



Coronavirus Risk Assessment for Social Enterprise Activities

Location: Emmaus Village Carlton	Date Assessed: 15 th June 2020 Updated: 4 th July 2020 Updated: 20 th July 2020 Updated 7 th August 2020 Updated: 17 th August 2020 Updated: 2 nd December 2020 Updated: 13 th April 2021 Updated: 17 th May 2021 Updated: 19 th July 2021 Updated: 24 th August 2021 Updated: 15 th December 2021	Assessed by: Angela Foll, Chief Officer
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Task/Activity: Working and operating the social enterprise during coronavirus	Reference Number: SE-01
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			Risk rating before implementing control measures			Risk rating after implementing control measures				
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Controls Measures Required
Working and visiting the social enterprise	Contact with persons who may have been exposed to coronavirus	Employees, companions, trustees, volunteers, and visitors to site	4	5	20	Employees, companions, volunteers, and trustees who are suspected to have coronavirus are required to have a PCR test and to isolate until the results are received.	2	5	10	Guidance and recommended risk control measures sourced directly from the GOV.UK website wherever possible.

						<p>Employees, companions, volunteers, and trustees that have a positive PCR test are required to isolate in accordance with current government guidelines.</p> <p>Employees, companions, volunteers, and trustees are required to isolate if advised to do so by NHS Test and Trace in accordance with current government guidelines.</p> <p>Communication put on EVC website and social media asking customers not to visit site if they or a member of their household are waiting for a PCR test result or displaying any COVID symptoms.</p> <p>Signage across site reminding staff, companions, trustees, and volunteers to wash their hands with soap and water as often as possible and for 20 seconds every time.</p> <p>All staff and companions offered vaccine and booster onsite.</p> <p>All staff advised to undertake regular rapid flow test at home.</p>				<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>The latest government guidance and control measures will be revised and updated daily.</p> <p>Advice and support provided through Federation and EUK.</p>
Working and visiting the social enterprise	Contact with persons who may have been exposed to coronavirus	Employees, companions, trustees, volunteers, and visitors to site	4	5	20	<p>Signs detailing basic infection controls as recommended by the government displayed across the site:</p> <ul style="list-style-type: none"> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straightaway. 	2	5	10	<p>Guidance and recommended risk control measures sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>

						<ul style="list-style-type: none"> • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces. • Do not touch your eyes, nose, or mouth if your hands are not clean. <p>Customers asked to use the hand sanitisers at the store entrances and throughout the site.</p> <p>Hand sanitisers monitored daily and filled/replaced as required.</p> <p>In line with updated government restrictions customers, staff, and companions are required to wear a face covering inside the retail areas and bistro until seated. Signs are displayed across the site.</p> <p>All areas of the retail and bistro, including the public toilets, are cleaned, and disinfected regularly in line with standard cleaning procedures.</p> <p>All staff and companions offered vaccine and booster onsite.</p> <p>All staff advised to undertake regular rapid flow test at home.</p>				<p>The latest government guidance and control measures will be revised and updated daily.</p> <p>Advice and support provided through Federation and EUK.</p>
Working and visiting the	Contact with persons who may have	Employees, companions, trustees,	4	5	20	'Staying COVID-19 Secure in 2020' poster displayed at each entrance.	2	5	10	Guidance and recommended risk control measures sourced directly from the GOV.UK website wherever possible.



