

RISK ASSESSMENT: HAZARDS AND CONTROL MEASURES
(The management of Health and Safety At Work Act 1999)



PART 1: HAZARD IDENTIFICATION AND ASSESSMENT OF UNCONTROLLED RISKS

Version 6		DATE INITIAL ASSESSMENT COMPLETED: Jun 20				<table border="1"> <tr> <td colspan="5">Potential Exposure</td> </tr> <tr> <td></td> <td>EU</td> <td>U</td> <td>L</td> <td>VL</td> <td>HL</td> </tr> <tr> <td>Severity</td> <td>F</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td></td> <td>Maj I</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td></td> <td>S.I.</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td></td> <td>Min I</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> </table>										Potential Exposure						EU	U	L	VL	HL	Severity	F	5	10	15	20	25		Maj I	4	8	12	16	20		S.I.	3	6	9	12	15		Min I	2	4	6	8	10
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ACTIVITY/OPERATION/TASK: Calvert Lakes, Boathouse and Bunkhouse COVID-19 risk assessments		LAST UPDATED: July 20																																																				
		REVIEW DUE: Jan 2021																																																				
ASSESSMENT TEAM: 1 Crisis Management Team 2 Full Staff Team 3 4 5		LIKELIHOOD					SEVERITY				PERSONS AT RISK (Yes or No)					OVERALL RISK																																						
HAZARDS IDENTIFIED		Extremely unlikely	Unlikely	Likely	Very likely	Highly likely	Minor injury	Serious injury	Major injury	Fatal	Employee	Contractor	Residential guest	Visitor	Pool User	Risk rating	Very low	Low	Medium	High	Very high																																	
No.	DESCRIPTION OF HAZARD	1	2	3	4	5	2	3	4	5																																												
C-19	Calvert Lakes & Boathouse - Generic																																																					
1	Transmission of COVID-19 person to person				4			3			Y	Y	Y	Y	Y	12					X																																	
2	Transmission of COVID-19 via surfaces, touch points and objects				4			3			Y	Y	Y	Y	Y	12					X																																	
C-19a	Calvert Lakes - Reception and Offices																																																					
1	Transmission of COVID-19 person to person				4			3			Y	Y	Y	Y	Y	12					X																																	
2	Transmission of COVID-19 via surfaces, touch points and objects				4			3			Y	Y	Y	Y	Y	12					X																																	
C-19b	Calvert Lakes - Staff welfare facilities																																																					
1	Transmission of COVID-19 person to person			3				3			Y	Y	N	N	N	9			X																																			
2	Transmission of COVID-19 via surfaces, touch points and objects			3				3			Y	Y	N	N	N	9			X																																			
C-19c	Calvert Lakes - Catering and Dining Room																																																					
1	Transmission of COVID-19 person to person				4			3			Y	Y	Y	Y	Y	12					X																																	
2	Transmission of COVID-19 via surfaces, touch points and objects				4			3			Y	Y	Y	Y	Y	12					X																																	
C-19d	Calvert Lakes - Housekeeping																																																					
1	Transmission of COVID-19 person to person				4			3			Y	Y	Y	Y	Y	12					X																																	
2	Transmission of COVID-19 via surfaces, touch points and objects				4			3			Y	Y	Y	Y	Y	12					X																																	
C-19e	Calvert Lakes - Maintenance																																																					
1	Transmission of COVID-19 person to person				4			3			Y	Y	Y	Y	Y	12					X																																	
2	Transmission of COVID-19 via surfaces, touch points and objects				4			3			Y	Y	Y	Y	Y	12					X																																	
C-19f	Calvert Lakes - Guest accommodation																																																					
1	Transmission of COVID-19 person to person				4			3			Y	Y	Y	N	N	12					X																																	
2	Transmission of COVID-19 via surfaces, touch points and objects				4			3			Y	Y	Y	N	N	12					X																																	
C-19g	Calvert Lakes - Communal areas																																																					
1	Transmission of COVID-19 person to person				4			3			Y	Y	Y	Y	N	12					X																																	
2	Transmission of COVID-19 via surfaces, touch points and objects				4			3			Y	Y	Y	Y	N	12					X																																	
C-19i	Calvert Lakes - Closed Swimming Pool																																																					

