

Family Foundation Trust Ltd /Dalesdown

Risk Assessment for dealing with the current Covid-19

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

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Date carried out: 07.07.2020 by Stephen Lawson, Facilities Manager

What are the hazards?		Who might be harmed		
Spread of Covid-19 Coronavirus		<ul style="list-style-type: none"> •Staff / Volunteers •Visitors / guests •Cleaners •Contractors •Drivers •Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions •Anyone else who physically comes in contact with anyone on site 		
Controls Required	Additional Controls	Action & monitored by	Action by when	Done
Hand Washing <ul style="list-style-type: none"> •Hand washing facilities with soap and water in place 	Employees / Volunteers / Visitors / Guests to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.	Stephen Lawson	Immediate	Ongoing

	Posters have been placed above sinks in communal areas.			
•Drying of hands with disposable paper towels.	The importance of proper drying with disposable towels.	Stephen Lawson	Immediate	Ongoing
•Gel sanitisers available in high traffic areas	Signage with additional posters on display	Stephen Lawson	Immediate	Ongoing
Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency	Staff / Volunteers / Visitors / Guests to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.	All	Immediate	Ongoing
Entrance/exit	Specific entrance and exits points will be marked out to suit groups	Stephen Lawson	As required	Ongoing
Passage ways	Signage indicating one person at a time	Stephen Lawson	Immediate	Done
Overcrowding unable to social distance	Numbers of guests have been reduced to 30 per group	Lee Nancarrow	Immediate	Done
All areas	Staff and volunteers will help guests keep to the social distancing guidance.	Staff / Volunteers	Immediate	Ongoing
Staff Office	Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.	Lee Nancarrow	Immediate	Ongoing

Office spacing	Office restricted to one employee and or desks are 2 metres apart	Stephen Lawson	Immediate	Done
Photocopier Staff using photocopier throughout the day.	Staff members will be required to wipe down the photocopier after use. Guests will not be allowed access to the photocopier and will have to ask a staff member to access it for them.	All office staff / Stephen Lawson	Immediate	Ongoing
Meetings	Conference calls to be used instead of face to face meetings.	Lee Nancarrow	Immediate	Ongoing
Staff / Volunteers	Temperatures to be taken on arrival	Stephen Lawson / Lee Nancarrow	Immediate	Ongoing
Vulnerable staff	Staff assessed and action taken as necessary. Separate Risk Assessment for each vulnerable staff member.	Lee Nancarrow	Immediate	Ongoing
Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	All areas, furnishings are fogged with an anti virus & bacteria agent, before and after staff clean the room. Revised cleaning schedule in place	Stephen Lawson / housekeepers	Immediate	Ongoing
Gloves are available to all staff as required and identified.	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	Stephen Lawson	Immediate	Done / Ongoing
Bedrooms Change of linen			Immediate	Ongoing

Pillows & pillow protectors	<p>All linen after cleaning, mattress protectors, sheets will be changed and stored for 72 hours before been used again</p> <p>Guest will be asked to provide their own pillows.</p>	<p>Stephen Lawson / House keeping</p> <p>Heather Wyeth</p>	Immediate	Ongoing
<p>Guests in Bedrooms</p> <p>When guests are staying overnight each bedroom should only have guests from the same household or support bubble. There must be no moving between bedrooms</p>	<p>Each room will be assigned their own toilet /sink and shower if the room is not on suite. Guest reminded to wipe down all areas after use and only members of the same bubble should use the bathroom at one time.</p>	Stephen Lawson	Immediate	Ongoing
<p>Kitchen</p> <p>Use of kitchen by guests</p>	<p>An individual or team of people/catering company will be allocated to kitchen duty and no other member of the party will be allowed into the kitchen area at any point. The members of the team in the kitchen will preferably be in the same household/support bubble/company or otherwise maintain current social distancing guidelines at all times including wearing face masks and gloves.</p>	Lee Nancarrow	Immediate	Ongoing
<p>Dining area</p> <p>All tables should be socially distanced from each other</p>	<p>People from the same household/support bubble will be allocated the same table for the time visiting Dalesdown. If this is not possible then all tables and chairs need to be cleaned</p>	Lee Nancarrow	Immediate	Ongoing

	between meals according to our COVID-19 cleaning regime document.			
Other rooms and communal areas Guests / Visitors using all areas of Dalesdown	Face masks can be worn at guests / volunteers / visitors discretion, hands washed regularly and social distancing adhered to between people not in the same household/support bubble and areas should be regularly cleaned as per our COVID-19 cleaning regime document	Lee Nancarrow	Immediate	Ongoing
Building Ventilation Doors, windows	Building to be aired and windows, doors left open throughout the day.	All staff / Stephen Lawson	Immediate	Ongoing
Singing / Shouting	Employees / Volunteers / Visitors / Guests are asked not sing or shout in the premises.	All staff / Stephen Lawson	Immediate	Ongoing
Books, games and other resources	All books, games and other resources to be sectioned off or removed if groups overlap for a 72 hour period	Stephen Lawson / Housekeepers	Immediate	Ongoing
Dustbins, tissues, and antibacterial wipes	Additional dustbins placed around the building, which will be emptied more regularly	Housekeepers	Immediate	Ongoing
Toilets	Antibacterial wipes will be in place in each toilet. A sign to encourage user to wipe down areas they have been in contact with and bin the wipe.	Stephen Lawson	15.07.20	

<p>PPE Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p>	<p>Face masks are available to be worn. Face shields, gowns and gloves are available when required, for all staff / volunteers / guests.</p>	<p>Lee Nancarrow</p>	<p>Immediate</p>	<p>Done</p>
<p>Covid Symptoms on a guest Room 14 will be used as a quarantine room should a guest show symptoms. They will be asked to leave as soon as possible and not come into contact with anything.</p>	<p>Full PPE is available should the guest need emergency attention. A full clean of the room will be done when the guest has left and the room will be locked for 72 hours before use again.</p>	<p>Stephen Lawson</p>	<p>Immediate</p>	<p>Ongoing</p>
<p>Visiting Drivers Signs clearly marked to show drivers where to go are in place. A bell to get the attention of office staff who will attend to the driver and show welfare facility when required.</p>	<p>The rear kitchen toilet will be made available to drivers. Staff who attend to the driver will be responsible to wipe the toilet down after use.</p>	<p>All staff / Stephen Lawson</p>	<p>Immediate</p>	<p>Ongoing</p>
<p>Outdoors Employees / Volunteers / Visitors / Guests while visiting Dalesdown and are outdoors.</p>	<p>Social distancing should be maintained at all times between people from different households/support bubbles</p>	<p>Stephen Lawson</p>	<p>Immediate</p>	<p>Ongoing</p>
<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature</p>	<p>Line managers will maintain regular contact with staff members during this time.</p>	<p>Lee Nancarrow / Stephen Lawson</p>	<p>Immediate</p>	<p>Ongoing</p>

in the work place they will be sent home and advised to follow the stay at home guidance.				
If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken	A 21 day register of all employees / guests / visitors and volunteers will be available for use for the Government track and trace system	Lee Nancarrow	Immediate	Ongoing
Sports Hall When the Sports Hall is in use.	All controls and measures as the main centre are in place	All staff / Stephen Lawson	Immediate	Ongoing
Mental Health Management will promote mental health & wellbeing awareness to staff and volunteers during the Coronavirus outbreak and will offer whatever support they can to help.	Regular communication of mental health information and open door policy for those who need additional support.	Lee Nancarrow / Stephen Lawson	Immediate	Ongoing