

**THE BARNSTONDALE CENTRE – COVID-19 RISK ASSESSMENT**

<b>Assessment Ref No:</b>	<b>COVID-19/001</b>	<b>Area or Activity Assessed:</b>	<b>Company-wide</b> (all departments and services)
<b>Assessment Date:</b>	1 <sup>st</sup> June 2020		
<b>Person who may be affected by this activity</b>	Staff, Visitors, Contractors, Service Users and anyone else who may physically come into contact with the business		

**Section 1 - Identify the Hazard**

1	Transmission through contact with other people	Yes	2.	Transmission through contact with touch points	Yes	3.	Transmission of COVID-19	Yes
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**Section 2 – Risk Controls**

Ser	What are the hazards?	Who might be harmed and how?	Pre-Control Risk Rating (Likelihood x Severity)	What are we doing/Controls required?	Post-Control Risk Rating (Likelihood x Severity)
01	Transmission due to contact between individuals and subsequent spread of the virus	Staff, visitors, contractors and general public	3 x 3 = 9	<p>We will ensure that contractors and visitors are limited to essential services only, and that their operations are aligned with the Government’s ‘COVID-19 Secure’ guidance (<a href="#">Link HERE</a>).</p> <p>We have reviewed our Fire Risk Assessments to ensure they remain effective.</p> <p>Physical meetings are limited to essential purposes only and social distancing principles enforced, these will be outdoors or in well ventilated rooms whenever possible.</p>	1 x 3 = 3

