

Hautbois Activity Centre Risk Assessment			
Corona Virus (COVID-19) Risk Assessment - v9 reviewed 11/08/2021			
Assessment Code: RA-COVID-19	SOP Code: N/A	Lesson Plan Code: N/A	
Review Date: 31 October 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 Customers Contractors Drivers coming to our business Drivers going out for our business Visitors	<p>Everyone to follow HSE guidance on cleaning, hygiene and hand sanitising</p> <ul style="list-style-type: none"> - Water, soap and paper towels provided at all washing stations - 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. - Managers and workers aware of the legal duty to provide welfare facilities and washing facilities for visiting drivers - Our drivers should only be going out on short duration shopping trips so should not need hand washing facilities – hand sanitiser to be kept in the truck and used as necessary. - All participants to wash hands or sanitise before and after activity sessions. 	<ul style="list-style-type: none"> - Supervision and monitoring to be carried out by duty managers to ensure people are following controls - Put up signs up to remind people to wash their hands - Procedures in place to advise workers about when and where they need to wash their hands and availability and location of hand sanitiser for situations where hand washing is not practical/possible - Checking supplies of soap, paper towels and hand sanitiser added to cleaning checklist - Regularly remind staff about checking skin for dryness and cracking and tell them to report to the duty manager if they have a problem - Good Hygiene and Social Distancing briefing added to welcome talk and to activity sessions introductions. 	<p>Duty managers</p> <p>AS</p> <p>AS</p> <p>TM</p> <p>FH</p> <p>AS</p>	<p>On-going</p> <p>Done</p> <p>Done</p> <p>On-going</p> <p>Done</p> <p>Done</p>
Getting or spreading coronavirus in common use high traffic areas such as corridors, staff rooms, toilet	Workers Customers Visitors Contractors Drivers coming to our business	<p>Areas where people will congregate:</p> <ul style="list-style-type: none"> - Staff room - Reception office - Kitchen/tea making facilities - Shop <p>Areas where there are pinch points:</p> <ul style="list-style-type: none"> - Back corridor 	<p>Duty managers to supervise and monitor controls 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 sign at sign in for guests/contractors to read</p>	<p>Duty managers</p> <p>FH</p> <p>AS</p>	<p>On-going</p> <p>As return to office</p> <p>Done</p>

<p>facilities, entry/exit points to facilities, lifts and other communal areas</p>		<ul style="list-style-type: none"> - Office doorways, - Reception - Outside staff WC <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 - Photocopier - Key cabinet/key - Fire doors - Light switches - Entrance key pads - Shop till area <p>Areas and surfaces that are frequently touched but are difficult to clean</p> <ul style="list-style-type: none"> - <p>Communal areas where air movement may be less than in other work areas, eg kitchens with no opening windows or mechanical ventilation</p> <ul style="list-style-type: none"> - Kitchen - Staff room <p>Controls</p> <p>Limit number of people in rooms</p> <ul style="list-style-type: none"> - Workers to access 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 - Staff room door to be kept open while in use — use outdoor eating area whenever possible – move picnic benches to enable greater distance - Use pop-up gazebo to create outdoor reception for customers - Workers to keep personal belongings in desk drawers or lockers provided so they aren't left in the open - Surfaces in reception office, staff room, picnic benches to be kept clear to facilitate cleaning - Hand sanitiser to be provided at or close to eating areas - Customers/visitors in shop to be kept at reduced levels and Perspex screens in place and social distancing maintained 	<p>at outdoor reception, outside reception office.</p>		
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p>	<p>Workers Customers Visitors Contractors Drivers coming to your business</p>	<p>Use the guidance on cleaning and hygiene during the coronavirus outbreak</p> <p>Surfaces that are frequently touched and by many people</p> <ul style="list-style-type: none"> - door handles - light switches - socket switches 	<p>Duty managers to monitor that controls are followed</p> <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>Duty managers Duty managers</p>	<p>On-going On-going</p>

