

COVID-19 RISK ASSESSMENT

Assessment Reference No.	COVID-19	Area or Activity Assessed:	Residential Services – In Addition to the Company Wide (All Services) Risk Assessment
Assessment Date:	18 th May 2020		
Person who may be affected by this activity	Staff, Visitors, Contractors & Service Users		

Section 1: Identify the Hazard

1.	Transmission of COVID-19	✓	2.	Transmission through contact with other people	✓	3.	Transmission through contact with touch points	✓	4.	Maintain compliance with all other statutory H&S requirements e.g. fire, first aid etc	✓
----	--------------------------	---	----	--	---	----	--	---	----	--	---

Section 2: Risk Controls

What are the hazards?	Who might be harmed	Risk	Pre-Control Risk Rating (Likelihood x Severity)	Controls Required	Post-Control Risk Rating (Likelihood x Severity)

<p>Spread of Covid-19 Coronavirus</p>	<p>All staff (inc. clinically extremely vulnerable & clinically vulnerable individuals). Visitors Drivers Anyone else who physically comes in contact with the business</p>	<p>Contracting or spreading Covid-19 through contact with other People</p> <p>Contracting or spreading Covid-19 through contact with touching points</p>	<p>3 x 3 = 9</p>	<p><u>Accommodation</u></p> <ul style="list-style-type: none"> • Set up of at least one dedicated isolation room on each site in case of any person on site who shows signs of the virus. • Reviewed our site layout and introduced 1 way systems, signage and floor tape to help customers and staff maintain a 2m distance. • Lifts to be closed off unless request from a teacher to be used, in these cases lift will be segmented with floor tape to limit numbers using at the same time. • All rooms will be well ventilated, windows and doors left open where possible and safe to do so. • Hand Sanitising stations and signage set up around buildings. • Establish doors and routes to be used as one-way systems. • Room layouts to be reviewed to give maximum room between beds. • Top bunkbeds not to be used (TBC). • All staff have been briefed on health, safety, hygiene and correct practices & processes to follow to. • Visitors to site have an extended induction when signing in to site. • Schools to confirm the morning of travel that no student or member of staff is showing any symptoms of the virus or met anyone with symptoms within the last 14 days. If they confirm anyone has, they will not be allowed to travel to our site. • Schools to confirm their travel plans and what measures they have put in place for travelling to site, are they able to social distance on coaches, face masks being worn, any expected stops en-route to the centre. This will include Strict arrival times/arrangements. 	<p>1 x 3 = 3</p>
---------------------------------------	---	--	------------------	--	------------------

				<ul style="list-style-type: none"> • Schools to provide the residential service with their covid-19 specific risk assessment for their visit. • Coach operators contracted by schools will confirm in writing that they conform with UK Government Coronavirus: Safer working principles and risk assessment for working in or from a vehicle (12 May 2020) • We will limit the number of Edsential staff schools have contact with by ensuring the dedicated group leader is our primary point of contact and contact with office staff where possible should be done over the phone. You will be provided with a phone number 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. • Schools to recommend to all students and staff visiting to bring their own hand sanitiser and face masks if they feel face coverings are required. • Upon arrival on site a member of staff to meet the group off their coach (keeping 2m distance) and ask if anyone is showing signs of any symptoms (possible temperature check with sensor). Also, to run through what we have in place and expect whilst on site to protect themselves and each other from Covid-19. Schools arriving at the same time will be asked to disembark their coach at separate times to avoid contact until there is a safe space for them to move in to: <ul style="list-style-type: none"> ○ Wash hands as frequently as possible, especially after using the toilet and before eating. ○ Placement of hand sanitisers around the site. ○ Aim not to touch your face with your hands. ○ If sneezing or coughing aim to use a tissue or into your elbow and wash hands afterwards. 	
--	--	--	--	---	--

