

Activity	Reopening of OWD to visitors and volunteers during the Coronavirus pandemic (Public Health Emergency)		
Location	Othona – Burton Bradstock		
Date of activity <i>(state if on-going)</i>	Ongoing (or until changes in Govt guidance on C-19). Review dates: 02/10/2020; 14/10/2020; 21/06/21 and 16 th July 2021		
Date of initial assessment	04/04/20	Assessors	Tony Jaques (Manager) and Andrea Lakin (H&S Consultant)



Risk Assessment form

No	Category of risk	Description of hazards <i>(a hazard is anything with the potential to cause harm)</i>	Who is at risk	Risk rating before control			Control measures to reduce risk or harm	Risk rating after control		
				L i k e l i h o o d	S e v e r i t y	Ra t i n g		L i k e l i h o o d	S e v e r i t y	Ra t i n g
1	2	3	4	5	6	7	8	9	10	11
1	Exposure to C-19 virus	<ul style="list-style-type: none"> - Attending OWD with C-19 symptoms or when self-isolation is advised. - Transmission of virus via aerosol droplets and contaminated surfaces. 	Staff, volunteers, visitors, and contractors	3	4	12	- Continue to advise core staff, visitors, and volunteers that they must NOT attend OWD if they may have C-19 symptoms and continue to follow current Government advice self-isolation and test/trace which remains a legal requirement after 19/07/21 , to reduce the risk of onward risk of infection of visitors, core staff or volunteers.	2	4	6

	<p>Continued:</p> <p>Exposure to C-19 virus</p>	<ul style="list-style-type: none"> - Transmission of the virus via contact with person(s) with C-19. - Insufficient cleaning. - Poor hand or respiratory hygiene - Shared facilities and equipment <p>Continued:</p> <ul style="list-style-type: none"> - Attending OWD with C-19 symptoms or when self-isolation or quarantine is advised. - Transmission of virus via aerosol droplets and contaminated surfaces. - Transmission of the virus via contact with person(s) with C-19. - Insufficient cleaning. - Poor hand or respiratory hygiene - Shared facilities and equipment 	<p>Staff, volunteers, visitors, and contractors</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> - If a visitor becomes unwell during their stay, they must return home to self-isolate. - If staff, volunteers, or visitors are aware they have had close contact with a confirmed case of C-19, they should contact NHS 111, call 111 or use the NHS COVID-19 App and if required to self-isolate, they should do so and follow Govt guidance. - Ensure all Visitors continue to receive the reviewed (19/7/21) pre-visit guidance information detailing the measures OWD will continue to take to provide a COVID-safe environment, as far as is reasonably practicable. - All Core staff have received two vaccinations and are doing a twice-weekly Lateral Flow test before, during and after visitors and volunteers have been on site. - Some core staff have completed HIT virus and cleaning training. - Staff, volunteers, and visitors returning from travel abroad should check current Government advice and if necessary, follow current quarantine and testing rules. - OWD's resident visitor numbers will return to normal capacity from 19/07/21 as the Govt have removed all indoor limits on people gathering; however this will be closely monitored and may be subject to change during the pandemic. - The Govt has removed the legal requirement for social distancing, so OWD will revert to using the oblong tables; however, weather permitting, we will dine outdoors and whilst indoors, windows/doors will be kept open for good ventilation. - It is advisable to continue to avoid close contact (e.g. hand shaking/hugging etc.) with people outside your family/social bubble. - All activities, as far as possible, will be conducted outside or in the Four Seasons Studio, which has huge bi-fold opening doors, providing plenty of fresh air. - All core staff, Trustees, visitors, and volunteers should continue to maintain good respiratory and hand-hygiene, including regular hand washing throughout each day. - Adequate hand-washing and sanitising facilities will continue to be available throughout the main building, Four Seasons Studio, Sitting Room, Dining room, Quiet room, and Chapel. - Staff, Trustees, visitors, and volunteers will continue to be required to wear face coverings (subject to medical 	<p>2</p>	<p>3</p>	<p>6</p>
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	<p>Continued:</p> <p>Exposure to C-19 virus</p>	<p>Continued:</p> <ul style="list-style-type: none"> - Attending OWD with C-19 symptoms or when self-isolation or quarantine is advised. - Transmission of virus via contaminated surfaces. - Transmission of the virus via contact with person(s) with C-19. - Insufficient cleaning. - Poor hand or respiratory hygiene - Shared facilities and equipment 	<p>Staff, volunteers, visitors, and contractors</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>exemptions) whilst moving around indoor spaces that don't provide adequate distancing (including Sitting room, dining room, corridors, kitchen, Chapel Quiet Room and toilets). Visitors will be informed of this during the booking process and/or pre-arrival.</p> <ul style="list-style-type: none"> - Core staff will wear plastic face-visors when addressing the whole group, during Seedtime etc. to aid communication - All Visitors will be reminded via the arrival 'safety talk' of the symptoms of C-19 (for adults and children), and the importance of personal hand and respiratory hygiene and OWD's desire to keep everyone safe and care for each other. - The main house will continue to display Government/PHE and NHS information on social distancing, hand washing and symptoms of C-19. All staff, volunteers and visitors are invited to politely remind anyone who may forget to wear their face covering. - Booking T&C's are reviewed, taking account of the changes on 19th July and the cooperation and input required from visitors, volunteers and Trustees helps to ensure everyone at OWD is a safe as is reasonably practicable. - Tissues and hand sanitiser will be situated in the entrance and communal areas. - Parents will be asked to take all possible responsibility for their children's handwashing/sanitising especially at mealtimes. - Visitors will be requested to bring their own tissues and hand-sanitiser; however, these are provided. - Used tissues must be disposed of in lidded bins in communal areas. Communal bins will be regularly emptied. - Visitors will be asked to bring their own bed linen (pillow case x 2; single duvet cover +bottom sheet) and shower towels; if this is not possible, linen/towels can be supplied by OWD at a fee; however, the linen must be removed from beds by Visitors and placed in the zipped bags provided on the morning of their departure. - Singing and dancing is now permitted and so too is the playing of wind or brass instruments. Any indoor singing will be done with careful attention to social distancing and good ventilation. - The Housekeeper and volunteers will do regular cleaning and disinfection of communal spaces e.g. kitchen, dining room and bathrooms and frequently touched surfaces e.g. tables, banisters, etc. 	<p>2</p>	<p>3</p>	<p>6</p>
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2	Vulnerable groups	<ul style="list-style-type: none"> - Increased risk to members of the BAME communities; those with a BMI of 30+, older people, pregnant women and those with underlying health conditions 	Staff, volunteers, visitors, and contractors	3	5	15	<ul style="list-style-type: none"> - Centre Manager to identify staff/volunteers who may be at increased risk and complete individual risk assessment if necessary and amend duties if required. - Please follow current Government advice (19/07/21) regarding people who are critically extremely vulnerable. 	2	4	8
3	Suspected infection	<ul style="list-style-type: none"> - Displaying symptoms consistent with coronavirus (in adults, a continuous cough, high temperature, respiratory problems and/or loss of sense of taste or smell) - Travel to an affected area 	Staff, volunteers, visitors, and contractors	3	4	12	<ul style="list-style-type: none"> - If someone becomes unwell with C-19 symptoms, they should remain in their room and make plans to return home immediately, follow current guidance on self-isolation and test/trace, take a lateral flow test and inform OWD's Centre Manager of the results, whether negative or positive. - In the unlikely situation of a possible C-19 case at OWD, any staff cleaning must follow Government guidance and a deep clean must be completed. 	2	4	8