1	Transmission of COVID-19 person to person			3				3			Y	Y	N	N	N	9			X	
2	Transmission of COVID-19 via surfaces, touch points and objects			3				3			Y	Y	N	N	N	9			X	
C-19j	Calvert Lakes - Sensory Room																			
1	Transmission of COVID-19 person to person			4				3			Y	Y	Y	Y	Y	12				X
2	Transmission of COVID-19 via surfaces, touch points and objects			4				3			Y	Y	Y	Y	Y	12				X
C-19k	Calvert Lakes - Passenger lifts																			
1	Transmission of COVID-19 person to person			4				3			Y	Y	Y	Y	Y	12				X
2	Transmission of COVID-19 via surfaces, touch points and objects			4				3			Y	Y	Y	Y	Y	12				X
C-19l	Calvert Lakes - Sports Hall																			
1	Transmission of COVID-19 person to person			4				3			Y	Y	Y	N	N	12				X
2	Transmission of COVID-19 via surfaces, touch points and objects			4				3			Y	Y	Y	N	N	12				X
C-19m	Calvert Lakes - Gardens and outdoor spaces																			
1	Transmission of COVID-19 person to person		2					3			Y	Y	Y	Y	Y	6		X		
2	Transmission of COVID-19 via surfaces, touch points and objects		2					3			Y	Y	Y	Y	Y	6		X		
C-19n	Calvert Lakes - Vehicles																			
1	Transmission of COVID-19 person to person			4				3			Y	N	Y	N	N	12				X
2	Transmission of COVID-19 via surfaces, touch points and objects			4				3			Y	Y	Y	N	N	12				X
C-19o	Boathouse																			
1	Transmission of COVID-19 person to person			4				3			Y	Y	Y	N	N	12				X
2	Transmission of COVID-19 via surfaces, touch points and objects			4				3			Y	Y	Y	N	N	12				X
C-19p	Bunkhouse																			
1	Transmission of COVID-19 person to person			4				3			Y	Y	Y	N	N	12				X
2	Transmission of COVID-19 via surfaces, touch points and objects			4				3			Y	Y	Y	N	N	12				X
C-19q	First Aid (administering)																			
1	Transmission of COVID-19 person to person			4				3			Y	Y	Y	Y	Y	12				X
2	Transmission of COVID-19 via surfaces, touch points and objects			4				3			Y	Y	Y	Y	Y	12				X

Household	People who have come to Calvert Trust from the same household- no requirement to socially distance.
Support Bubble	People who live by themselves or who are single parents with dependant children who have formed close support network with another household. Anyone within your support bubble counts as one household - no requirement to socially distance.
Cohort	Cohorts are groups of people from the same organisation who are not required to socially distance. A school may bring a cohort that is larger than one activity group as the school bubbles can be up to 15 people.

Activity	Calvert Lakes & Boathouse - Generic		Contributed to and reviewed by the Crisis Management Team - July 2020		Reviewed by: John Ford and Lorna Mulholland			Ref: C-19	
Date of update	23-Sep-20		Review Due:	Jan-21					
<p>The following guidance was reviewed in the risk assessment process: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely (Accessed 2/7/20) https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance (Accessed 1/7/20) https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment</p>									
	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, volunteer, contractor, residential guest.	High	<ol style="list-style-type: none"> 1. Prior to their arrival, residential guests, visitors and contractors must be notified that if they are exhibiting any of the main COVID-19 symptoms at the time when they are due to arrive at the centre, they must not attend. They must be asked to bring suitable and sufficient face covering for use during their stay and wear them whenever within 2m of people outside of their household/support bubble. 2. Prior to arrival, residential guests and visitors must be asked whether any of the members of their group display behaviour which could prevent them from following social distancing and hygiene rules. 3. If any guests are identified as not being able to follow social distancing and hygiene rules a personal risk assessment must be carried out to identify the additional control measures required e.g. PPE. 4. Guests who become symptomatic must isolate in their accommodation and arrange to return home as soon as possible. Staff must implement the 'Managing an outbreak of COVID-19 at Calvert Lakes' EOP. 5. Temperature checking of staff, volunteers, contractors and visitors on arrival must be put in place. 6. Staff who become symptomatic at home must not come to work. They must go and get a COVID-19 test. If the test is negative they can return to work, if the test is positive they must self-isolate for 7 days. 7. Staff should be encouraged and facilitated to work from home where reasonably practicable. 8. Staff must be encouraged to heed any notifications to self-isolate from NHS Test and Trace. 9. Social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) should be implemented and communicated to staff, volunteers, contractors and guests. Additional risk mitigation detailed in relevant risk assessment for activity/venue. 10. All open cuts on the skin must be covered. 	Low			

