

## Kindfulness Coffee Club Covid Risk Assessment: 27<sup>th</sup> July 2020

1. The initial risk assessment was undertaken by Michael Morris, Company Secretary & Trustee on 3<sup>rd</sup> June 2020, in consultation with the 2 staff members not currently on furlough. Since Kindfulness Coffee Club (KCC) has fewer than 5 employees, a written risk assessment is not obligatory, but in order to follow best practice, this document was produced in line with the government recommendations at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>. The document was circulated to all staff and trustees, with 7 days given for comments and discussion by email/telephone, in the light of which this final version was produced on 27<sup>th</sup> July, 2020 prior to being circulated to Trustees and being published on the KCC website Friday 31<sup>st</sup> July [www.kindfulnesscoffeeclub.org.uk](http://www.kindfulnesscoffeeclub.org.uk)
2. The Trustees of KCC take seriously their duty to reduce workplace risk to the lowest reasonably practical level by taking preventative measures so that everybody's health and safety is protected. We have agreed to work through these steps in order to reduce the risk of transmission of Covid-19 at the 3 units that comprise our premises at 160-164 Knowsley Rd., L20 4NR
  - a. All staff and volunteers are required to increase the frequency of hand-washing (with soap and water for at least 20 seconds) and surface cleaning, washing hands after contact with surfaces or people, and cleaning heavily used surfaces at least 3 times during the 8 hours that premises are in use. Hand drying facilities are available for all staff & volunteers in each toilet. At the end of each day, designated staff will remove all personal belongings and waste from the premises. Once a cleaner is appointed, the latter will be their responsibility. Until then, staff and volunteers will ensure that waste is removed daily
  - b. People attending groups or spending more than 10 minutes on the premises will have their temperature taken with a contactless thermometer on entry, and will be required to leave a contact name & number. This is so that they can be contacted and advised to isolate for 14 days in the event that someone else on the premises contracts Covid-19
  - c. As was the case pre Covid, toilets are not to be used by NU2U shop customers. Clients attending Well-being activities may continue to access toilets, and staff will ensure that clients, like staff and volunteers, will follow the same hygiene procedures, including washing hands before and after use, and wiping down points of contact (taps, flush handle, door handles, toilet seat etc) with the supplied sanitizer and paper towels
  - d. To this end, hand sanitizers and (in accordance with government guidelines) the usual cleaning materials have been provided in each of the 3 units in sufficient quantities for staff, volunteers, clients and customers to ensure high standards of hygiene. Signs will encourage everyone to use hand sanitizer when entering and leaving the premises, and regularly during their occupation of the premises.
  - e. All crockery and cutlery will be sterilized using Milton fluid in the first instance, and eventually in the new dishwasher once it is installed.
  - f. In the event of contact with someone who is suspected of having Covid-19, cleaning the area with normal disinfectant and a disposable cloth will decrease the risk of the infection spreading. The person cleaning the area must wear disposable gloves and a disposable apron, which must be double bagged and disposed of promptly after use. Then the person should wash hands with soap & water for at least 20 seconds. If there is a spillage of visible bodily fluid, protection for eyes, mouth and nose should be worn in addition to gloves and apron.
  - g. Working from home will be encouraged where possible, and those who work from home will be supervised by the Company Secretary, who will monitor their well-being. Where relevant, the use of remote working tools e.g. zoom meetings and Whatsapp groups, will be encouraged. The nature of KCC's business requires most staff to be on the premises most days, and for the foreseeable future, only those who are essential for KCC to function will be expected to be on the premises; when on the premises, social distancing guidelines must be followed, including keeping people at least 2 metres apart wherever

possible. Appropriate floor markings and signage will be installed, and furniture will be reconfigured to ensure social distancing requirements are complied with. The number of people on the premises at any one time will be limited as follows:

