



COVID SECURE document and safety procedures for all staff, setting out how staff should behave and the precautions they must adopt during the pandemic to keep them safe

Risk Assessment

We have a duty of care to protect people from harm. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help us manage risk. We have considered:

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.
- How to track incidents in an accident log book in accordance with the Health & Safety policy for the Café

This assessment¹ is based on guidance from Gov.uk, Food Safety, [HSE's Working Safely during the Covid-19](#) and the Baptist Union

Name of premises? Saint Mark's Community Café	Assessment undertaken by Lesley Wynne
Address St Mark's Baptist Church St Mark's Road Easton Bristol	Area of the building assessed Ground floor Café space, Upstairs Seating area, storeroom, toilet, and linking corridors, church worship space and platform
Postcode BS5 6HX	
Date of Initial Assessment: 5 th April 2021	Assessment Review Date: 5 th May 2021 thereafter every month.



Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who might have contact</i>	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i>	Action Plan <i>What needs to be done and by whom?</i>
1. SOCIAL DISTANCING					Wearing face coverings and protective plastic apron over cloth apron. All vols meeting customers at tables to wear visors in addition to face coverings	LW to check stock regularly
					2m signage in place internally along with other safety posters. Floor markings in place around tables outside	
					One-way system in place and clearly marked	Weekly review, additional “footprints”/adhesive
					We are registered for QR reader, customers attending who do not have smartphone App, register on the sign-in sheet. keep for 21 days for NHS “Track and Trace” This is for everyone (not one name per group) who enters building,	
Kitchen: Food prep	4 vols	2	2	med	Limit number of volunteers, work back to back or side/side. Limit time together. Wash surfaces and hands regularly (15mins) Simplify menu reduces prep time and customer waiting time.	Daily reminder for hand washing
Washing up	1 volunteer plus 1 support worker as nec	1	1	low	1 volunteer, with 1 additional support worker as necessary	
Front counter	1 vol	1	2	med	Will fulfil drink/cake orders, and take money/change, washing hands regularly	
Café Seating: outside, Church worship area.	Volunteers and customers	2	2	med	Volunteer waiting table, takes food order on Menu slip, totals cost of food/free, returns to front counter. Order will be completed by kitchen team. Till operator will deal with money/change, drinks/cake. Order to be	LW/AM to daily brief those waiting tables of menu choices for that day.

Likelihood

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- 2= Medium (frequently)
- 3= High (certain or near certain)

Severity

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					delivered back to customer by the Server who took the order keeping to the one-way system . Vol to wash hands. Tables and chairs to be cleaned by the Server when customer leaves. Occupation of seats need to be strictly monitored so people don't put tables and chairs together to make a larger group – maximum number guidance on each table .	
Church area	Customers, vols and Foodbank	2	2	med	Screen main worship area, so Foodbank/Café have defined areas	
Upstairs seating area	Customers & volunteers	2	2	med	Keep tables 2m apart. Limit seating, clear floor markings/one way..	
Doors to Café, Church, upstairs seating, and Kitchen areas	Vols and customers	2	2	med	Prop, or fix doors open where possible, (without affecting safety & fire guidance)	
Café, church worship area, Upper Room and staircase.	Vols and customers	1	2	low	Open all windows and doors to aid ventilation.	
Toilet (level access)	Vols and customers	1	2	low	Signage 'no queuing' and floor markings etc	



Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who comes in contact</i>	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk <i>Think of which prevention strategy could be used in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.</i>	Action Plan <i>What needs to be done and by whom?</i>
2. CLEANING					<u>HAND SANITISER IS AVAILABLE AT DOORS FOR CUSTOMERS/VOLUNTEERS/USERS OF BUILDING</u> <u>Clean as you use system in place for volunteers</u> <u>Rope/screen off any areas not in use (includes back corridor)</u> <u>Complete Covid-19 Cleaning Schedule daily</u>	All new vols to be trained in Covid-19 cleaning systems . LW
Café tables and chairs	Vols and customers	3	3	high	All to be cleaned with prepared sanitiser and soft cloth, left to air dry. Cloths to put in wash basket after use.	Vols
Door handles light switches	Customers and vols	1	2	low	Light switches to be wiped with anti-bac cloths hourly	Vols
Front counter	Vols	2	1	med	Regularly every 15 mins and after use with prepared sanitiser	Vol
Cake display	Volunteer	1	1	low	As necessary	Vol
Trays/crockery/cutlery	Customers and vols	3	3	high	All crockery, cutlery and tray to be removed once customer(s) have finished, washed immediately. Server to wash hands well.	
Kitchen preparation areas	Volunteers	3	1	medium	Clean as you use, and clean surfaces every 15 mins with prepared sanitiser and soft cloth	
Chopping boards	Volunteers	2	1	med	Clean as you use, and then dishwash.	

