receptacles as they may contain contaminated products, food or tissues.
- Wash their hands thoroughly before using these facilities.
- To wash company provided fruit before consumption
- A dishwasher is available and must be used to thoroughly clean crockery and cutlery
- Plus X to only sell pre-packaged foods and clearly signpost queuing areas. Plus X to arrange (or remove if need be) furniture to promote social distancing in the café area.
- Plus X to provide signage advise the maximum capacity in the kitchen.

Workstations, IT and telephony equipment

- Staff are instructed that their workstations, IT and telephony equipment, such as keyboards, screens phones and headsets are kept clean throughout the working day.
- The staff instructed that they should not use each other's IT equipment, to prevent accidental cross contamination
- Telephone equipment is deep cleaned at the end of each working day by the contracted cleaning staff.
- Staff instructed not to share phones, head sets and personal mobile phones with other to prevent accidental cross contamination.

Waste

- Waste bins are provided in the kitchen areas

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| | | | | | <ul style="list-style-type: none">- Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.- Staff instructed that disposable tissues should be used when coughing or sneezing and put directly into a waste bin- All waste bins and receptacles are carefully and safely emptied daily by the contacted cleaning staff.- Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc to prevent cleaning staff being accidentally contaminated. | | | |
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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 High | <p>Passenger and goods lifts:</p> <ul style="list-style-type: none"> - Lifts are subject to an increased level of regular routine cleaning and sanitising by contract cleaning staff who have been fully briefed and instructed by their own managers. - Staff, members and visitors are encouraged to use the staircase to get to the floor on which they work. - Staff, members and visitors have been instructed that Plus X are operating a 1 person lift policy. We have posters by and in each lift to remind them of this (CHECK WITH PLUS X THAT IT IS FOR 2) - Staff instructed to avoid using a fingertip to press buttons; instead to use the back of the knuckle to select the appropriate floor and to wash hands as soon as possible after using the lift. - Staff instructed to face away from other users and avoid touching surfaces. - Plus X to implement social distancing queue management for waiting passengers with floor markings. - <p>Meeting Rooms</p> <ul style="list-style-type: none"> - Staff instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible. - Staff using conference and meeting rooms instructed to follow Government advice and maintain a 2m separation distance. - Staff instructed that the same 2m distance rule must be applied to any meetings with clients or visitors. - Staff told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc and to give a polite explanation of this policy if required. <p>Close Contact</p> <ul style="list-style-type: none"> - Staff instructed to avoid close face-to-face contact or touching other employees, members, visitors, etc and follow the 2m rule. - Physical contact, such as handshakes, hugs, pats on the back, etc is to be avoided. | 2 | 4 | 8 Medium |
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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 |
| 6 | Staff and candidate returning from absence | May not be aware of new protocols/procedures | 2 | 3 | 6 Medium | All employees are to complete the Covid-19 Toolbox declaration when returning to work | 2 | 2 | 4 Medium |
| 8 | Uninformed staff | Staff, visitors and members who are not fully aware and understanding of the procedure and arrangements we have put in place to work within Government Policy on essential working could compromise Plus X arrangements and jeopardise the health of others. | 2 | 3 | 6 Medium | <ul style="list-style-type: none"> - Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance. - Every member of staff has been fully briefed (JOB COACH TO TALK THROUGH THE GUIDANCE WITH THE CANDIDATE BASED ON THIS RISK ASSESSMENT) to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place. - Warning posters, created with NHS, WHO and Public Health advice are displayed throughout the premises - Plus X to avoid spreading of the virus amongst the team members by implementing a rota. Plus X will not rota in members of the same department for the same week - Plus X support staff in safe travel to work by encouraging them to discuss their circumstances with their line managers. Plus X allows free car parking for employees to avoid public transport and issues free Brighton Bike codes to promote more socially distant commute. | 1 | 1 | 1 Low |

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| | | | | | | - Plus X to implement a staggered start and finish times to avoid rush hours. | | | |
| 9 | Anxiety of staff attending work regarding Covid-19 | The candidate's anxiety levels may increase for a number of reasons e.g. concerns for family, concerns about work, concerns regarding contracting/transmitting Covid-19 | 3 | 2 | 6 Medium | Ensure the promotion of wellbeing and self-care through good communications Job Coach present at the placement to provide emotional support in this regard Job Coach to talk through the Risk Assessment so the candidate is fully aware of procedure and to reassure if there are any worries | 2 | 2 | 4 Low |
| 10 | Candidate Behaviour | Disruption to routine and change in approach for the candidate may cause an increase in challenging behaviours both on-site and off-site | 3 | 3 | 9 Medium | Individual risk assessment is updated and shared with the manager The candidate will be supported by a Job Coach. The candidate can raise any worries with them. S/he is also able to speak to staff at Team Domenica if s/he has concerns. | 2 | 2 | 4 Low |
| 11 | 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 | Control Measures: - Plus X to have dedicated Quarantine Marshalls on site during opening hours – these are first aiders responsible for dealing with the suspected cases. - Covid-19 related emergencies are expected to be dealt with by qualified First Aiders. - Plus X to ensure spare PPE is kept along side the first aid boxes including gloves, visors, masks - Plus X has purchased a touchless thermometer for suspected cases of Covid-19 - If there is a suspected case, Plus X to record the person's name, phone number and ask where they were sitting and if they are willing to share who they have been in contact with. Ask if it is okay to inform those persons of the possible Covid-19 case and advise them to go home to self-isolate - If there is suspected case, Quarantine Marshall to wear PPE and lock down the area where the person was residing and inform the | 2 | 5 | 10 Medium |