	<p>Drivers going out for your business</p>	<ul style="list-style-type: none"> - key cabinet - entrance key pads - communal WC block (House East) <p>will be cleaned regularly</p> <p>Workers to be given training 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 or other working locations as far as possible to reduce the potential spread of any 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>Workers to use own workstation and work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user</p> <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 - take payments over the phone or visa the website - maintain a paper free office and communicate by email <p>Keep desks/flat surfaces clear to enable effective cleaning and reduce the chances of contamination – workers to clean own workstation at the end of their working day (including truck/tractor after use)</p> <p>Cleaning station/PPE station created in reception office for easy access to cleaning equipment in addition to equipment kept in usual locations such as laundry, garage, kitchen, pantry, staff room</p> <p>Water activity equipment to be cleaned between use and rotated where possible</p> <ul style="list-style-type: none"> - buoyancy aids to be disinfected by submersion in disinfecting fluid - kayaks, paddleboards and canoes to be cleaned following manufactures guidelines and then rotated between use 	<p>WC and shower blocks</p> <ul style="list-style-type: none"> • Regular cleaning of all showers and WC blocks daily. • Sanitising WCs and Showers daily. • External doors on to be held open • Hand sanitiser points outside/just inside every doorway <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> • <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> 	<p>TM</p> <p>Duty managers</p> <p>Admin staff</p> <p>Duty managers</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>As required</p>
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Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	<p>Follow Girlguiding Anglia's stress and mental health policy – available on G-drive</p> <p>Have regular keep in touch meetings/calls with people working at home to talk about any work issues</p> <p>Communicate openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through</p> <p>Communicate with workers about the Health Assured Employee Assistance scheme provided by Girlguiding Anglia</p> <p>Consult workers about risk assessments on their return to work and ask for feedback to help identify potential problems and identify solutions</p>	<p>Staff wellbeing champions to share information and advice with workers about mental health and wellbeing</p> <p>All workers to refer any concerns about colleagues to the duty managers</p> <p>Consider an occupational health referral if personal stress and anxiety issues are identified</p> <p>Encourage workers to use the employee assistance programme</p>	<p>RH</p> <p>All</p> <p>Duty managers</p> <p>FH</p>	<p>On-going</p> <p>On-going</p> <p>As required</p> <p>On-going</p>

		<p>Keep workers updated on what is happening so they feel involved and reassured</p> <p>Discuss the issue of fatigue with workers and make sure they take regular breaks from their work station or tasks, are encouraged to take annual leave, set suitable working hours and to leave on time so as not to work excessively long hours</p>			
Contracting or spreading the virus by not social distancing	Workers Customers Contractors Delivery drivers to/from your workplace Visitors	<p>Follow social distancing rules wherever practically possible and if reintroduced by government</p> <p>Keep people apart in line with social distancing rules by:</p> <ul style="list-style-type: none"> - Using appropriate entrance doors (see above) - Rearrange workstations - Using unused areas in the house for rest areas while there are no customers in the house - Activity briefings to be delivered outside and instructor will maintain social distancing <p>Where it isn't possible to meet social distancing rules, identify other physical measures to separate people</p> <ul style="list-style-type: none"> - Increase ventilation preferably at high level to reduce risk of virus pooling in stagnant air pockets - Face masks to be worn by instructors when unable to maintain social distancing for instance when checking harnesses and attaching safety equipment - Enhanced hand sanitising regimes for ropes activities – sanitise before climbing and after climbing - Activity participants to be kept within their own bubbles and activities to take place outside. <p>Display signs to remind people to socially distance</p>	<p>Duty managers to monitor and supervise to make sure social distancing rules are followed</p> <p>Provide information, instruction and training to people to understand what they need to do</p> <p>Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing (eg posters, Welcome packs)</p> <p>Instructions in welcome pack and at welcome talk about access to other areas of the site and maintaining social distance between groups on site.</p> <p>Implement twice weekly lateral flow testing for staff –</p> <ul style="list-style-type: none"> - Organisation registered with Norfolk County Council for supply of tests - Testing regime implemented with effect from 26 March 2021 led by duty staff members - Testing dates recorded on Cinolla to make sure we don't miss staff - Visitors to site for face to face meetings with staff asked to participate in testing 	Duty managers Duty managers AS Duty managers Duty managers	On-going On-going Done On-going Implemented and ongoing
Poor workplace ventilation leading to risks of coronavirus spreading	Workers Customers Contractors	<p>Follow HSE guidance on heating ventilation and air conditioning (HVAC)</p> <p>Fresh air is the preferred way of ventilating the workplace 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>			
Increased risk of infection and complications for vulnerable workers	Workers	<p>Identify workers who fall into one of the following categories:</p> <ul style="list-style-type: none"> - Clinically extremely vulnerable - People self-isolating - People with symptoms of coronavirus <p>Discuss each worker's personal risks and create a plan for each individual</p>	Communicate to workers the need to advise the duty managers if they fall into one of the at risk categories	All department managers	On return to work and on-going

		<p>Decide where it is possible for these workers to work safely in line with current government guidance</p> <p>Put a plan in place for each individual to protect them through a combination of social distancing and enhanced hygiene procedures when they do return to work</p>			
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