				<ul style="list-style-type: none"> ○ Do not touch anyone else during your visit unless it is an essential part of your activity. ○ Aim to keep a 2m space between yourself and others during the visit. ○ Facemasks to be worn inside the building, with the exception of mealtimes and when sleeping, washing. (TBC if we need facemasks) <ul style="list-style-type: none"> ● Before entering the building, everyone will be asked to use a hand sanitiser. ● Site inductions, when possible in good weather to be held in the outdoor spaces and if indoors in the hall and have space between everyone. If the hall is not available the chapel may be used and will need to be cleaned after use. ● Consideration of whether more than one school can attend the same site at the same time or whether there is availability for schools booked on the same dates to move their booking to another vacant time to avoid schools coming into contact with each other. ● Schools, where possible to be segregated into different sleeping areas and if possible reduce numbers in each bedroom, using more bedrooms to avoid contact. ● Schools to be given separate space in the evening to hold group activities. ● Whilst visiting should any member of the school party show symptoms they will be taken to the dedicated isolation room and cared for there by a member of the school team. The student's parent or guardian will be contacted promptly to come and pick the student up. 	
--	--	--	--	---	--

				<ul style="list-style-type: none"> • Shop to be restricted to 6 people entering at once and then one in-one out process to be supported by a teacher at the entrance. • Introduction of a PDQ machine in the shop with schools advised no cash transactions (TBC) • Signage in the shop advising only to touch what you are intending to buy. • Have hand sanitiser available to purchase 	
Spread of Covid-19 Coronavirus	All staff (inc. clinically extremely vulnerable & clinically vulnerable individuals). Visitors Contractors Drivers Anyone else who physically comes in contact with the business	Contracting or spreading Covid-19 through contact with other People Contracting or spreading Covid-19 through contact with touching points	3 x 3 = 9	Kitchens & Food halls: (Keep in touch with Tracy on this) <ul style="list-style-type: none"> • Kitchen equipment - Equipment that holds water, for example dishwashers and combination ovens, run through to remove scale build up and standing water build up, to eliminate possible bacteria growth. • Mealtimes to be set up so different schools eat in different areas, and where possible we increase space at tables between individuals. If eating in one area, set meal-times to be given per school to avoid contact. Packed lunches recommended for lunch time meal that can be eaten outside. Floor tape/signage added to distance people when collecting their food from the servery. Perspex windows (TBC) put up to separate kitchen staff and customers. • Allocated assistant or teacher to assist near servery in giving out cutlery, mugs and condiments so children do not have to collect their own from a central area. • No shared sauces or condiments on the tables. Disposable/single serve condiments to be used 	1 x 3 = 3

				<ul style="list-style-type: none"> • No salad, fruit or bread to be served from a help yourself area. These will need to be plated from the servery. • If schools are using the main servery, limit to groups of 10 at a time going to collect their meal, keeping 2m apart. • Trays to be used to carry plates with food on, students to keep plated food on their tray whilst eating at tables and then return tray with used dishes to the stands provided. Trays to be washed through dishwasher after every use. • Kitchen team to monitor deliveries and where possible wipe down packaging before storing. • Kitchen team to clean and disinfect objects and surfaces more frequently than normal. • Kitchen team to wear face masks during their shift and visors to be provided at servery for them to wear. • Consideration given where appropriate that meals are grab & go, ready wrapped meals so sitting and congregation at tables in canteens is not required. Option could be to take meals back to rooms or smaller dedicated rooms around the buildings. • Tables to clear their used dishes table by table keeping space between each other. • Kitchen staff to not change into and out of uniform in the same room at the same time. 	
Spread of Covid-19 Coronavirus	All staff (inc. clinically extremely vulnerable & clinically vulnerable individuals). Visitors Contractors	Contracting or spreading CV19 through Contact with Other People	3 x 3 = 9	Activities (Inc Equipment & Rescue) <ul style="list-style-type: none"> • Review of activities being held to limit contact with Outdoor activities to be considered first as a preference to lower transmission risk. 	1 x 3 = 3

