

Hautbois Activity Centre Risk Assessment - DRAFT PENDING GOVERNMENT GUIDANCE

Corona Virus (COVID-19) Risk Assessment - residential appendix reviewed 10/04/2021
 Only covers residential specific risks and should be read in conjunction with the generic Corona Virus (COVID-19) Risk Assessment



Assessment Code: RA-COVID-19 Res App	SOP Code: N/A	Lesson Plan Code: N/A
Review Date: 17 May 2021 or sooner as risk alerts are updated	Assessor: Fiona Hunter CIEH Level 3 H&S in the Workplace	Tech Advisor:

General Statement of Policy

It is the policy of Girlguiding Anglia to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which may arise from work activities.

Girlguiding Anglia will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

Girlguiding Anglia give a high level of commitment to health & safety and will comply with all statutory requirements. For information on general Health & Safety, please refer to the Girlguiding Anglia Health & Safety policy.

This risk assessment is specific to the coronavirus outbreak and should be read in conjunction with all other relevant risk assessments. Outdoor activities have been assessed separately - see specific risk assessment.

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Residential visitors	Everyone to follow HSE guidance on cleaning, hygiene and hand sanitising - Water, soap and paper towels provided at all washing stations and in shower rooms - Posters providing information on how to wash hands properly displayed - Hand sanitiser provided for the occasions when people can't wash their hands and at entrance doorways, entrance to WC blocks etc. - All participants to wash hands or sanitise before and after activity sessions, on re-entering the house and before meals as a minimum	- Supervision and monitoring to be carried out by group leaders to ensure people are following controls - Put up signs up to remind people to wash their hands - Carry out regular checks of supplies of soap, paper towels and hand sanitiser – already added to cleaning checklist - Good Hygiene and Social Distancing briefing added to welcome talk and to activity sessions introductions.	Group leaders AS TM or deputised member of staff AS	On-going By 17 May 2021 On-going Done
Getting or spreading coronavirus by not social	Workers Residential visitors	Areas where people will congregate: - Pateson Room on arrival - Dining Room - Bedrooms	Checklists created to ensure cleaning takes place at designated intervals Duty managers to supervise and monitor controls	AS Duty	Done On-going

<p>distancing and in common use high traffic areas such as corridors, bedrooms, toilet facilities, entry/exit points to facilities, lifts and other communal areas</p>		<p>Areas where there are pinch points:</p> <ul style="list-style-type: none"> - Corridors <p>Areas and equipment where people will touch the same surfaces</p> <ul style="list-style-type: none"> - kettles, tea/coffee/sugar canisters - Fridge and milk bottles - Fire doors - Light switches - Entrance key pads <p>Areas and surfaces that are frequently touched but are difficult to clean</p> <p>Controls</p> <ul style="list-style-type: none"> - Workers to limit access to the building through the door closest to the destination eg. through the front door for the reception office, shop door for shop and retail office, back door for laundry room - Use pop-up gazebo to create outdoor reception for customers - High traffic areas to be cleaned at designated time intervals - Limit number of people in bedrooms if required by government guidance – await updated guidance - Use Lodge Cottage as additional residential space if group size exceeds safe bedroom density levels in Hautbois House - All staff to wear masks when in close proximity to guests - All residential visitors to wear masks if and when required to by their organisations (different requirements may apply for schools, youth groups, etc) 	<p>to ensure people are following guidance</p> <p>Workers to be encouraged to report near misses to duty manager by email or on the office white board</p> <p>Information welcome pack to include actions to be carried out by group leaders</p> <p>Bedroom plans to include opportunity for single occupancy rooms for group leaders/adults</p>	<p>managers</p> <p>FH</p> <p>AS</p> <p>Operations team at time of booking</p>	<p>To be reinforced at staff meetings</p> <p>By 17 May 2021</p> <p>Ongoing</p>
<p>Getting or spreading coronavirus by not cleaning</p>	<p>Workers Residential visitors</p>	<p>Workers to continue to follow the guidance on cleaning and hygiene during the coronavirus outbreak</p> <p>Surfaces that are frequently touched and by many people</p>	<p>Duty managers to monitor that controls are followed</p> <p>Rotas displayed at key locations to show who is responsible for cleaning what and when</p>	<p>Duty managers</p> <p>Duty managers</p>	<p>Done</p> <p>On-going</p>

