

THE BARNSTONDALE CENTRE – COVID-19 RISK ASSESSMENT

Assessment Ref No:	COVID-19/002	Area or Activity Assessed:	Company-wide (all departments and services). Omicron variant operational implications from 5th Jan 2022.
Assessment Date:	4th January 2022		
Person who may be affected by this activity	Staff, Visitors, Contractors, Service Users and anyone else who may physically come into contact with the charity.		

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

Schools, colleges, universities, Outdoor Education Centres like Barnstondale and early years settings are getting ready to reopen after their Christmas breaks.

Government priority is for education settings to deliver high-quality education face-to-face, to all children and learners. The evidence is clear that being out of education can impact educational attainment, life chances, mental and physical health.

With the risk of infection from the Omicron variant of COVID-19 still high, the Government are reminding education and childcare settings – as well as young people, families, education and childcare staff – to continue to take the necessary steps to ensure that the return to education and childcare is as safe as possible.

COVID-19 continues to be a virus that we are learning to live with and the need to reduce the disruption to children and learners’ education remains.

The link [HERE](#) provides an update of what to expect in education settings, the link [HERE](#) takes you to the latest Coronavirus update of how to stay safe and help prevent the adaptations to our Barnstondale COVID – 19 Risk Assessment below.

See **[UPDATED]** sections.