	<p>Drivers Anyone else who physically comes in contact with the business</p>	<p>Contracting or spreading CV19 through Contact with touching points</p>		<ul style="list-style-type: none"> • All safety briefings, kitting up and activity should be in outdoor spaces where possible. • No sharing any drinks whilst on activity. • For activities where social distancing of 2m is not possible tutors and participants should wear their own face mask (TBC). • Increased briefing of self-rescue procedures that could be used if a participant comes into difficulty, and if a staff member is required for a rescue the participants understand the process of coming into contact with each other. • Staff to have a suitable face covering and gloves within their rescue kit. • Any health conditions notified in advance to limit health becoming an issue whilst on activity where a rescue or first aid may be required due to the health condition. • When stopping for breaks or food take note of wind direction and the possible air born movement of virus particles. • Ensure all clothing and equipment being used has been cleaned appropriately since last use. • Communal kit to be hung up in a labelled area to show it has been cleaned since last use and is ready for its next use. • Layout of changing rooms to be adapted to reduce numbers of people using them at the same time. • Activities using mini-buses to be reviewed and potentially changed to activities not requiring a mini bus. • If a Mini-bus must be used it should have hand sanitiser available whilst boarding and getting off with face masks (TBC) worn whilst travelling. • When travelling to an off-site activity aim to go to areas with low numbers of people in the same area and look to park in a quiet area. 	
--	--	---	--	--	--

				<ul style="list-style-type: none"> • Aim for groups to use toilets before leaving site for their activity to limit the need for use of public toilets. • Mini-buses to be sanitised inside after use. • Within group activities consider breaking the groups down into as few people as possible to carry out tasks where social distancing is not possible. • Consider activities being held in high winds as communication will be more challenging to social distance. • Sessions are likely to be slower and take more time, take this into consideration for start times, lunch and finish times required. • Plan for individuals to change separately or in areas with reduced capacity or layout changes before and after the activity. • Ensure any crash pads being used are cleaned appropriately between sessions. • Have hand sanitiser available on activities where multiple people are touching the same piece of equipment and aim to have each person hand wash before and after they have touched that piece of equipment, for example on the climbing wall where people will touch the same hand holds and it is not practical to clean each hand hold in between use. • Consider use of disposable gloves when participants have to carry their own equipment, for example kayaks, rope etc. • Ensure good group management to minimise proximity to each other during the activity. • Tutor team to be separated into bubbles to work alternative shifts or weeks to limit potential loss of all staff if there was a situation where the team had to self-isolate due to coming into contact with anyone with the virus. 	
--	--	--	--	---	--

				<ul style="list-style-type: none"> • Upon returning clothing and equipment to stores this must be cleaned or washed appropriately before being put into a safe to use area. • Student kit that is allocated for their individual stay to be stored in the drying rooms after each session and washed before being given to a new student in a different group. • Drying room area to have one way route and numbers limited at a time through signage and assistance from teachers. 	
Spread of COVID-19	All staff (inc. clinically extremely vulnerable & clinically vulnerable individuals). Visitors Contractors Drivers Anyone else who physically comes in contact with the business	Contracting or spreading CV19 through contact with other people Contracting or spreading CV19 through contact with touching points	3 x 3 = 9	<p><u>Driving Vehicles</u></p> <p>We are aware of, and understand, the latest government advice on working safely regarding the use of vehicles:-</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles#vehicles-7-2</p> <p>Where possible, we will avoid the sharing of our vehicles. Where vehicles do need to be shared will follow all Government advice, including that on cleaning, social distancing and ventilation.</p> <p>All vehicles will be thoroughly cleaned / wiped down before and after use and we will provide sanitising equipment for this purpose.</p> <p>Our current vehicle checks/inspections will be extended to ensure the above is maintained.</p> <ul style="list-style-type: none"> • Activities using mini-buses to be reviewed and potentially changed to activities not requiring a mini bus. 	1 x 3 =3

				<ul style="list-style-type: none"> • If a Mini-bus must be used it should have hand sanitiser available whilst boarding and getting off with face masks (TBC) worn whilst travelling. • Guidance given whilst travelling that travellers should avoid speaking to each other face to face, keep sitting side by side and looking forwards rather than turning around to talk to people. • When travelling to an off-site activity aim to go to areas with low numbers of people in the same area and look to park in a quiet area. • Aim for groups to use toilets before leaving site for their activity to limit the need for use of public toilets. • Keep windows open on journey where possible. • Hand sanitiser to be applied before accessing the bus and when exiting. • If the bus is not full spread people out as much as possible. • No eating or drinking on the bus. 	
Spread of Covid-19 Coronavirus	All staff (inc. clinically extremely vulnerable & clinically vulnerable individuals). Visitors Contractors Drivers Anyone else who physically comes in contact with the business	Contracting or spreading CV19 through Contact with Other People Contracting or spreading CV19 through Contact with	3 x 3 = 9	<p><u>Maintenance</u></p> <p><u>Ahead of Re-Opening:</u></p> <ul style="list-style-type: none"> • Hot & Cold-water systems - including tanks, sinks/basins/showers and drinking water outlets. We have increased monitoring to maintain water quality within the entire system. Water quality testing and legionella testing at water outlets and drinking water outlets has been carried out and we have commissioned a water treatment specialist to chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. 	1 x 3 = 3