<p>surfaces and equipment</p>		<ul style="list-style-type: none"> - door handles - light switches - socket switches - entrance key pads <p>will be cleaned</p> <ul style="list-style-type: none"> - at the start of the working day - during sessions 2 and 4 - at the end of the working day <p>Workers trained in how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean</p> <p>Reduce the need for people to move around inside the house as far as possible to reduce the potential spread of any cross contamination through touched surfaces</p> <ul style="list-style-type: none"> - managers to meet staff outside or at working location - customers to be welcomed on site at outside reception area <p>Reduce the contact of people with surfaces</p> <ul style="list-style-type: none"> - leave doors open whenever possible (exterior doors should not be left open when there is no one in the vicinity to ensure security is not compromised) - keep fire doors open where they are held open by electronic means - copies of any paper information to be provided to individuals <p>Surface wipes to be provided to clean high contact items after use</p> <ul style="list-style-type: none"> - dining room water boiler <p>Lodge Cottage and Hautbois House to be deep cleaned between guests in line with government and UK Hospitality guidance and following all other guidance within the generic Coronavirus risk assessment plus the following specific measures:</p> <ul style="list-style-type: none"> - Cleaning will only be carried out in the absence of guests and windows will be opened while 	<p>Information posters in place to instruct workers</p> <ul style="list-style-type: none"> - who needs to clean - when they need to clean - what they need to clean - the products to be used - precautions to follow <p>Housekeeper to be responsible for giving managers sufficient notice of the need to re-order cleaning products and for replenishing cleaning products – in the housekeeper’s absence, the duty manager is responsible for nominating a deputy</p> <p>Isolation rooms to be designated for each group depending on group size and rooms in use – anticipated rooms:</p> <ul style="list-style-type: none"> - Lincolnshire South for smaller groups - Lodge Cottage sitting room for larger groups <p>Follow Government guidance – If visitors or staff become unwell and believe they have been exposed to COVID-19</p> <ul style="list-style-type: none"> • <i>Whilst waiting for advice from NHS 111 find somewhere safe for the unwell person at least 2m away from other people. Find a room or area where they can be isolated behind a shut door, such as a staff office or meeting room. Open a window, for ventilation. Avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. The room will need to be cleaned once they leave.</i> • <i>If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.</i> • <i>The person should then self-isolate while awaiting advice from NHS and then follow the advice given</i> 	<p>AS/TM</p> <p>TM</p> <p>Duty managers</p> <p>Duty managers</p>	<p>By 17 May 2021</p> <p>Done</p> <p>On-going</p> <p>To be included in welcome information</p> <p>As required</p>
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		<p>cleaning to improve ventilation</p> <ul style="list-style-type: none"> - Hand contact surfaces to be disinfected to include (list not exclusive) <ul style="list-style-type: none"> o Light switches o Bedside tables o Remote control o Taps o Flush handles and toilet seats o Door handles – inside and out o Wardrobe doors o Kettle handle and lid o Heating controls. <ul style="list-style-type: none"> - Soft furnishings to be removed or made inaccessible - All crockery, glasses, pans to be washed through the dishwasher between groups - Bedlinen to be stripped by guests and put into soluble washing bags to limit risk to staff - Ultra low volume fogging machine in use to sanitise all rooms if it is not possible to have 72hr disinfection period between groups <p>Follow specific coronavirus cleaning instructions in the event of someone developing coronavirus symptoms while on site – https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<ul style="list-style-type: none"> • <i>Girlguiding Anglia will support staff who need to self-isolate to work from home wherever possible. If working from home is not an option, sick pay will be paid as indicated in the relevant staff policies</i> • <i>If anyone has been in contact with a suspected case, no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. There is no need to close the setting or send other visitors or staff home.</i> 		
Poor ventilation leading to risks of coronavirus spreading	Workers Residential visitors	<p>Follow HSE guidance on heating ventilation and air conditioning (HVAC)</p> <p>Fresh air is the preferred method of ventilation so open windows and doors (that are not fire doors) wherever possible</p> <p>When additional ventilation is needed use desk fans to move air around</p>	Group leaders to ensure bedroom windows are open to increase ventilation and curtains closed at night to reduce risk of insect bites	Group leaders	On-going

<p>Coronavirus being imported by group member/ residential visitor</p>	<p>Workers Residential visitors</p>	<p>Virtual site visits to be offered to limit risk of importing virus from other areas of the country</p> <p>All visitors to be encouraged to test using Lateral Flow test prior to arrival on site, preferably prior to departure from school/relevant departure point.</p> <p>Additional LFTs available onsite in the event of visitors arriving without facility to test prior to arrival.</p>		<p>Group leaders/ duty staff</p>	
<p>Coronavirus risk from food contamination</p>	<p>Workers Residential visitors</p>	<p>Kitchen use:</p> <ul style="list-style-type: none"> - Caterers to use PPE including facemasks, gloves and plastic aprons/chefs' whites or aprons which are then washed daily - Extraction and ventilation in use - internal doors to be kept closed and external door to be kept open to increase ventilation when weather permits - Use wipe clean cloths and disinfect between uses - Other staff to limit access to kitchen and use facemasks/sanitise when necessary <p>Dining room use:</p> <ul style="list-style-type: none"> - Room laid out to accommodate social distancing requirements appropriate to relevant group - Windows (and doors when weather permits) to be kept open to increase ventilation - Use wipe clean cloths and disinfect between uses - Staff to wear gloves and masks when setting up rooms to reduce the risk of contamination - Staff to limit access to the room while in use - Chairs to be taken out of use for minimum 72 hours after each group or disinfected by use of ULV fogging machine - All other cleaning guidance within the generic Coronavirus risk assessment to be followed - Food to be served by staff in PPE (Masks, gloves, etc) and either distributed to groups by leaders or collected by children from designated collection point 		<p>Caterers</p>	

		<ul style="list-style-type: none">- All guests to remain behind yellow social distancing tape at serving station to maintain food security			
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