

THE BARNSTONDALE CENTRE – COVID-19 RISK ASSESSMENT

Assessment Ref No:	COVID-19/001	Area or Activity Assessed:	Company-wide (all departments and services)
Assessment Date:	24 Mar 2021		
Person who may be affected by this activity	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 (Link HERE).</p> <p>We have reviewed our Fire Risk Assessments (FRA) to ensure they remain effective.</p> <ul style="list-style-type: none"> • Upon discovery of an actual fire or other emergency, immediate evacuation of the building in a safe and controlled manner will be essential. Evacuation is the priority, in this circumstance social distancing may need to be relaxed to enable quicker evacuation. • FRA and Emergency Evacuation Plans have been revised for site to consider possible COVID-19 restrictions and areas which may not be in use. 	1 x 3 = 3

				<ul style="list-style-type: none"> • Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary. • Adequate numbers of trained staff to safely evacuate all personnel on the premises. • Demarcation of safe distancing in place at assembly points in line with social distancing guidelines (2 metres) where reasonably practicable (planned drills only). If not practicable a nominated person will be allocated to monitor social distancing. • All emergency evacuation routes out of buildings are not compromised including fire doors and final exit doors. Fire doors are to be kept closed at all times. To aid ventilation iaw COVID-19 guidance, windows only are to be left open (non-fire doors can also be left open). <p>On return to building, occupants to sanitise hands/follow hygiene protocols on re-entry.</p> <p>There are monthly review of all FRAs, including evacuation plans, numbers of Fire Wardens, PEEPs, and assembly point(s).</p> <p>COVID-19 safety measures are an agenda item on all operational staff meetings and information is shared with all relevant staff.</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> <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 (link HERE).</p> <p>Party Leaders will be asked to confirm that everyone is in good health and not showing any signs of COVID-19.</p>	
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				<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 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>Our Staff:</p> <p>Will follow all appropriate social distancing guidelines as provided by the Government (link HERE).</p> <p>Will stringently wash their hand and follow NHS and Public Health advice (link HERE). Furthermore, staff will be reminded on a regular basis about the importance of properly drying their hands with disposable towels where available.</p> <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"> • Have staggered arrival and departure times at work to prevent crowding into and out of the workplace. 	
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				<ul style="list-style-type: none"> • 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. • Are provided with access to additional facilities, such as bike storage, to help people walk, run, or cycle to work where possible. • Are encouraged to take precautionary measures if using public transport (noting the Government requirement by law to wear face coverings). • 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). • Are aware of their obligation to report any illness and are reminded of the importance of good personal hygiene. • Have been trained in preventing the transmission of COVID-19. • Will avoid using hot desks and shared spaces. Where this is not possible, cleaning and sanitising will be undertaken between different occupants. • All workspaces will be ventilated with windows opened to allow fresh air circulation. Public access doors and fire doors should not be kept open. <p>COVID-19 Staff Testing</p> <p>All staff now <u>voluntarily</u> use the home symptom-free covid testing (known as LFD) twice a week.</p> <p>All staff record individual results with the NHS Track & Trace team via phone (119) or online (www.gov.uk/report-covid19-result), results are also kept on file at Barnstondale.</p> <p>Staff act in accordance with the mandated guidance contained within the test kits concerning the actions to take once a test is taken. No staff will attend work if they receive a positive test result and the Test and Trace NHS team will inform people accordingly.</p> <p>Personal Protective Equipment (PPE)</p>	
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				<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 HERE).</p> <p>We will follow all government guidance on implementing protective measures in education and childcare settings (link HERE).</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>If staff choose to wear face coverings at work, this position is supported by the Centre. Face coverings are not classed as PPE. They are not manufactured to a standard and don’t provide a proven level of protection for work risks such as dust and spray in an industrial context. It is important to use face coverings properly and wash your hands before putting them on and taking them off. Instructions on wearing a face covering and making your own can be found HERE</p> <p>We will constantly review our working practices to ensure they are current.</p> <p>First Aid</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 HERE).</p> <ul style="list-style-type: none"> • First Aid Boxes kit require additional supply of disposable gloves, disposable aprons, eye protection goggles/face shield and fluid resistant surgical facemasks. • First aid boxes contents are regularly checked, including for vehicles (fleet vehicles). 	
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				<ul style="list-style-type: none"> • Where closer contact may be necessary to administer first aid, staff will wear appropriate PPE to protect First Aider and casualty. This may include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting. • For resuscitation - only deliver CPR by chest compressions and use a defibrillator (if available) DO NOT do rescue breaths. • PPE / handwashing protocols to be followed. • Management and staff must read and follow manufacturer’s instructions on how to use PPE correctly. Guidance on PPE and the correct fitting of face masks can be found HERE. <p>Driving Vehicles</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 HERE).</p> <p>Catering and Retail (tuck shop)</p> <p>We will maintain social distancing by:</p> <ul style="list-style-type: none"> • Ensuring groups have designated meal/break times (the initial plan is that visitors bring their own meals – no facilities available on site). • Using outside premises for queuing where available and safe. • Defining the number of customers that can reasonably follow 2m social distancing (e.g. 1 person in the public toilets at any one time). • Minimising queues and ‘marking out’ 2m spacing. • Increasing spacing between tables and limiting seats per table. • Ensuring a ‘one-way’ flow of diners in and out of the facility. <p>We will reinforce safety measures in all catering / retail areas by adhering to COVID-19: Guidance for the safe use of multi-purpose community facilities</p>	
