

Coronavirus Risk Assessment for opening of Coffee shop in outdoor setting

This Risk Assessment is for the operation of the CEC (Cowplain Evangelical Church) Coffee shop strictly in an outdoor setting during a coronavirus pandemic without indoor service. This assessment should be regularly evaluated to ensure its accuracy and relevance as government guidelines dictate. If the circumstances (operating outdoors) were to change, a new assessment would be required rendering this document void.

The following document is split into two sections; firstly a coronavirus specific risk assessment, identifying risks that are wholly related to the transmission of coronavirus during the operation of the coffee shop. Secondly a standard risk assessment (slips, trips and falls) for the running of the coffee shop in the proposed location (the forecourt of the church).

RA Issue Date: May 2021

Covid 19 RA:

Risk:	Coronavirus entering the premises and potentially infecting users of the building				
Persons at risk:	Ministers, Leaders, Members, Volunteers, Attendees, Contractors and Cleaners				
Risk Rating before control measures	Likelihood	High	Risk Rating after control measures	Likelihood	Low
	Severity	High		Severity	High
	Overall Risk	High		Overall Risk	Medium

Control Measures	Control in place (Y/N)	Person(s) Responsible	Comments
Ask everyone symptomatic not to attend (Volunteers and Customers)	Y	Volunteers	Include in weekly update
Verbal symptoms – checks on entry	Y	Volunteers	Up to volunteers to check with customers on their arrival.
Advise vulnerable people not to attend	Y	Team Leaders	Include in weekly update
Only essential volunteers to enter building unless for toilet usage	Y	Volunteers	Volunteers to steward entrance to premises
Everyone to use hand sanitiser on entry to the building	Y	All	Dispensers fitted
Action plan in place in case, and communicated, to leaders in event of coronavirus case known to enter premises	Y	Managing Trustees	Employ track and trace
Undertake the pre-event check list	Y	Team Leaders	Team leaders to delegate to volunteers prior to opening
Display suitable posters to ask people with symptoms not to enter the building	Y	Admin	
Social distancing measure to be maintained where possible	Y	Volunteers	Implementing agreed instructions and following signage
First aid responder to treat each person as potentially Covid infected. To put on full PPE (face shield, apron and gloves) before attending injured person.	Y	First Aider	Availability of PPE to be checked pre-event/regularly.
If disabled person attending needs assistance, then person assisting to be instructed to wear appropriate PPE i.e. wearing gloves while pushing wheelchair	Y	Volunteers	Availability of PPE to be checked pre-event/regularly.
Ensure all indoor areas used are well ventilated, i.e. windows open	Y	Volunteers	Ensure windows are open to all used areas

Risk:	Transmission of Coronavirus to an individual, direct from an infected person				
Persons at risk:	Ministers, Leaders, Members ,Volunteers, Attendees, Contractors and Cleaners				
Risk Rating before control measures	Likelihood	High	Risk Rating after control measures	Likelihood	Low
	Severity	High		Severity	High
	Overall Risk	High		Overall Risk	Medium

Control Measures	Control in place (Y/N)	Person(s) Responsible	Comments
Suitable social distancing policy in place	Y	Team leaders	Appropriate layout in place, volunteers to implement
No physical contact between persons of different households/bubbles	Y	All	Included in team briefing, volunteers to implement
All volunteers and staff required to wear face coverings at all times	Y	Team leaders	Volunteers and staff required to wear face coverings inside and outside while serving
Volunteers to work side to side or back to back rather than face to face	Y	Team leaders	Included in team briefing
Customers to wear face coverings when not at their table, unless medically exempt	Y	All	Included in team briefing, volunteers to implement
One way system flow through used area to avoid pinch points	Y	Team leaders/managing trustees	Layout to be agreed prior to event
Areas marked out-of-bounds where appropriate	Y	Team leaders/managing trustees	Layout to be agreed prior to event
Tables and seating arrangements adapted for social distancing while ensuring public pavements are not obstructed	Y	All	Layout to be agreed prior to event, volunteers to ensure tables and chairs are not moved.
Capacity monitored and entry stopped when capacity reached	Y	Volunteers	At all times number of customers should be monitored
Signage in place to remind people of safe practices	Y	Admin	
Any changes to entrances, exits and queue's will be taken into account. Reasonable adjustments to accommodate those who need them, such as customers with physical disabilities	Y	Team leaders/managing trustees	Layout to be agreed prior to event, while allowing flexibility for disabilities
Volunteers and customers instructed not to gather in groups, except with members of their own household not exceeding rule of 6/two households	Y	All	Included in team briefing, volunteers to implement
First aid responder to treat each person as potentially Covid infected. To put on full PPE (face shield, apron and gloves) before attending injured person.	Y	First Aider	Availability of PPE to be checked pre-event/regularly.

