

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, 4 th March 2022		
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 or quarantine is advised. 	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 whilst it is no longer a legal requirement to self-isolate, we expect core and volunteers to isolate, until they have a clear Lateral Flow Test, to reduce the risk of onward risk of infection of visitors, core staff or volunteers.	2	3	6

	<p>Exposure to C-19 virus</p>	<ul style="list-style-type: none"> ● 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>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. - Ensure all Visitors continue to receive the reviewed (March 2022) 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. - Core staff will do a LFT before each event - Core staff have completed HIT virus and cleaning training. - OWD's resident visitor numbers is at normal/full capacity. - As we are still in a pandemic, all activities, as far as possible, will be conducted outside or in the Four Seasons Studio, which has huge bifold 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. - Face-coverings are not required. - Hand sanitiser will continue to 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 are 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, as is the playing of all instruments, indoors and outdoors. - Centre Manager will monitor Govt. guidance and review this risk assessment with the H&S Consultant as required, advising core staff, visitors, and volunteers accordingly. 	<p>2</p>	<p>3</p>	<p>6</p>
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							<ul style="list-style-type: none"> - All core staff, Visitors, and volunteers will confirm their full name, address, DOB, telephone number and email, to indicate their agreement to cooperate with the Covid Risk Assessment for OWD. - Core staff providing first-aid must wear a disposable apron, disposable mask, and disposable gloves. - A member of core staff qualified in Emergency First Aid at Work will be always on duty when visitors are staying. - Compliance with other statutory H&S requirements (e.g. fire alarm testing etc.) continue to be maintained. 			
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 core 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 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 a visitor 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. They should inform OWD's Centre Manager of the test results of their Lateral Flow Test 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
4	OWD and continuity of community	<ul style="list-style-type: none"> - Staff absence due to infection, self-isolation, and/or caring responsibilities 	Staff, volunteers, visitors, and contractors	4	3	12	<ul style="list-style-type: none"> - Following the removal of Government legislation, PCR testing etc., to ensure a safe working environment, 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 	3	3	9

							postpone or cancel activities to reduce the risks, as far as is reasonably practicable.			
							<ul style="list-style-type: none"> - 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. 			
5	Wellbeing	<ul style="list-style-type: none"> - Potential increase in pressure upon Core Staff. - Anxiety people may have regarding removal of restrictions 	Core Staff, volunteers	3	3	9	<ul style="list-style-type: none"> - Centre Manager to identify staff and volunteers who may exhibit symptoms of 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) - 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

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 04/03/22
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:

<p>Likelihood of occurrence</p> <p>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</p>	<p>Severity of outcome</p> <p>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</p>	<p>Evaluation of risk assessment</p> <p><u>0-6 Low risk</u> - Monitor and reduce risks as far as is reasonably practicable <u>7-10 Medium risk</u> - Look to reduce the risks with control measures, as far as is reasonably practicable. <u>>10 High risk</u> – Stop activity. Introduce additional / alternative control measure to reduce risks. Seek professional advice and guidance.</p>
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