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Knives and preparation utensils	Volunteers	3	1	med	No-one shares equipment (knife etc.). Once used, wash and put away for someone else	
Coffee flasks	Volunteers	2	1	med	Wipe flasks regularly with sanitiser	
Toilet	volunteers	3	1	med	Toilet to be cleaned after use, following the new guidelines.	
					<p><u>At end of business each day:</u></p> <p>Thoroughly clean all areas used, including floors</p> <p>All aprons, masks, tea towels and cloths will be washed in machine</p>	Vols



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3. GOOD HYGIENE					<p><u>Cotton Face masks are available to wear. They will be washed each day. Single use disposable masks are also available.</u></p> <p><u>Full face visors to be washed at end of service.</u></p>	
					<p><u>Hand sanitiser stations at entry and exits.</u></p> <p><u>“Catch it, bin it, kill it” posters to be displayed. Provide tissues throughout Café areas, and lined bins for common areas. Empty regularly</u></p>	
					<p><u>Regularly, (every 15 mins) Volunteers wash hands, following new guidelines</u></p>	
					<p>We have a supply of disposable gloves. Vols serving at table can use when clearing tables/closer contact with customers.</p> <p>Remember wearing gloves can cross contaminate, you can wash them, while wearing!!</p>	
					<p>Display posters for Customers and building users – practice good hygiene</p>	
Cutlery	Vols and customers	3	1	med	wrapped in serviette by vol (who has just washed hands) and put ready for use. No stacking.	
Mugs, glasses and plates	Volunteers	3	1	med	Handle with clean hands, hold mug by handle while filling with drink. Hold glass near bottom when filling. One volunteer will plate up order One volunteer is washing up and putting plates ready for use.	

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Toilet (Level access)	Vols and customers	3	3	high	See Cleaning Schedule – all cleaning recorded	
Receiving Food Deliveries	Volunteers	3	2	high	Food to be delivered before opening, eg by 10am or after service, 2.30pm onwards. Food to be brought to garden area, volunteers will unpack into our crates, supplier will take theirs away. Wrapped food will be cleaned and stored. Unwrapped will be washed.	



<u>Hazards/risks</u>	<u>Persons affected</u>	<u>Likelihood</u>	<u>Severity</u>	<u>Risk rating</u>	<u>Additional COVID-19 reducing risk</u>	<u>Action plan</u>
4. INFORMATION AND GUIDANCE						
QR reader and manual Track & Trace Register	Vols, customers, other users	3	1	med	Complete details for Track and Trace,	Provide sign-in sheets
Signage	Vols, customers, other users	3	1	med	Safe distancing, one way system, etc	Display and inform
In case of illness	Vols	1	2	med	Vols to inform Manager if unwell, as currently, do not come to Café. If Covid positive test, self isolate for 14 days If you become unwell at Café, you are to go home, if you need to wait for someone to take you home you wait in the Green Room. Room to be cleaned when volunteer leaves.	
Daily "Pow wow's"	Vols	1	1	low	Meeting will be held outside, or in well ventilated room, vols side by side socially distanced, wearing face coverings	
Updates on Info	Vols and other users				Will reinforce key Government Public Health messages to all, share updates from Gov.uk, Food Safety asap to those who need to know/daily meeting.	LW
Vols – Public transport	Vols	2	2	med	Vols coming by public transport to bring change of clothes to use before working.	