social enterprise	been exposed to coronavirus - Retail	volunteers, and visitors to site			<p>Windows opened where possible to increase ventilation.</p> <p>Non-essential doors left open to minimise the number of people who touch them. This does not apply to fire doors.</p> <p>In line with updated government restrictions customers, staff, and companions are required to wear a face covering inside the retail areas and bistro until seated. Signs are displayed across the site.</p> <p>Signage displayed across the site asking customers not to touch items unless they are intending to buy.</p> <p>Perspex barriers fitted at all till points, cleaned, and disinfected regularly in line with standard cleaning procedures.</p> <p>Although government restrictions have been removed, a NHS QR code is located at each retail entrance for track and trace purposes.</p> <p>Advisory communication will regularly be placed on EVC website and social media.</p> <p>All staff and companions offered vaccine and booster onsite.</p> <p>All staff advised to undertake regular rapid flow test at home.</p>				<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>The latest government guidance and control measures will be revised and updated daily.</p> <p>Advice and support provided through Federation and EUK.</p>
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<p>Working and visiting the social enterprise</p>	<p>Contact with persons who may have been exposed to coronavirus – Catering</p>	<p>Employees, companions, trustees, volunteers, and visitors to site</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>‘Staying COVID-19 Secure in 2020’ poster displayed at entrance.</p> <p>Windows opened where possible to increase ventilation.</p> <p>Non-essential doors left open to minimise the number of people who touch them. This does not apply to fire doors.</p> <p>Perspex barriers fitted at till point, cleaned, and disinfected regularly in line with standard cleaning procedures.</p> <p>In line with updated government restrictions customers, staff, and companions are required to wear a face covering inside the retail areas and bistro until seated. Signs are displayed across the site.</p> <p>Outdoor seating available across the site for customers.</p> <p>Although government restrictions have been removed, a NHS QR code is located at the bistro entrance for track and trace purposes.</p> <p>Advisory communication will regularly be placed on EVC website and social media.</p> <p>All staff and companions offered vaccine and booster onsite.</p> <p>All staff advised to undertake regular rapid flow test at home.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Guidance and recommended risk control measures sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>The latest government guidance and control measures will be revised and updated daily.</p> <p>Advice and support provided through Federation and EUK.</p>
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Working and visiting the social enterprise	Virus transmission whilst handling food	Employees, companions, trustees, volunteers, and visitors to site	4	5	20	<p>In line with updated government restrictions customers, staff, and companions are required to wear a face covering inside the retail areas and bistro until seated. Signs are displayed across the site.</p> <p>Staff, companions, trustees, and volunteers required to wash their hands with soap and water as often as possible and for 20 seconds every time.</p> <p>Sachets of condiments will be provided as required.</p>	2	5	10	<p>It is very unlikely that you can catch coronavirus from food. COVID-19 is a respiratory illness. It is not known to be transmitted by exposure to food or food packaging.</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-</p>
Cash handling	Coronavirus	Employees, companions, and volunteers	4	5	20	<p>Contactless payments to be encouraged through website, social media and signage displayed at each till.</p> <p>All staff, companions, and volunteers who handle cash are encouraged to wash hands regularly and instructed not to touch their face until they have washed their hands.</p>	2	5	10	<p>Guidance and recommended risk control measures sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>The latest government guidance and control measures will be revised and updated daily.</p> <p>Advice and support provided through Federation and EUK.</p>
Working and visiting the	Contact with persons who may have	Employees, companions, trustees, volunteers,	4	5	20	<p>There will be a requirement that hands are washed as a minimum, before and after sorting.</p>	2	5	10	<p>Guidance and recommended risk control measures sourced directly from</p>



social enterprise	been exposed to coronavirus – Accepting donations	and visitors to site				<p>Staff, companions, trustees, and volunteers will be reminded not to touch their faces whilst handling stock.</p> <p>All staff and companions offered vaccine and booster onsite.</p> <p>All staff advised to undertake regular rapid flow test at home.</p>				<p>the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>The latest government guidance and control measures will be revised and updated daily.</p> <p>Advice and support provided through Federation and EUK.</p>
Working and visiting the social enterprise	Contact with persons who may have been exposed to coronavirus – Collections & Deliveries	Employees, companions, trustees, volunteers, and visitors to site	4	5	20	<p>Delivery/collection team will use their discretion about the safety of entering the customer’s property.</p> <p>Delivery/collection team should feel comfortable to refuse to complete collection/delivery if the customer/donor appears unwell or it does not seem safe to proceed.</p> <p>In line with updated government restrictions the delivery/ collection team will wear a face covering in the van and when communicating with customers.</p> <p>Delivery/collection team will sanitise their hands after each delivery / collection.</p> <p>Staff, companions, trustees, and volunteers will be reminded not to touch their faces whilst handling stock.</p>	2	5	10	<p>Guidance and recommended risk control measures sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>The latest government guidance and control measures will be revised and updated daily.</p> <p>Advice and support provided through Federation and EUK.</p>



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Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so