

Date: 25.02.21

Tel: 07964 038912 johncooke@braddicks.co.uk

Hazard : The transmission of Covid – 19

Who is at risk: Holiday centre staff, Holiday centre guests, Delivery drivers, Maintenance staff, Contractors, Senior managers and Directors, Visitors to site

Washing your hands

While coronavirus is not likely to survive for long periods of time on outdoor surfaces in sunlight, it can live for more than 24 hours in indoor environment. Washing your hands with soap and water for at least **20 seconds**, or using hand sanitizer, regularly throughout the day **will reduce the risk of catching or passing on the virus.**

Covering your face

Coronavirus is carried in the air by tiny respiratory droplets that carry the virus. Larger droplets can land on other people or on surfaces they touch while smaller droplets, called aerosols, can stay in the air indoors for at least 5 minutes, and often much longer if there is no ventilation. Face coverings reduce the dispersion of these droplets, meaning if you're carrying the virus you're less likely to spread it when you exhale.

Making space

Transmission of the virus is most likely to happen within 2 metres, with risk increasing exponentially at shorter distances . While keeping this exact distance isn't always possible, remaining mindful of surroundings and continuing to make space has a powerful impact when it comes to containing the spread.

NHS Test and Trace is in use at each check-in area.



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If in doubt contact your line manager, or Covid – 19 manager, or a company director

Who is at risk: Staff feeling unwell with possible Covid – 19 symptoms.

Controls required: Staff must stay away from the work place, and inform their line manager as soon as possible. They must stay at home and self isolate with anyone they live with and get a test. This also applies to anyone in the household support bubble. If the test is positive follow the NHS Instructions and inform your line manager.

Additional controls: All staff must make themselves aware of the latest Government guidance regarding self isolation and reporting symptoms to gain a test.

Monitor:
Line manager.
Senior manager
Director

Guests Checking in.

Must be asked if they have any Covid - 19 symptoms, Or have travelled back from abroad within the last 14 days.

All guests must check in with the NHS QR system

Any guests developing symptoms during their stay must be asked to return home and get a test.

The main symptoms of coronavirus (COVID-19) are:

A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).

A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).

A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

If you have any of these symptoms, get a test to check if you have coronavirus and stay at home until you get your result.

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Who is at risk: Staff returning to work after illness or self isolation

Controls required: All staff must complete an online NHS isolation note.
All staff will have a return to work conversation with their line manager and will complete the company return to work documentation.

Washing Hands:

Returning staff must be aware of the need to regularly wash their hands for a minimum of 20 seconds.

Using hand sanitiser products:

A supply of 70% alcohol hand sanitiser is available within every department for use by Staff and customers.

Use of PPE equipment:

Face masks, visors, safety glasses, disposable gloves, disposable aprons. Are available within every department.

Entry to areas within the business or vehicles is restricted to minimise contact between staff: Staff to follow signage or verbal instructions issued by line managers.

Additional controls: All staff must make themselves aware of the latest Government guidance regarding self isolation and reporting symptoms to gain a test.

Catch it - Bin it - Kill it method must be followed to reduce the impact of coughs and sneezes.

All used PPE to be disposed of with care. Double bagged and securely tied.

Maintain distance between co-workers. Follow the Government guide lines.

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Who is at risk:

Reception staff

Controls required:

A dedicated check - in office has been developed to reduce the numbers of guests entering the main PH entrance, This also reduces the chances of HC guests and PH guests coming into close contact at busy times. 70% alcohol hand sanitisers are available within check-in and main reception. An enhanced cleaning regime has been implemented for the control of accommodation keys.

Additional controls:

Perspex screens have been installed to provide separation between the check-in personnel and the incoming guests. The maximum number of staff allowed within the main reception area is three, and only two allowed within the satellite check-in. Face masks must be worn when moving around within these areas. A regular cleaning regime is implemented within these areas throughout the day.

Monitor:

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Maintenance & Housekeeping Staff

Clear guidance has been issued for numbers of staff allowed into different areas of the site at any one time. These areas include store rooms, work shops accommodation units and company vehicles.

High touch and shared items are regularly cleaned throughout the day. For example Vacuum cleaners. Power tools, Grass cutting machines, Fogging machines etc.

Hand sanitiser is available for use throughout the site.

Each accommodation unit will be treated with a fogging system disinfectant before housekeepers are allowed to enter. The use of face masks is compulsory when working within any accommodation, and when traveling within a company vehicle. Disposable face masks, gloves and eye protection is available for use throughout the site.

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Who is at risk:

Delivery drivers, contractors, visitors.

Controls required:

Must all report to reception and will then be directed to the appropriate departments or storage areas. Hand washing and Hand sanitising facilities are available for all visitors.

Additional controls:

Signage will inform all visitors of these requirements.
All reception areas and storage areas must be kept clear of obstructions.

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Housekeeping staff:

Ventilation, Laundry and area

cleaning: All accommodation units must be well ventilated whilst being cleaned. A new laundry system has been implemented sorting soiled laundry into the appropriate machine ready degradable wash bags.

All vacuum cleaners must be cleaned regularly and disposable mop heads must be used. Colour coded disposable cleaning system is now in place. All accommodations have been de-cluttered to reduce high contact surfaces.

All personnel and Visitors

Social distancing:

The numbers of staff working within any area must comply with the correct social distancing government guidelines.

Where this is not possible, protective measures such as screens, disposable face masks, Visors and disposable gloves must be used.

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Who is at risk:

Customers / holiday centre guests

Controls required:

Revised check-in procedures designed to reduce the direct contact between guests and reception staff.

All accommodations are de cluttered reducing high level touching points.

All accommodations are sanitised prior to guest arrival using anti viral fogging system.

3rd party cleaning contractor / laundry.

Preparation of their own Covid-19 risk assessment.
Revised system of handling and storing laundry, particularly sorting and washing bedding.

Additional controls:

Guests are advised about the new check-in procedures prior to arrival. Accommodation key control revised to include keys sanitised and presented within sealed welcome packs.
Returned keys to be posted into a key box where they will be sanitised before re-use.

Use of fogging machines and enhanced use of PPE when sorting bedding into categories.

Soiled bedding is sorted and packed into a secure area away from other bedding and awaiting 3rd party collection

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Who is at risk: All pub staff, Bar, Food service, Kitchen staff, Cleaners / housekeepers, senior managers, Directors, Customers using the facilities

If in doubt contact your line manager, or Covid – 19 manager, or a company director.

Who is at risk:

Mental Health and individuals at higher risk

Controls required:

Promote mental health and well being awareness to all staff.

www.mind.org.uk

Clinically extremely vulnerable individuals should not carry out work outside the home unless safe to do so.

A demographic risk assessment will be required for all staff who fall within the four key demographic factors. These are: **Age – Gender – Ethnicity – religion or beliefs.**

Clinically vulnerable individuals must take extra care in observing social distancing and should only work outside the home if safe to do so.

A demographic risk assessment will be required in this case.

Consideration must be given to individuals with protected characteristics or people living with extremely vulnerable individuals.

Additional controls:

Regular communication of mental health information open door policy for those who need additional support.

Extremely vulnerable individuals must not be allowed to work on site within this environment.

Vulnerable individuals should only work on site after a thorough review has taken place by the employer and employee.

Individuals with protected characteristics or those living with extremely vulnerable individuals must inform their line manager and appropriate safe guards will be taken.

Monitor:

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