		touching points		<ul style="list-style-type: none"> • Recommission all systems before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, catering equipment, Playgrounds, play equipment, sport/outdoor education equipment. • Gas safety check completed. • All Fire safety systems, including fire doors, fire detection and fire-fighting equipment have been checked to ensure they meet all the required standards. <p><u>Once re-opened:</u></p> <ul style="list-style-type: none"> • Any non-essential contractor work on site will be delayed until a time when the site is clear of any customers. If any work is essential, work contractors will be asked prior to their arrival whether they have any symptoms or have come into contact with anyone who has symptoms and if they do/have will not be permitted on to site. They will be briefed to wash their hands upon arrival, during their stay and departure, to wear a face mask (tbc) during their work and to stay away from any customers and limit their contact with staff. • Aim to carry out any maintenance work in rooms or communal areas once residents are out on activity. • Maintenance team to only work together when necessary and on safety critical tasks. • Potential use of face masks when working in close proximity to others or when entering bedrooms. 	
--	--	-----------------	--	---	--

Spread of Covid-19 Coronavirus	All staff (inc. clinically extremely vulnerable & clinically vulnerable individuals). Visitors Contractors Drivers Anyone else who physically comes in contact with the business	Contracting or spreading CV19 through Contact with Other People Contracting or spreading CV19 through Contact with touching points	3 x 3 = 9	<p>Cleaning</p> <p><u>Ahead of Re-opening:</u></p> <ul style="list-style-type: none"> • Deep clean of all rooms, social areas, kitchens, public areas, classrooms, staff offices and staff areas. This cleaning has been carried out using appropriate cleaning and sanitising equipment, processes and standards by our experienced in-house team and quality checked by our management team. <p><u>Once open:</u></p> <ul style="list-style-type: none"> • Continue with all regular cleaning, enhanced sanitising appropriate for COVID-19. • Additional cleaning in-between school visits and overnight, especially focusing on door handles and surfaces with high throughput. • Housekeepers to be allocated duties where they do not have to work together cleaning the same bedrooms or areas. • Housekeepers to wear disposable gloves and face mask (TBC) when changing beds. • Housekeepers to carry their own personal hand sanitiser as a back up for use in between cleaning tasks in case they cannot wash their hands. • Should any cases or symptoms of Covid-19 been found in anyone on site, once that person has been isolated a full clean will be carried out of all known areas they have come into contact with. The cleaning team in these cases will wear PPE and use enhanced cleaning products and disposable cleaning 	1 x 3 =3

				<p>equipment which will be double bagged and disposed of in line with guidance of waste disposal.</p> <ul style="list-style-type: none"> • Rooms where possible to be left 72hours before being cleaned, if cleaning needs to take place in a shorter timescale than this, appropriate PPE to be worn. • No cleaning of rooms during their stay, cleaning of rooms only done pre and post visit. Cleaning during visit will be focused on communal areas, corridors, touch points. • Housekeeping team hours to potentially change so that cleaning of rooms can take place with no children on site, for example after groups have left on a Friday or work over the weekend. • Soft furnishings in communal areas to be frequently sanitised. • Laundry bags to be placed in rooms for children to strip their own beds at the end of their visit, these bags ideally to be sacks that can then be placed directly into the washing machines. • Laundry to be washed at highest temperature possible – 60 degrees ideally if manufacturer guidance of item allows. • Normal cleaning processes to be followed ensuring that all surfaces, handles, windows, furniture and floors are cleaned with the correct disinfectant or sanitiser, with extra focus on sanitising high touch areas. • All cloths, mops or re-usable cleaning goods that can be washed to be washed after each shift. • 	
Spread of Covid-19 Coronavirus	All staff (inc. clinically extremely vulnerable & clinically vulnerable individuals).	Contracting or spreading CV19 through		<p>Mountain View Lodge – Summer 2020 Bookings and cleaning</p> <ul style="list-style-type: none"> • Lodge only to be cleaned by the two same housekeepers through the summer where possible. • Duty manager to be on site 	