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				<p>And by;</p> <ul style="list-style-type: none"> • Ensuring all staff must wash their hands every 30 minutes with antibacterial soap. • Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching face and to cough or sneeze into a tissue which is binned safely, or into an arm if a tissue is not available. • Temperature of wash hand basin hot water mixer taps regulated to ensure tolerable/comfortable temperature for use. • Enforcing social distancing measures amongst staff. • Minimising contact between kitchen workers and front of house workers. <p>Activities</p> <p>Activity programmes have been modified to control visitor movement around the site to facilitate concurrent multiple groups. Each group is based on a single 'school bubble group' of up to 30 children. Activities within each programme (currently 3 options) are a round-robin setup minimising 'cross contamination' of other groups; we believe this will also dovetail 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>All Areas</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>Cleaning Communal Areas</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 HERE):</p> <ul style="list-style-type: none"> • Door handles / push plates in and around WCs, Dining Rooms, Communal Offices, Reception, tuck shop, Keypad Door Locks. • Entrances to buildings, activity sites, classrooms, accommodation corridors. • Dining room tables, chairs, trays, counters and equipment. • All cutlery provided will be disposable and single use only. <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. We will also:</p> <ul style="list-style-type: none"> • Stagger break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms. • Encourage staff to remain on-site and, when not possible, maintaining social distancing while off-site. • Encourage storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts. • Use safe outside areas for breaks. Common areas and appropriate signage to restrict access when social distancing is not possible. <p>Accommodation</p> <p>We have implemented strict pre-occupancy room cleaning and sanitising protocols in compliance with health and safety procedures, using specific products as</p>	
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				<p>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> <p>Catering and Retail</p> <p>We will reinforce safety measures in all catering / retail areas by:</p> <ul style="list-style-type: none"> • Removing self-service from catering provision, including trays, cutlery and food (all cutlery provided will be disposable and single use). • Ensuring strict disinfection and sanitisation measures (e.g. daily disinfection of drains and pipes) are in place. • Wedging doors open, where appropriate, to reduce touchpoints. This does not apply to fire doors. • Providing only disposable condiments or cleaning non disposable condiment containers after each use. • 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. • Determine food / drink / refreshments provision for the site/ location i.e. bringing in own food only, use of on-site provision, supply of drinks, use of appliances, if applicable. • Minimising contact at 'handover' points with other staff, such as when presenting food to serving staff and/or receiving deliveries. • We will remove all unwrapped confectionery from the shops. • Demarcation to maintain 2-metre safe distancing in place. • Pictorial social distancing notices displayed. • Additional space created by using other parts of the building that have been freed up by remote working. 	
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				<ul style="list-style-type: none"> • Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions. • Hand washing /hand sanitising facilities available. • Enhanced cleaning frequency of hard surfaces and regular touched items including handles on doors, rails, appliances, water dispensers. • Provision of anti-bacterial spray / wipes for Items to be sanitised before use by another person. • Staff to use own cups for drinks. <p>Group Activities</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> <p>Other key headlines are:</p> <ul style="list-style-type: none"> • With new activity packages, we will ensure groups are not sharing the same equipment / venue. • We will prevent the sharing of activity PPE (i.e. safety helmet) if there is a risk of transmission. • We will ensure strict maintenance of hand hygiene using hand sanitiser before, during (where appropriate) and after activity. 	
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				<ul style="list-style-type: none"> • 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. 	
03	Transmission of infection	Staff, guests, visitors and contractors	3 x 3 = 9	<p>We will continue to work and adapt to display & make available a completed 'Staying COVID-19 Secure in 2021' poster in our workplace (link HERE).</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 HERE)</p> <p>All visitors (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"> • be sent home to self-isolate immediately. • If they are unable to make their own way home they will be isolated in a ventilated room until they can be collected. • be advised to avoid touching anything. • use a separate toilet from others, where possible. <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 HERE). No change from 24 Jul 2020.</p>	1 x 3 = 3

				<p>Posters and/or information that demonstrate hand washing techniques is available on site (link HERE).</p> <p>We fully support the Government’s Test and Trace system (link HERE). Updated 2 Feb 21.</p> <p>We will continue to maintain regular contact with all our staff members (by a variety of means) whilst they stagger working hours from home and workplace 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
24 Mar 2021	Entire document updated iaw Spring 2021 Roadmap and new activity programme structure.	Centre Director