Risk: Persons at risk:	Transmission of coronavirus to an individual via a contaminated surface/item (excluding toilet facilities) Ministers, Leaders, Members ,Volunteers, Attendees, Contractors and Cleaners				
Risk Rating before control measures	Likelihood	High	Risk Rating after control measures	Likelihood	Low
	Severity	High		Severity	High
	Overall Risk	High		Overall Risk	Medium

Control Measures	Control in place (Y/N)	Person(s) Responsible	Comments
Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety)	Y	Volunteers	Where possible, except fire doors, door handles and push bars fitted with sanitiser strips
Regular cleaning of surfaces likely to be touched regularly, with appropriate sanitiser spray, including tables immediately after individual customer has vacated	Y	Volunteers	Ensure appropriate cleaning is maintained throughout, ensuring no new customer is seated before table is cleaned. Making sure use of correct cleaning chemicals are used
Any donations not to be counted or touched for 72 hours after collected	Y	Team Leader	Put in secure location until counted. To wear gloves when collecting money – gloves to be changed immediately before food handling (requirement by law Pre-Covid)
All facilities used to be thoroughly cleaned after event	Y	Volunteers/cleaners	Weekly clean by cleaners. Volunteers to clean areas used during event before leaving
When food/drink items are served, gloves to be worn and changed regularly	Y	Volunteers	Volunteers to change gloves regularly to ensure of no cross-contamination. Whenever changing gloves, ensure hands are sanitised first.
All orders/ cutlery etc. to be taken to tables by volunteers rather than customers collecting	Y	Volunteers	Volunteers to wear gloves and regularly change them and sanitise hands.
Wear appropriate PPE when clearing vacated tables	Y	Volunteers	Volunteers to wear gloves and change then regularly between customers served.
Undertake the pre-event check list	Y	Team Leaders	Team leaders to delegate to volunteers prior to opening
Keep register of attendees and volunteers	Y	Volunteers	Using the church's track and trace regulations

Risk:	Transmission of coronavirus to an individual via toilet facilities				
Persons at risk:	Ministers, Leaders, Members ,Volunteers, Attendees, Contractors and Cleaners				
Risk Rating before control measures	Likelihood	High	Risk Rating after control measures	Likelihood	Low
	Severity	High		Severity	High
	Overall Risk	High		Overall Risk	Medium

Control Measures	Control in place (Y/N)	Person(s) Responsible	Comments
Regular cleaning of surface likely to be touched regularly with appropriate sanitiser spray	Y	Green Fox/cleaners	Ensure all cleaners have instructions
Toilets supplied with disposable hand towels/dryers (not a re-usable linen towel), hand sanitiser. Limit to one person per toilet unit (even if it has multiple cubicles)	Y	Volunteers/cleaners	Hand dryers isolated, only paper towels used
Ensure toilets are well ventilated (Windows rather than doors)	Y	Volunteers	Include as part of pre-event checklist
Undertake the pre-event check list	Y	Team Leaders	Team leaders to delegate to volunteers prior to opening
Setting clear use and cleaning guidance for toilets, to ensure they are kept clean and social distancing is achieved as much as possible	Y	Managing trustees/cleaners	Managing trustees to manage
Introducing enhanced cleaning of toilet facilities, provision of more waste facilities and more frequent rubbish collections	Y	Volunteers	Empty bins after event
Ask people to spray clean toilet after usage	Y	Team leaders	Provide sanitisers/wipes
Children to be accompanied to the toilet	Y	Parent/guardians	Ensure properly instructed

Risk:	Transmission of coronavirus to an individual via contaminated waste				
Persons at risk:	Cleaners and anyone else handling waste				
Risk Rating before control measures	Likelihood	High	Risk Rating after control measures	Likelihood	Low
	Severity	High		Severity	High
	Overall Risk	High		Overall Risk	Medium

Control Measures	Control in place (Y/N)	Person(s) Responsible	Comments
Everyone asked to take own waste home with them, if possible	Y	Team Leaders/volunteers	Include in team instructions
All waste to be assumed contaminated and handled appropriately	Y	All	Include in team instructions
Anyone handling waste to be trained in suitable working practices	Y	Team leaders	Ensure gloves are used and disposed of immediately after use
All waste handled with suitable PPE (see cleaning guidance for details)	Y	Team leaders/volunteers	
All bins lined with disposable liners and all waste double bagged prior to disposal.	Y	Team leaders/volunteers	
Lidded bins operated by foot pedal provided	Y	Team leaders/volunteers	
Keep records of who has carried out cleaning tasks and any further tasks to be completed	Y	Team leaders/volunteers	

General RA:

Risk	Control Measure	Person(s) Responsible
Uneven tables on church forecourt causing hot drinks spillage when rocked	Ensure all table are on even ground or levelled appropriately before customer use	Volunteers involved with set up
Falls due to uneven/sloped ground	Use routes that avoid problem areas (if any)	Volunteers / Team leader
Slipping caused by wet ground at front of church.	Assess ground before event, use gazebo or other shelter?	Team leader
Hot drinks spillage onto customer or volunteers	Drinks to be carried by competent volunteers	Team leader/ Volunteers
Burns from coffee machine operation	Operation of coffee machine to be carried out by trained and competent individuals.	Team leader
Blockage of public pavement adjacent to church forecourt	Ensure all chairs and tables are set up only on church land in order to prevent obstruction.	Team leader
Cuts from knives during food preparation	Only competent individuals to be assigned to tasks using knives and the like.	Team leader
Injury caused by lifting tables and chairs	Ensure that individuals of good physical capacity carry out lifting, using two persons to lift heavy or awkward items.	Team leader
Slipping caused by wet floor by dishwasher/sink	Non slip mat installed in sink area in addition to non-slip floor. volunteers to spot check for and spillages or puddling and clean appropriately.	All