				<p>Customers are directed to the Government guidance on travel advice and are advised to check with their own authority's guidance in relation to social distancing during travel (<a href="#">link HERE</a>).</p> <p>Party Leaders will be asked to confirm that everyone is in good health and not showing any signs of COVID-19.</p> <p>We will liaise with customers/clients to establish staggered arrival and pick up times. There will be a one way drop off process enforced and managed by site staff to ensure compliance and reduce bunching and possibilities of social distancing being breached. arrival time to ensure a smooth check-in, avoiding contact with other users.</p> <p>We will allocate rooms based on 2 young persons per room and accompanying staff in single occupancy rooms, noting this will reduce our site capacity considerably.</p> <p>We will ensure there is no communal use of corridors, showers etc.</p> <p>We will limit the number of staff you have contact with by ensuring your dedicated group leader is your primary point of contact. At other times, you will be provided with a phone number (and radio if required) in order to contact duty staff. At no time will you need to travel within the centre or visit reception to contact a member of staff.</p> <p><b>Our Staff:</b></p> <p>Will follow all appropriate social distancing guidelines as provided by the Government (<a href="#">link HERE</a>).</p> <p>Will stringently wash their hand and follow NHS and Public Health advice (<a href="#">link HERE</a>). Furthermore, staff will be reminded on a regular basis about the importance of properly drying their hands with disposable towels where available.</p>	
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				<p>We have reviewed and, where appropriate, designed our workplace and our working practices to ensure social distancing is in place where it is practical for us to do so. We will continue to review and manage our arrangements on a regular basis to ensure we remain compliant with government advice and our staff remain aware and diligent.</p> <p>The following are the headline considerations for the staff:</p> <ul style="list-style-type: none"> <li>• Have staggered arrival and departure times at work to prevent crowding into and out of the workplace.</li> <li>• Are health checked every morning (temperature screening) and reminded daily only to come into work if they are well and no one in their household is self-isolating.</li> <li>• Are provided with access to additional facilities, such as bike storage, to help people walk, run, or cycle to work where possible.</li> <li>• Are encouraged to take precautionary measures if using public transport (noting the Government requirement to wear mandatory face coverings from 15 Jun 20).</li> <li>• Are split into dedicated work teams, where possible, to keep the number of members interacting with others as small as possible (1 AT instructor per group, no rotating).</li> <li>• Are aware of their obligation to report any illness and are reminded of the importance of good personal hygiene.</li> <li>• Have been trained in preventing the transmission of COVID-19.</li> <li>• Will avoid using hot desks and shared spaces. Where this is not possible, cleaning and sanitising will be undertaken between different occupants.</li> <li>• All workspaces will be ventilated with windows opened to allow fresh air circulation. Public access doors and fire doors should not be kept open.</li> </ul> <p><b>Personal Protective Equipment (PPE)</b></p> <p>All our staff will follow the very latest Government/Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 (link <a href="#">HERE</a>).</p>	
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				<p>We will follow all government guidance on implementing protective measures in education and childcare settings (link <a href="#">HERE</a>).</p> <p>The current Government guidance is that ‘wearing a face covering or face mask in schools or other education settings is not recommended’ except if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face shield will be worn by the supervising adult if 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</p> <p>In other settings, such on in our offices, will support our staff if they choose to wear a face covering.</p> <p>We will constantly review our working practices to ensure they are current.</p> <p>All vulnerable staff are self-isolating.</p> <p><b>First Aid</b></p> <p>All our trained first aiders will continue to administer first aid in line with our First Aid at Work policy and the latest Government guidance (Link <a href="#">HERE</a>).</p> <p><b>Driving Vehicles</b></p> <p>Company vehicles will be used for essential purposes only and cleaned in accordance with UK Government Coronavirus: Safer working principles and risk assessment for working in or from a vehicle (link <a href="#">HERE</a>).</p> <p><b>Catering and Retail (tuck shop)</b></p> <p>We will maintain social distancing by:</p>	
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				<ul style="list-style-type: none"> <li>• Ensuring groups have designated meal/break times (the initial plan is that visitors bring their own meals – no facilities available on site).</li> <li>• Using outside premises for queuing where available and safe.</li> <li>• Defining the number of customers that can reasonably follow 2m social distancing (e.g. 1 person in the public toilets at any one time).</li> <li>• Minimising queues and ‘marking out’ 2m spacing.</li> <li>• Increasing spacing between tables and limiting seats per table.</li> <li>• Ensuring a ‘one-way’ flow of diners in and out of the facility.</li> </ul> <p>We will reinforce safety measures in all catering / retail areas by:</p> <ul style="list-style-type: none"> <li>• Ensuring all staff must wash their hands every 30 minutes with antibacterial soap.</li> <li>• Enforcing social distancing measures amongst staff.</li> <li>• Minimising contact between kitchen workers and front of house workers.</li> </ul> <p><b>Activities</b></p> <p>We have modified programmes to ensure activities can be conducted by solo participants maintaining 2m social distancing or in accepted group ‘bubbles’ in accordance with schools agreed operating models.</p> <p>Instructors will operate and support one group and follow them around all activities. This will limit their contact points to just one group but also limit the groups to just one interaction with site staff.</p>	
02	Transmission due to contact with surfaces and object (touch points)	Staff, guests, visitors and contractors	3 x 3 = 9	<p><b>All Areas</b></p> <p>Touch free bins will be available in all areas.</p> <p>Government guidance will be adhered to for the handling and disposal of all waste.</p> <p>Checks/inspections will be carried out to ensure cleaning procedures are being followed and these are documented where appropriate.</p>	1 x 3 = 3