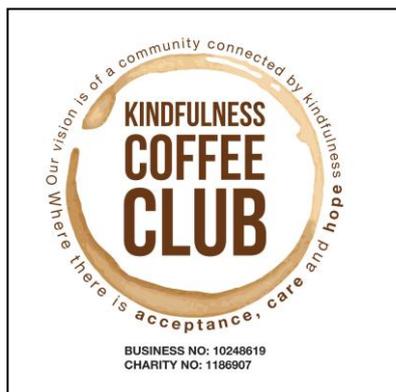
- i. A maximum 3 customers and 2 staff / volunteers in the NU2U shop at any one time. A third staff member / volunteer may also meet with 1 other person in the NU2U meeting room, and a 4<sup>th</sup> person may work unaccompanied in the NU2U storage area
  - ii. A maximum of 10 customers and 2 staff / volunteers in 164 Knowsley Rd (formerly the café) at any one time. A further 6 customers and 2 staff / volunteers may also work in the rear of 164 (formerly the training kitchen)
  - iii. A maximum of 6 customers and 2 staff / volunteers in the Well-being unit. A further staff member and customer may use the counselling room at the rear of the Well-being unit
  - iv. A maximum of 8 people in the designated outdoor seating area seated at 2 tables (subject to government social distancing guidelines and approval by Sefton Council). Seats and tables will be put out and removed at the start and end of each daily Drop-in session. Staff will sanitise them before and after use by each person
3. In the event of an accident or emergency, e.g. fire, break-in or the need to administer first aid, people will not be expected to stay 2 metres apart if it would be unsafe to do so. Anybody involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.
4. Screens will be installed to protect staff / volunteers at the till points in the NU2U shop and 164 (formerly the café). There will also be a card machine to at NU2U to encourage contactless payments and reduce the need to handle cash
5. Goods donated to KCC will be quarantined in a separate, locked room for 72 hours before being sorted by staff / volunteers. Any donations left outside the shop will be disposed of: staff / volunteers will not be expected to sort these
6. KCC Trustees considered the possibility of structural alterations in conjunction with the landlord in order to facilitate a one-way system on the premises. It was decided that such drastic measures would not be needed
7. Customers to the NU2U shop will be encouraged to shop alone, and to not seek staff assistance unless absolutely necessary, when social distancing guidelines must be observed. Signage will direct them to queue outside at 2 metre intervals towards the well-being unit so as to cause minimum disruption to neighbours. Signage will also set out expectations re social distancing, limiting browsing time, not handling goods unnecessarily etc once customers are inside. Disposable masks will be available free of charge to customers in the early weeks of trading
8. Facilities will be installed to encourage people to make contactless transactions using the new card machine rather than cash. Knowledge of our customer base suggests many may still need to pay with cash; in this case, staff will need to be provided with gloves, and will also need to use sanitizer regularly. In addition, staff / volunteers and customers should not handle goods unnecessarily e.g. when purchased.
9. Following government advice, staff and volunteers who do not normally wear PPE will not be expected to do so when they return to work. Supplies of disposable gloves and face coverings (not surgical grade masks) will be available free of charge for those who choose to wear them. Staff / volunteers will need to put face coverings on and remove them safely, and also wash or sanitize hands before and after doing so
10. Signage will be provided to remind customers not to handle goods unless they intend to purchase them: as currently, there is no option to try garments on prior to purchase. Goods that have been handled will be stored in the specified area alongside newly donated goods for 72 hours prior to being offered for sale once more.
11. All staff and volunteers will be encouraged to read this risk assessment on the KCC website, and will receive an induction covering the relevant points prior to working at KCC. These points will also be displayed on the premises to encourage customers to safeguard themselves and our staff / volunteers. Any staff or volunteers who may be especially susceptible to Covid-19 for any

reason, will not be expected to work on the premises. KCC Trustees do not expect anyone to work in an environment that is unsafe, and so they will undertake every reasonable precaution to reduce the risk of the spread of Covid-19.

12. If staff are required to self-isolate, they will be given the full support of KCC Trustees. All staff will be treated equally. Where possible, they will be asked to work from home. If this is not possible, they will receive full pay for the 2 week statutory period, and KCC will reclaim the Statutory Sick Pay from the Government

*Michael Morris, 3<sup>rd</sup> June 2020, revised after consultation 27<sup>th</sup> July*

## Kindfulness Coffee Club and Covid-19



Kindfulness Coffee Club (KCC) takes the health and safety of its staff, volunteers and users, very seriously. Below is a summary of what we are doing, and what we expect everyone who uses the premises to do, in order to reduce the spread of Covid-19.

Please take a moment to read this, and ensure you follow these guidelines. You will find a full copy of our Covid-19 Risk Assessment on our website.

Staff will talk you through what is expected, and please raise any questions or concerns with them at any time.

*Thank you for your cooperation.*

1. Trustees undertook a full Covid-19 risk assessment prior to opening the premises, in accordance with government guidelines.
2. There are strict limits on the number of people who can be in each part of the premises – please listen to staff who will explain what we need to do and why.
3. As soon as you enter the premises
  - a. Your temperature will be taken with a non-contact thermometer, and you will need to provide your name & a contact number so that you can be contacted if it emerges that you might have been in contact with someone who subsequently turns out to have had Covid-19. You will be recommended to self-isolate for up to 14 days
  - b. You are expected to wear a face covering.
4. Learn how to put your face covering on safely, and wash your hands before and after doing so. You may wish to wear disposable gloves when using equipment such as computers. Do not handle anything that others have touched unless absolutely necessary – then wash your hands.
5. You must observe social distancing of 2 metres at all times – refer to the markings on the floor and signs on the walls.
6. Please wash your hands regularly using the supplied sanitizer or soap and water for at least 20 seconds – about the time it takes to sing ‘Happy birthday’ twice. Do this regularly throughout the day, including upon arrival, before and after touching equipment such as computers, and before and after food or using the toilet. Use the supplied paper towels, and ensure they are disposed of immediately in the bins that are provided.
7. Crockery and cutlery will be sterilized – in the short term using Milton fluid, and in the new dishwasher once it is installed.
8. In order to reduce movement, please use only use the toilet that staff direct you to. Wipe down points of contact (door handle, flush, taps, toilet seat etc) after use with a supplied paper towel before washing your hands for at last 20 seconds with soap and water.
9. If you believe you have been in contact with someone who is suspected of having Covid-19, or with bodily fluid of any sort, cleaning the area with normal disinfectant and a disposable cloth will decrease the risk of the infection spreading – please inform a member of staff immediately.
10. If you have any of the symptoms of Covid-19, including a high temperature, persistent cough, loss of taste or smell, please do not attend KCC. Return home and self-isolate for 14 days. Text / phone / email to let us know so we can support you from a distance.
11. In the event of an emergency, please follow directions given by staff. If you need to evacuate the premises, do so quickly in an orderly fashion.
12. Thank you for your cooperation: together we will defeat this virus, and be stronger as a community connected by kindness.