Ser	What are the hazards?	Who might be harmed and how?	Pre-Control Risk Rating (Likelihood x Severity)	What are we doing/Controls required?
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 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 is 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 be used. • Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary. • Adequate numbers of trained staff to safely evacuate all personnel on the premises. • Reducing close contact in place at assembly points in line with current guidelines where reasonably practicable (planned or otherwise) a nominated person will be allocated to monitor reducing close contact. <p><i>Although social distancing is no longer mandated from 19 July 2021, you may choose to limit the close contact you have do not usually live with, particularly if you are not fully vaccinated. This is a personal choice which can help reduce your risk of spreading COVID-19.</i></p> <ul style="list-style-type: none"> • All emergency evacuation routes out of buildings are not compromised including fire doors and final exit doors. Fire doors are kept closed at all times. To aid ventilation in line with COVID-19 guidance, windows only are to be left open (non-fire doors can also be left open where appropriate). <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 personnel.</p> <p>Physical meetings are limited to essential purposes only and 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 local authorities for any restrictions.</p> <p>Party Leaders will be asked to confirm that everyone is in good health and not showing any signs of COVID-19.</p> <p>We will liaise with customers/clients to establish staggered arrival and pick up times. Our one way drop off process will remain in place and will be managed by site staff to ensure compliance and reduce bunching on arrival time; it also aids in a smoother arrival process.</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 all times, you will be provided with a phone number (and radio if required) to contact duty staff. At no time will you need to touch any surfaces in the centre or visit reception to contact a member of staff.</p> <p>Our Staff:</p> <p><i>Although social distancing is no longer mandated from 19 July 2022, you may choose to limit the close contact you have with others who do not usually live with, particularly if you are not fully vaccinated. This is a personal choice which can help reduce your risk of catching or spreading COVID-19 whilst visiting Barnstondale.</i></p> <p>We will follow all appropriate guidelines as provided by the Government (link HERE).</p> <p>Staff will stringently wash their hands 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 close contact reduction wherever it is practical for us to do so. We will continue to review and manage our arrangements on a regular basis to ensure they 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. • Are provided with access to additional facilities, such as bike storage, to help people walk, run, or cycle to work where possible.
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			<ul style="list-style-type: none"> • Are encouraged to continue to take Government measures if using public transport • Are split into dedicated work teams, where possible, to keep the number of members interacting with others as small as possible (e.g. one 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 occupants. • All workspaces will be ventilated with windows opened to allow fresh air circulation. Public access doors and fire doors should be kept open. <p>COVID-19 Staff Testing</p> <p>All staff <u>voluntarily</u> use the home symptom-free covid testing (known as LFD) twice a week (3-4 days apart where applicable).</p> <p>All staff record individual results with the NHS Track & Trace team via phone (119) or online (www.gov.uk/report-covid19-symptoms).</p> <p>Staff act in accordance with the mandated guidance contained within the test kits concerning the actions to take once a test result is received. Staff will attend work if they receive a positive test result and the Test and Trace NHS team will inform people accordingly.</p> <p>A contact of someone who has had a positive test result for COVID-19 aged over 18 years and 6 months and not fully vaccinated is required to self-isolate for 10 days. See chart for full details https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/139357/isolation_graphic.png</p> <p>Asymptomatic testing</p> <p>[From 11 January - This is a temporary measure while coronavirus rates remain high across the UK. Whilst levels of coronavirus are high, the government has said that most people with positive LFD test results can be confident that they have coronavirus]</p> <p>Asymptomatic staff who test positive for coronavirus (COVID-19) on a lateral flow device (LFD) test no longer need to get a PCR test.</p> <p>Anyone who receives a positive LFD test result should report their result on GOV.UK and must self-isolate immediately but do not need to take a follow-up PCR test.</p> <p>Their isolation period can start immediately following their positive LFD test result.</p>
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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 others. PPE may include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the person 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 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: Safety principles and risk assessment for working in or from a vehicle (link HERE).</p> <p>Catering</p> <p>We will reduce close contact by:</p> <ul style="list-style-type: none"> • Ensuring groups have designated meal/break times. • Using outside premises for queuing where available and safe. • Minimising queues to avoid close contact. • 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 continue to reinforce safety measures in all catering / retail areas by adhering to “what you can and cannot do” guidance, which is updated (link HERE).</p> <p>And by;</p> <ul style="list-style-type: none"> • Ensuring all staff must wash their hands every 30 minutes with antibacterial soap or hand sanitiser. • Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, not 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. • Minimising contact between kitchen workers and front of house workers.
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				<p>Activities</p> <p>Activity programmes have been modified to control visitor movement around the site to facilitate concurrent multiple groups. This is based on a single 'school bubble group'. Activities within each programme (currently 3 main options) are a round-robin system to avoid 'cross contamination' of other groups; this will be reviewed as and when schools change their own operating models.</p> <p>Where possible, instructors will operate and support one group and follow them around all activities. This will limit their contact to just one group but also limit the groups to just one interaction with site staff.</p> <p>Instructors will wear face coverings on activities in which they are in very close proximity to children (climbing wall, target etc).</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>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> <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 and in line with 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 group uses our welfare facilities (including changing rooms, toilets etc.) at any one time. Signage will be provided 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 a close contact reduction in staff break rooms. • Encourage staff to remain on-site and, when not possible, reduce close contact 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 close contact is anticipated. <p>Accommodation</p> <p>We have implemented strict pre-occupancy room cleaning and sanitising protocols in compliance with health and safety protocols using specific products as recommended (disinfection, frequent and thorough hand washing for our staff, step by-step cleaning of surfaces etc.).</p> <p>For your health protection, room cleaning is not carried out during the stay. Any staff that have to access accommodation will wear the appropriate PPE.</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 any 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 orders. • We will remove all unwrapped confectionery from the shops.
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				<ul style="list-style-type: none"> • Additional space created by using other parts of the building that have been freed up by remote working. • Reconfiguring seating and tables to limit close contact 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, w • 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 wor this is possible.</p> <p>Where appropriate we use posters, signs, barriers, screens, floor markings as well as other physical/engineering controls to contact between different groups.</p> <p>We have redesigned some layouts to include 1-way systems, entry and exit doors to reduce people passing one another w been possible.</p> <p>We have redesigned the layout and removed surplus seating and other furniture to facilitate more space in our workspace rooms (e.g. dining room).</p> <p>Other key headlines are:</p> <ul style="list-style-type: none"> • 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 acti • We have a clearly defined disinfecting routine in place to disinfect relevant equipment and contact surfaces before, after intervals as defined in activity risk assessment.
03	Transmission of infection	Staff, guests, visitors and contractors	3 x 3 = 9	<p>All visitors (staff, guests and contractors) will be temperature screened prior to being granted access to the site. Those fou 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) whils 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 for Safer Working Guidance (link HERE). No change from 24 Jul 2020.</p> <p>Posters and/or information that demonstrate hand washing techniques is available at the link HERE.</p> <p>We fully support the Government's Test and Trace system (link HERE).</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
04 Jan 2022	Entire document updated in line with the Governments Plan B	Mark Radcliffe