	<p>Visitors Contractors Drivers Anyone else who physically comes in contact with the business</p>	<p>Contact with Other People</p> <p>Contracting or spreading CV19 through Contact with touching points</p>		<ul style="list-style-type: none"> • Staff training completed before cleaning commences • Staff to keep 2m apart where possible • Cleaning rota scheduled where possible to allow 72hrs from guest departure before cleaning is done • If under 72hrs after customer departure PPE to be worn (masks, gloves, aprons we also have visors and overalls if required by the staff) • Customers made aware that the lodge may have had other guests in the lodge in the 72 hours before they arrive and given the option of not going ahead if they have concerns. • Customers advised if they show any symptoms that they need to let us know immediately and travel home, a decision will then be made on when to clean the lodge and whether any further bookings will be allowed to attend • Housekeeping team to clean individual areas of the lodge, aiming not to go in the same room together. • Housekeeping team to avoid using the same equipment and wipe this down before and after use. • If housekeeping team need to enter the same room, help each other with a task within 2m of each other have their face mask on • Housekeeping team to wash their hands or use hand sanitiser when they arrive for work, leave work and as frequently as possible whilst in work. • Due to shift time housekeepers will not require a break or lunch break on site • New bedding to be given for each booking with customers asked to strip their beds on departure day and place all this in one pile or in laundry sack (if we have them in time). • 2 pillowcases to be used on each pillow. 	
--	---	--	--	--	--

				<ul style="list-style-type: none"> • When washing bedding mask, apron and gloves to be worn in the laundry room. • Laundry to be washed at highest temperature possible – 60 degrees ideally if manufacturer guidance of item allows. • Normal lodge cleaning processes to be followed ensuring that all surfaces, handles, windows, furniture and floors are cleaned with the correct disinfectant or sanitiser, with extra focus on sanitising high touch areas. • Hand sanitiser station to be set up in the entrance and sanitiser to be placed in the lounge, kitchen, bathroom and bedrooms. • Customers to be given an emergency procedure list with contact details. • Customers to provide all names and contact details of those staying in the lodge. • Duty manager to complete check on the lodge before housekeepers leave to ensure all areas are safe for customers. • Customers to be advised that playgrounds are out of use. • All cloths, mops or re-usable cleaning goods that can be washed to be washed after each shift. • Should a confirmed case be found all duvets and pillows to be washed before next visitors use the lodge as part of the deep clean process. 	
Spread of Covid-19 Coronavirus	All staff (inc. clinically extremely vulnerable & clinically vulnerable individuals). Visitors Contractors Drivers	Contracting or spreading CV19 through Contact with Other People	3 x 3 = 9	<u>Classrooms</u> <ul style="list-style-type: none"> • Have classrooms set up with 2m distance between chairs. • Limit sharing of equipment where possible and clean any shared equipment at the end of each session. • Aim to have classroom doors remaining open. • Hand sanitiser to be situated in each classroom. 	