				<p>Staff are strongly advised to keep their clothing and footwear clean and to wash their uniforms on a regular basis.</p> <p><b>Cleaning Communal Areas</b></p> <p>We have reinforced cleaning and sanitising procedures for communal areas, for areas of high congregation, frequent touch points (using current Government advice as our reference link <a href="#">HERE</a>):</p> <ul style="list-style-type: none"> <li>• Door handles / push plates in and around WCs, Dining Rooms, Communal Offices, Reception, tuck shop, Keypad Door Locks.</li> <li>• Entrances to buildings, activity sites, classrooms, accommodation corridors.</li> <li>• Dining room tables, chairs, trays, counters and equipment.</li> </ul> <p>We aim to ensure that only 1 person uses our welfare facilities (including changing rooms, toilets etc.) at any one time. Signage will be used where appropriate. Toilet facilities are provided with all appropriate hand washing facilities.</p> <p>All cutlery provided will be disposable and single use only.</p> <p><b>Accommodation</b></p> <p>We have implemented strict pre-occupancy room cleaning and sanitising protocols in compliance with health and safety procedures, using specific products as recommended (disinfection, frequent and thorough hand washing for our staff, step by-step cleaning instructions, etc.).</p> <p>All guests are to bring their own bed linen, including a pillow (Barnstondale will only provide a laundered mattress cover).</p> <p>For your health protection, room cleaning is not carried out during the stay.</p>	
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				<p><b>Catering and Retail</b></p> <p>We will reinforce safety measures in all catering / retail areas by:</p> <ul style="list-style-type: none"> <li>• Removing self-service from catering provision, including trays, cutlery and food (all cutlery provided will be disposable and single use).</li> <li>• Ensuring strict disinfection and sanitisation measures (e.g. daily disinfection of drains and pipes) are in place.</li> <li>• Wedging doors open, where appropriate, to reduce touchpoints. This does not apply to fire doors.</li> <li>• Providing only disposable condiments or cleaning non disposable condiment containers after each use.</li> <li>• Minimising access to walk-in pantries, fridges and freezers, for example, with only one person being able to access these areas at one point in time.</li> <li>• Minimising contact at 'handover' points with other staff, such as when presenting food to serving staff and/or receiving deliveries.</li> <li>• We will remove all unwrapped confectionery from the shops.</li> </ul> <p><b>Group Activities</b></p> <p>We have a system of fixed teams/bubbles to reduce the number of close contacts between different employees in the workplace where this is possible.</p> <p>Where appropriate we use posters, signs, barriers, screens, floor markings as well as other physical/engineering controls to ensure that our social distancing arrangements are maintained.</p> <p>We have redesigned some layouts to include 1-way systems, entry and exit doors to reduce people passing one another where this has been possible.</p> <p>We have redesigned the layout and removed surplus seating and other furniture to facilitate more space in our workspaces and communal rooms (e.g. dining room).</p>	
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				<p>Other key headlines are:</p> <ul style="list-style-type: none"> <li>• We will ensure groups are not sharing the same equipment / venue.</li> <li>• We will prevent the sharing of activity PPE (i.e. safety helmet) if there is a risk of transmission.</li> <li>• We will ensure strict maintenance of hand hygiene using hand sanitiser before, during (where appropriate) and after activity.</li> <li>• We have a clearly defined disinfecting routine in place to disinfect relevant equipment and contact surfaces before, after and at pre-set intervals as defined in activity risk assessment.</li> </ul>	
03	Transmission of infection	Staff, guests, visitors and contractors	3 x 3 = 9	<p>We will work to display &amp; make available a completed 'Staying COVID-19 Secure in 2020' poster in our workplace (link <a href="#">HERE</a>).</p> <p>If a member of our staff lives in a household where someone else is unwell with symptoms of COVID-19 we expect them to stay at home in line with latest guidance (link <a href="#">HERE</a>)</p> <p><b>All visitors</b> (staff, guests and contractors) will be temperature screened prior to being granted access to the site. Those found to be 37.5°C and above will not be permitted access and encouraged to go home and self-isolate.</p> <p>If anyone develops symptoms of COVID-19 (a new, continuous cough, loss of smell/taste and/or a high temperature) whilst working for us or whilst on any of our premises, they will:</p> <ul style="list-style-type: none"> <li>• be sent home to self-isolate immediately.</li> <li>• If they are unable to make their own way home they will be isolated in a ventilated room until they can be collected.</li> <li>• be advised to avoid touching anything.</li> <li>• use a separate toilet from others, where possible.</li> </ul>	1 x 3 = 3



				<p>If any employee or any other person on our premises presents themselves with serious symptoms, we will call the emergency services. We will ensure that all areas that may have been contaminated are thoroughly sanitised before re-use.</p> <p>All of our staff are reminded to follow the latest advice regarding 'Staying safe outside your home: Annex A of the Our Plan to Rebuild Guidance (link <a href="#">HERE</a>).</p> <p>Posters and/or information that demonstrate hand washing techniques is available on site (link <a href="#">HERE</a>).</p> <p>We fully support the Government's Test and Trace system (link <a href="#">HERE</a>).</p> <p>We will continue to maintain regular contact with all our staff members (by a variety of means) whilst they are at home during this time.</p>	
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### Section 3 – Risk Ratings

LIKELIHOOD	SEVERITY/IMPACT
1 = Low	1 = Tolerate
2 = Medium	2 = Treat
3 = High	3 = Terminate

Risk Matrix			
Degree of Risk	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

### Section 4 – Document Control (Amendments)

DATE	AMENDMENT(S)	AGREED BY

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