							- https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings			
4	OWD and continuity of community	- Staff absence due to infection, self-isolation, and/or caring responsibilities	Staff, volunteers, visitors, and contractors	4	3	12	- Follow Government advice and ensure all control measures in this risk assessment (mitigations) are implemented. - Identify Core Staff e.g. key holders, operational decision-makers, without whom OWD cannot perform key tasks and provide services for Visitors. - If, due to Government guidance on the pandemic, OWD cannot remain open, the Centre Manager will make decisions with the Trustees and inform visitors accordingly. - Centre Manager will regularly review this risk assessment and if necessary, liaise with Trustees to make decisions to postpone or cancel activities to reduce the risks, as far as is reasonably practicable. - Meetings should continue to be held virtually if possible, unless all participants agree to attend in person. - Ensure effective communication mechanisms are in place to communicate cancellations, if needed.	3	3	9
d5	Wellbeing and social isolation	- Potential increase in pressure upon Core Staff. - Cancellation of activities may have a negative impact on wellbeing of participants and volunteers	Core Staff, volunteers	3	3	9	- Centre Manager to identify staff and volunteers who may exhibit symptoms of work-related stress and obtain support and advice from H&S Consultant. - Consideration for training of Core team 'First Aid for Mental Health' (Certificated training provided by H&S Consultant) and planned for autumn 2021. - Consider social impact when cancelling activities and review options for appropriate support for staff, volunteers, and visitors. - Refer/signpost to additional external support if needed.	2	3	6
6	Financial	- Booking cancellations - Loss of income	OWD / Trustees	4	4	16	- Terms and conditions of bookings now reviewed to include C-19. - Keep Trustees informed of cancellations. - Ensure sufficient fire wardens and first aid qualified staff are on duty for operational safety.	2	4	8
7	Reputational	- Insufficient measures in place - Non-compliance with government guidance	OWD / Trustees	2	3	6	- Trustee (Chair) to lead and coordinate any external responses with Centre Manager. - Ensure that government advice is regularly checked and implemented. - Update risk assessment as appropriate.	1	3	3

Reviewed and approved by Centre Manager: Mr Tony Jaques

Date approved: 15/08/20 | 02/10/2020 / 15/10/2020 / 21/06/21 / 16/07/21

Planned Review date: Next planned review: following any Government update or local Covid advice; following a Covid outbreak at OWD

Shared with: OWD's Trustees; the Chair of Trustees; Core Staff; Visitors; Volunteers and Contractors (available on OWD website)

Risk Evaluation table:

Likelihood of occurrence	Severity of outcome	Evaluation of risk assessment
1 = Highly unlikely to ever occur 2= May occur but very rarely 3= Does occur but rarely 4=Occurs from time to time 5= Likely to occur often	1= Slight inconvenience 2= Minor injury requiring first aid 3= Medical attention required 4= Major injury leading to hospitalisation 5= Fatality or serious injury leading to disability	0-6 <u>Low risk</u> - Monitor and reduce risks as far as is reasonably practicable 7-10 <u>Medium risk</u> - Look to reduce the risks with control measures, as far as is reasonably practicable. >10 <u>High risk</u> – Stop activity. Introduce additional / alternative control measure to reduce risks. Seek professional advice and guidance.