	Anyone else who physically comes in contact with the business	Contracting or spreading CV19 through Contact with touching points		<ul style="list-style-type: none"> • Face masks to be recommended to be worn (TBC) 	
Spread of Covid-19 Coronavirus	All staff (inc. clinically extremely vulnerable & clinically vulnerable individuals). Visitors Contractors Drivers Anyone else who physically comes in contact with the business	Contracting or spreading CV19 through Contact with Other People Contracting or spreading CV19 through Contact with touching points		<p><u>Playgrounds</u></p> <ul style="list-style-type: none"> • Maintenance checks carried out following closure period to ensure playgrounds are safe to open. • Signage required around the playgrounds advising about maximum numbers to use at any one time and to adhere to social distancing. • Signage to include recommendations for frequent hand sanitising/washing after use; aim to have your own hand sanitiser with you whilst using the equipment; do not touch mouth and face during use of equipment; no eating within the area; • Communication with schools visiting as to whether they want the playgrounds opened for use during their visit. • Playgrounds to be sanitised by staff at end of each day. 	
Spread of Covid-19 Coronavirus	All staff (inc. clinically extremely vulnerable & clinically vulnerable individuals). Visitors Contractors Drivers	Contracting or spreading CV19 through Contact with Other People	3 x 3 = 9	<p><u>Additional Measures</u></p> <ul style="list-style-type: none"> • Staff recommended to bring a change of clothing and footwear to work each day. To change clothing if they come into contact with anyone with symptoms. Recommend having footwear specifically for work that can be changed to and from in their vehicles at the start and end of their shift meaning staff reduce 	

	<p>Anyone else who physically comes in contact with the business</p>	<p>Contracting or spreading CV19 through Contact with touching points</p>		<p>risk of transferring virus from their home into work or from work back home.</p> <ul style="list-style-type: none"> • Doors that are not fire doors and which can be left open to be done so. Hand sanitising stations either side of doors where you need to use your hand to push or pull a door open. Signage on doors to remind hand sanitiser should be used once through doors. This includes in and out of toilet doors. Possible install of devices which mean doors can be opened with feet. • Staff using tools should sanitise them after use before anyone else uses them. • Staff to be rota'd into "bubbles" to limit contact with as few people as possible, ideally teams working with the same people on their workdays. • Look to have school groups in "bubbles" where social distancing is not possible, these groups should be in the same accommodation rooms, eat together and be in the same activity groups. • If administering first aid where there is a cut, disposable gloves, mask, apron should be worn and following the treatment staff member should shower and change clothes. • All staff to have a change of clothing and footwear with them each day to change into should they come into contact with anyone with symptoms. • Tape off communal play areas on each site to avoid being used. • Display boards to be used to create routes or block off areas (Fraser & Darren to assemble, stored in chapel) • Add any Welsh Government specific guidance to the main Edsential document and residential risk assessment if different to UK Government guidance. 	
--	--	---	--	---	--

				<ul style="list-style-type: none"> • 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 (12 May 2020). • Touch free bins • Photocopier use to be recommended used only when absolutely necessary, only one person at a time near the machine and wash/sanitise hands after use. • Signage on doors to offices, staff room, meeting rooms, classrooms, working areas, bedrooms, communal rooms etc with numbers of people permitted in each room. • Staff room – Fridges to be closed off, no sharing of mugs/plates/cutlery (staff advised packed lunches only and flasks for hot drinks). No multi use towels. • Fire drills – Full evacuation drills to be suspended. Promote that during an evacuation and at fire assembly points that 2m to be maintained where possible. 	
--	--	--	--	---	--

Risk Rating

S = SEVERITY

L = LIKELIHOOD

Degree of Risk (DR) = RISK x SEVERITY

**** Residual Risk (RR) = the level of risk that remains after suitable and sufficient control measures are introduced.**

LIKELIHOOD	SEVERITY
1= Low	1 = Slight
2= Medium	2 = Serious
3 = High	3 = Major

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

Risk Score	Risk Rating	Actions Required
1 – 3	LOW	Continue to review working practises on a regular basis and implement any additional control measures required within the time scale given in the Risk Assessment.
4 – 6	MEDIUM	Implement control measures within time scale shown in risk assessment and review working practises on a regular basis. Review tooling and working practises used to reduce the probability of an accident to the lowest level possible. Employee consultation should be included in the review.
7 – 9	HIGH	DO NOT allow work to start and review working practises immediately. Implement all the additional control measures identified in the Risk Assessment within the given time scales. Continue to review and implement additional control measures until the probability of an accident is reduced to the lowest level possible. Employee consultation should be included in the review.

Additional control measures have been identified and are required **NO**

3. Additional Control Measures Required

I.D.	Additional Assessments Required	Time Scale	Date Actioned	Reviewed	Personal Responsible

--	--	--	--	--	--

Signed originator: Nick Mccavish Job title: Nick Mccavish

Date completed: 18/5/20 Date for revision: On-going