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| | | | | | cleaning team – if not possible to get cleaning team in straight away, sanitise the surfaces where the person was residing. | | | |
| 12 | Vulnerable Employees | Vulnerable employees with existing health conditions are at a higher risk of contracting Covid-19, which may have a significant increased adverse affect on their health and well-being | | | <p>Control Measures:</p> <ul style="list-style-type: none"> - In accordance with Government Policy, staff who in the vulnerable and high risk category are not allowed on the premises unless they have a letter from their GP stating that they are safe to return to work. They are either working from home or furloughed. - Staff with family members in at risk categories have been instructed to inform their management team. Decisions on home working or furlough in accordance with Government policy are taken on a case by case basis. - Plus X will pay full sick pay to Covid-19 illness. Staff must inform their line managers if unwell as soon as possible and complete a self-certification form for less than 7 day sickness and obtain doctor's note if they are unwell for longer than that. - If staff have had any Covid-19 related symptoms, they must self-isolate for 7 days from when their symptoms have started. If they come across someone who has fallen ill, they must self-isolate for 14 days. Staff will be expected to WFH unless they become unwell. | | | |

TEAM DOMENICA – INDIVIDUAL RISK ASSESSMENT

Candidate Name:

Job Coach Name:

Placement – Job Title and Dept:

Employer’s Name: Plus X Brighton Ltd

| 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 | Lift and lift doors | The lift could get stuck between floors. The doors could trap the candidate | | | | The candidate will be accompanied by the Job Coach (TO BE AGREED IN LIGHT OF COVID REGS) | | | |
| 2 | Stairs | Tripping up or falling down | | | | Use the banister where possible, step carefully, sanitise if using the banister | | | |
| 3 | Receiving and storing goods | Cuts and lacerations from exposed metal of staples, sharp edges | | | | Training given to candidate, support from Job Coach for as long as needed. Follow manual handling instructions, where gloves when necessary, use trolley or cage when needed | | | |
| 4 | General working area, slips, trips, falls | Severe bruising, head injury, leg, arm back injury | | | | Training given to candidate, support from Job for as long as needed, ensure route is clear and floor is free from obstructions. Avoid walking on wet floor. | | | |
| 5 | Manual Handling-Emptying rubbish bins, moving trolleys | Back strain, muscle strain, damage to hands, hand injury from protruding sharp objects | | | | Follow safe system of work. Training given to candidate, candidate only to lift items they are comfortable with, use PPE when | | | |

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| | general carrying of goods | | | | necessary. Make sure candidate has enough space and route is clear. | | | |
| 6 | Risk of Fire | Burns, scalds, fatality | | | Regular fire drills and testing of fire alarms, candidate trained in fire safety, candidate supported by job coach. | | | |
| 7 | Verbal abuse, rude gestures, harassment from public / staff | The Candidate would get upset and withdrawn | | | Candidate never lone working. | | | |
| 8 | COSHH- use of chemicals, sprays, detergent | Skin irritation, eye injury, poisoning | | | Avoid inhaling chemicals, PPE to be worn in appropriate. Training given to candidate, support from Job for as long as needed. Avoid direct contact with chemicals, equipment to be stored safely. | | | |
| 9 | Overheating from hot temperatures | Fainting, bruising from fall | | | Candidate to take breaks when needed, stay hydrated and wear appropriate clothing to avoid overheating. | | | |
| 10 | Subtle changes to floor level eg slopes, small steps | Slips, trips, falls | | | Adequate lighting and communication with the candidate to remind him/her to take care when walking around the building | | | |
| 11 | General Machinery | Trapping fingers, cuts, injury | | | Instructions on how to use the machinery and stay safe using it to be given | | | |
| Restrictions agreed in the workplace eg equipment, jobs | | ?? Notes- Trained First aider always on site. | | | | | | |

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| Completed by: | Signed | Date |
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|---|--------|-----------------|
| Becky Chan | | 27 October 2020 |
| Agreed by Employer - Name and Position: | Signed | Date |
| Alexander Young | | |
| Agreed by TD Manager – Name: | Signed | Date: |
| | | |
| Read by the Job Coach: | Signed | Date: |
| | | |
| Read with the Candidate by the Job Coach – Candidate: | Signed | Date: |
| | | |
| Review by*: | Signed | Date |
| | | |

**Reviewed if placement, job or behaviours change*