



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		
Date of assessment	04/08/20	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 <i>(add or delete as appropriate)</i>	Risk rating after control		
				Likelihood	Severity	Rating		Likelihood	Severity	Rating
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. - 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 	Staff, volunteers, visitors, and contractors	3	4	12	<ul style="list-style-type: none"> - Advise core staff, visitors, and volunteers that they must NOT attend OWD if they may have C-19 symptoms. Follow Government advice to self-isolate for 10 days and 14 days if a member of their household has symptoms, to ensure no onward risk of infection of visitors, staff or volunteers. - If staff, volunteers, or visitors are aware they have had close contact with a confirmed case of C-19, they should contact NHS 111 for further advice or use the NHS COVID-19 App. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#the-testing-process - Staff, volunteers, and visitors returning from travel abroad should check current Government advice and if necessary, follow quarantine rules and remain at home for 14 days after returning. - OWD's guest numbers will be reduced from 32 visitors to 12, to create social distancing, as far as possible. - With events for families we will keep them in their 'bubbles' of six in terms of accommodation and dining and at these times we will have up to 16 visitors (adults/children). - Maintain 2m social distancing or 1m plus mitigations, as far as possible, following current Govt. guidance. Avoid close contact (e.g. hand shaking/hugging etc. apart from those 	2	4	8

	<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, visitors, and contractors</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>people at OWD who are staying with others from their household/social 'bubble' of 6 people.</p> <ul style="list-style-type: none"> - Staggered guest arrival times - 4pm and 6.30pm. - Staggered guest departure times - 10.00am and 2.30pm. - Conduct activities, as far as possible, outdoors. - Whilst indoors, ensure good ventilation, through open windows or external doors, providing fresh air. - All core staff, Visitors and Volunteers must maintain good hygiene, including regular hand washing throughout each day. - Compulsory hand washing for all core staff, Visitors, and volunteers upon arrival at OWD. - Adequate hand-washing and sanitising facilities are available throughout the main building, Four Seasons Studio, Quiet room and Chapel. - Staff and volunteers will be required to correctly wear clear face-visors or face masks as PPE. - All Visitors will be reminded via Booking form and arrival 'safety talk' of the symptoms of C-19 (for adults and children), and the importance of personal hand and respiratory hygiene. - The main house will display Government/PHE and NHS information on social distancing, hand washing and symptoms of C-19. - Booking T&C's are reviewed, to take account of C-19 and the cooperation and input required from Visitors to ensure OWD is a safe as is reasonably practicable. - Tissues and hand sanitiser will be situated in the entrance and communal areas. - 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 emptied daily. - 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 bags provided on the morning of their departure. - Items in the used laundry bags will be left in the bedroom(s) for 48 hrs, before being handled by core staff in the laundry. - No singing, chanting, or shouting is permitted in the Chapel or anywhere at OWD. 	<p>2</p>	<p>4</p>	<p>8</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>	<ul style="list-style-type: none"> - No playing of wind or brass instruments, only pre-recorded music can be played, or the piano. - Seating in dining room, lounge and Chapel will be named, to ensure the same person uses the chair throughout their stay. - Face masks/coverings will be required in the Chapel, lounge, corridors, and quiet room. - Shared items in the lounge (e.g. books and games) will either be removed OR if used, they will be put away and unused by anyone else for 48+ hours. - Seating in the Dining room is reduced, and new circular tables provided, with 'sneeze screens'. - Soft furnishings in sitting room and quiet room furniture will be covered in throws, to enable these to be removed and laundered. - Visitors will be allocated a seat in either the sitting room or quiet room and only permitted to use that seat for the duration of their stay. - For all visitors to socially gather, this will be done outside (weather permitting) or inside with social distancing. - Staff, volunteers, and visitors will all be involved in regular cleaning and disinfection of communal spaces e.g. kitchen, dining room and bathrooms and frequently touched surfaces e.g. tables, door handles, banisters, etc. - Thorough cleaning will be completed daily. - Anti-bacterial wipes will be available for Visitors and Visitors to use to clean touch points. - Manager will monitor Govt. guidance and review this risk assessment and the guidance provided to core staff, visitors and volunteers accordingly. - 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 NHS Test and Trace if required. To comply with GDPR, the information will only be held for 21 days following a Guest's stay. - Sharing of tools and other work equipment will be avoided, as far as possible and any shared items thoroughly cleaned or ideally left unused for 48hrs before being used by anyone else. - A period of 72 hrs will be left between each Thurs-Mon or Thurs to Sun Guest booking, to reduce risks. - The transportation of Visitors in OWD vehicles should be 	<p>2</p>	<p>4</p>	<p>8</p>
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							<p>suspended for the time being, unless the journey is essential in which case: the driver and passengers should wear face masks/coverings, keep windows open and minimise the numbers travelling in the vehicle.</p> <ul style="list-style-type: none"> - Core staff providing first aid must wear a disposable apron, disposable mask and disposable gloves. - A member of core staff qualified in Emergency first will must be on duty at all times when Visitors are staying. - Compliance with other statutory H&S requirements (e.g. fire alarm testing) must 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 staff/volunteers who may be at increased risk and complete individual risk assessment if necessary and amend duties if required. - 'Shielding' ceased on 01/08/20. - Follow current Government advice regarding vulnerable groups. - https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 	2	5	10
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 be advised to remain in their room and make arrangements to return home immediately, participate in Test and Trace 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 - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 	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"> - Follow Government advice and ensure all control measures in this risk assessment (mitigation) are implemented. - Identify Core Staff e.g. key holders, finance, decision-makers, without whom OWD cannot perform key tasks and provide services for Visitors. Ensure contingency plans are in place for this scenario. - If, for operational H&S reasons, OWD cannot remain open, Trustees will make decisions with the Manager. - Centre Manager to 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 	3	3	9

							<ul style="list-style-type: none"> reasonably practicable. - Meetings should be held online. 1-2-1 meeting should be socially distanced. - Ensure effective communication mechanisms are in place to communicate cancellations, if needed. 			
5	Wellbeing and social isolation	<ul style="list-style-type: none"> - Potential increase in upon Core Staff. - Extended periods of isolation may have a negative impact on mental health and wellbeing - Cancellation of activities may have a negative impact on wellbeing of participants and volunteers 	Core Staff, volunteers	3	3	9	<ul style="list-style-type: none"> - Centre Manager to identify staff and volunteers who may be symptoms of work-related stress and obtain support from H&S Consultant. - Consider social impact when cancelling activities and review options for appropriate support for staff, volunteers and visitors. - Refer/signpost to additional support if needed. 	2	3	6
6	Financial	<ul style="list-style-type: none"> - Booking cancellations - Loss of income 	OWD / Trustees	4	4	16	<ul style="list-style-type: none"> - Terms and conditions of bookings now reviewed to include C-19. - Keep Trustees informed of cancellations. - Develop emergency plan. 	2	4	8
7	Reputational	<ul style="list-style-type: none"> - Insufficient measures in place - Non-compliance with government guidance 	OWD / Trustees	2	3	6	<ul style="list-style-type: none"> - Trustee (Chair) to lead and coordinate response 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

Planned Review date: Monthly after opening, or if central or local Government/PHE advice is revised, nationally or locally; following a C-19 incident at OWD or upon the advice and guidance of Trustees.

Shared with: OWD's Trustees; the Chair of Trustees; Core Staff; Visitors; Volunteers and Contractors

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	<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.