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Summary of Actions

Action – List out what needs to done	Ownership – List out who complete	Date to be Completed by	Date of Completion
1. Write new training programme for working safely during COVID-19	Lesley	15 May 2021	
1. Train all volunteers in new methods	Lesley and Nettie	19 May 2021	
2. Check stock of face coverings and Visors	Lesley	14 May	
3. Clear front counter; store all equipment that is not necessary.	Nettie and volunteers	14 May	
4. Design new menu, photocopy A4/A3, laminate for display on walls	Lesley, David & vols	Display before opening	
5. Produce new Menu order sheets	Lesley	19 May	
6. Train vols who will wait tables	Lesley	Before we open	
7. Explain QR Reader, booking/recording system for customers in and out. Provide sign-in sheets for NHS Track & Trace	Lesley	For opening	
8. Liaise with other premises users the Track & Trace system	Lesley	For opening	
9. Install 2m distancing signs, and agree max number of customers (in and outside). Rope or screen off areas not in use. Mark floor	David, Nett and other volunteers	14 May	
10. Install all other signage, Display, “hand washing/sanitise” – poster etc	Nettie and volunteers	14 May	
11. Service hand sanitising units, fill containers with gel	Nettie, David and others	14 May	
12. Train vols for operating till	Nettie	14 May	
13. Update Café “Opening and Closing checks”	Lesley	14 May	



14. Update Accident log book refresher	Lesley	Before we open	
15. Circulate updated COVID-19 secure document to volunteers	Lesley	14 May	
16. Circulate updated Cleaning Schedule to all volunteers	Lesley	14 May	
17. Give copy of updated cleaning schedule to Foodbank	Lesley	14 May	
18. Update toilet cleaning schedule	Lesley	14 May	
19. Check stock of cleaning materials order as necessary	Lesley	10 May	
20. Notify all volunteers of training,	Lesley and Nettie	30 April	
21. Give revised Food delivery info to Fareshare, Sheila and Mike,	Lesley	14 May	
22. Notify Foodbank of changes to food delivery	Lesley	14 May	

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5.4.2021

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Staff and volunteers returning to work

Control Measures	Control in place y/n	Person responsible	Comments
UNSAFE PREMISES, PREVENTION, CLEANING AND STAFF SAFETY			
1. We will require staff to practice effective social distancing while in and around the workplace, while travelling to work and in all work activities.	yes	LW	
2. We will reinforce key Government public health messages to all staff	yes	LW/AM	At daily staff prayer times (pow wow's)
3. We will consult with staff and fully involve the team at all stages of the pandemic.	yes	LW and all volunteers	At daily update
4 We will make any adjustments to the workspace /rotas/work patterns/ procedures necessary to facilitate effective infection prevention and social distancing at work.	yes	LW/AM	
STAFFING LEVELS AND SHARING EQUIPMENT			
1. We will plan for the minimum number of people needed on site to operate safely and effectively, and we will review all staff job roles in order to facilitate and encourage this	yes	LW	Rotas being prepared of Teams of volunteer to work with LW/AM
2. We will help volunteers to stay connected to the rest of the workforce as appropriate.	yes	LW	
3. We will ensure any sharing of Café equipment is kept to a minimum, and cleaned as necessary	yes	LW	In new training pack



Control Measures	Control in place y/n	Person responsible	Comments
INEFFECTIVE SOCIAL DISTANCING			
1. We have reviewed all work areas and made suitable adaptations which will support social distancing	yes	LW/AM	
2. We have displayed appropriate signage, stickers and floor markings to denote safe distances, etc	yes	LW/AM/DW	
3.. Where 2m distancing cannot be maintained we will work side by side or back to back with PPE	yes	LW/AM	
4. We will have side-to-side meetings where possible, with social distancing in place, will hold these outdoors weather permitting	yes	LW/AM	Daily update
4. We will carry out any essential training for staff and volunteers, wearing PPE, with social distancing in a well ventilated space	yes	LW	When updating volunteers with new methods/training.
5.			
6. We will display notices in the premises reminding staff of the key infection prevention requirements, including the need to maintain safe distancing	yes	LW	
7. Where such activities need to continue and 2m distancing cannot be followed we will put appropriate mitigation methods into place, such as increased hand washing, increased environmental cleaning, keeping the activity time involved as short as possible, reducing the number of people each person has contact with by using "fixed teams or partnering" (so each person works with only one or a few others).	yes	LW/AM	In new training pack

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Control Measures	Control in place y/n	Person responsible	Comments
HIGHER RISK AREAS			
1. We will ensure that higher-risk high traffic areas of the workplace are COVID secure by applying appropriate safety precautions, increased cleaning, including confirming the need for staff to follow good hygiene practice at all times while at work.	yes	LW/AM	
2. We will introduce enhanced cleaning of toilet facilities, provision of more waste facilities and more frequent waste rubbish collections	yes	LW/AM	New cleaning guidelines have been prepared, and separate daily recording sheet for record of cleaning toilet.
VULNERABLE AND EXTREMELY VULNERABLE STAFF AND VOLUNTEERS			
1. We have identified and are aware of staff who fall into the vulnerable category so we can ensure that they are given adequate protection and support to enable them to comply with government health recommendations if they wish to work at our Community Café.	yes	LW	They will only work while Community rate of COVID is low, if it rises, they will stay at home
2. We will offer additional protection to staff in the vulnerable “moderate risk” category so that they can achieve effective social distancing.	yes	LW	
3. We will not expect any member of staff in the extremely vulnerable “high-risk” category to come to work during the pandemic crisis or during recovery from the lockdown.	yes	LW	
4. We will stay in touch with vulnerable staff who are staying at home to ensure they are well, needs met (eg shopping, meds. etc) and to prevent them from feeling isolated.	yes	LW	



Control Measures	Control in place y/n	Person responsible	Comments
5. We will make reasonable adjustments to avoid disabled workers being put at any disadvantage	yes	LW	
6. We will put special provisions in place to protect those who are new or expectant mothers, following government guidance.	yes	LW	
STAFF ILL HEALTH AND STAFFING LEVELS			
1. We will make sure that all staff know that no one comes to work if they are self-isolating or if they have COVID-19 symptoms or if they feel unwell.	yes	LW	Currently check by phone and that will continue; when open staff will be reminded daily.
2. We will give clear guidance to staff who are sick or self-isolating that they should phone immediately and inform Café Manager on no account should they attend for work.	yes	LW	Have always done this for sickness etc., so adding COVID-19 to those same guidelines
3. We have talked to staff about the potential need for them to carry out different tasks or responsibilities,	yes	LW	
4. If we do not have the correct staffing levels, (minimum 7 vols/staff) any day, the Café will close.	yes	LW/AM	
PREMISES ACCESS AND TRAVEL			
1. We will ensure that staff and volunteers do not congregate at entrances and exits, and ensure that all access points have supplies of sanitiser available	yes	LW/AM	
2. We will review disabled access arrangements to ensure safe entrance or exit for disabled staff/volunteers	yes	LW/AM	

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3. We will use floor markings and signage at entrances and exits and introduce one-way flow systems at entry and exit points..	Yes	AM/DW	
4. We have flexible/staggered working arrangements so that staff avoid all arriving or leaving at the same time.	Yes	LW	
5. We will provide hand sanitiser at entrances and exits	Yes	LW	
6. We will ask staff not to share cars	Yes	LW	
7. We will support staff to walk or cycle to work wherever possible with safe bike storage	yes	LW	
8. We will ask staff not to use public transport if at all possible – where they do use public transport they should conform with all requirements, eg wearing face coverings if required, social distancing, etc.	no	Lw	For those volunteers who use public transport, measures are in place for changing clothes, wearing masks, etc.
CASES OF POSSIBLE INFECTION ON SITE			
1. If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) we will send them home and advise them to follow government advice to self-isolate.	Yes	LW/AM	
2. All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets.	Yes	LW/AM	In updated cleaning guidelines
3. Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal.	yes	LW/AM	In updated cleaning guidelines
4. Cleaning staff should use disposable cloth and blue paper roll and prepared sanitiser solution. Volunteer/staff must wear appropriate PPE.	yes	LW/AM	In updated cleaning guidelines



5. Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste.	yes	LW/AM	In updated guidance, these bags to be labelled and place in bin in secluded garden at back.

The references to staff, volunteers or workers in this document are for all who work in Saint Mark’s Community Café.

This Covid Secure document, together with the updated Cleaning Schedule and the additional section to the Volunteers Training Workbook, are to enable us to keep safe during this pandemic.

I have read this COVID SECURE document	
Signed	Date

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