1	Transmission of COVID-19 person to person continued..	As above	As above	As above	<p>11. Whilst guests are onsite, all staff in public areas indoors must wear a face covering at all times. Staff can supply their own suitable face covering or they will be provided where required. Outdoors and in non-public areas social distancing guidance (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) must be followed. Where close contact is required on activity or in an emergency situation this is specified in the relevant risk assessment.</p> <p>12 People exempt from face covering regulations will not be subject to requirements to wear face coverings.</p> <p>13. Guests will be asked to wear face coverings wherever possible when sharing communal spaces with other cohorts of guests.</p> <p>14. Guests must wear face coverings in hospitality areas (dining room and games room) except when seated at a table to eat or drink.</p> <p>15. Staff in hospitality areas (dining room and games room) must wear face coverings.</p> <p>16. New training on updated procedures must be delivered to staff.</p> <p>17. Pinch points must be identified, eliminated or managed to maintain social distancing.</p> <p>18. One way systems must be considered and implemented wherever they will support social distancing.</p> <p>19. Visibility around site must be improved where possible and monitored to help support 2m social distancing.</p> <p>20. Contractors must be contacted immediately prior to coming to site to ensure they are symptom free.</p> <p>21. Contractors must be briefed on arrival. In addition to the standard briefing, this must include our expectations regarding social distancing and which toilet and handwashing/sanitising stations they can access.</p> <p>22. Contractors must wash or sanitise their hands on arrival.</p>	As above			
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2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, volunteer, contractor, residential guest.	High	<ol style="list-style-type: none"> 1. Prior to their arrival, residential guests, visitors and contractors must be notified that if they are exhibiting any of the main COVID-19 symptoms at the time when they are due to arrive at the centre, they must not attend. 2. Prior to arrival, residential guests and visitors must be asked whether any of the members of their group display behaviour which could prevent them from following social distancing and hygiene rules. 3. If any guests are identified as not being able to follow social distancing and hygiene rules a personal risk assessment must be carried out to identify the additional control measures required e.g. PPE. 4. Guests who become symptomatic must isolate in their accommodation and arrange to return home as soon as possible. Staff must implement the 'Managing an outbreak of COVID-19 at Calvert Lakes' EOP. 5. Temperature checking of staff, volunteers, contractors and visitors on arrival must be put in place. 6. All staff must wash their hands on arrival at work and regularly throughout the day. 7. Staff who become symptomatic at home must not come to work. They must go and get a COVID-19 test. If the test is negative they can return to work, if the test is positive they must self-isolate for 7 days. 8. Staff should be encouraged and facilitated to work from home where reasonably practicable. 9. Staff must be encouraged to heed any notifications to self-isolate from NHS Test and Trace. 10. Guidance on hand-washing and hygiene must be communicated to all visitors to site on arrival. 11. Frequent cleaning and disinfection of objects and surfaces that are touched regularly must be implemented. 12. Enhanced disinfection of busy, communal areas must be implemented. 13. There must be provision of hand-sanitiser in addition to hand washing facilities, especially when hand-washing facilities not available. 14. Guests must be briefed on the importance of hand washing/sanitising. 14. All cuts on the skin to be covered. 15. New training on updated procedures must be delivered to staff. 	Low			
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Activity	Calvert Lakes - Reception and Offices	Contributed to and reviewed by the Crisis Management Team - June 2020		Reviewed by: Full Staff Team July 2020	Ref: C-19a				
Date of update	Jun-20		Review Due:	Jan-21					
The following guidance was reviewed in the risk assessment process:									
https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres									
https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment									
	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place in addition to those in 'C-19 Generic RA'	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	<ol style="list-style-type: none"> 1. All staff must wash their hands on arrival at work and throughout the day. 2. Where possible offices become, 'one person at a time' zones. Each office must have a sign clearly stating maximum occupancy on the entrance. 3. Social distancing in offices is 1m+. Additional control measures of: limiting the number of staff working in an office, ensuring the office space is well ventilated, staff seated facing away from each other or side by side, hand washing and sanitising facilities, signage, regular disinfection of office equipment and the reduction in shared equipment must be put in place and communicated to staff. 4. Enhanced and regular cleaning of the offices must be implemented. 5. Where possible, work patterns must be staggered to minimise the number of staff working one area at any given time. 6. Staff movement around site must be minimised. 7. None essential staff should not access the offices. 8. Contractors must be contacted immediately prior to coming to site to ensure they are symptom free. 9. Contractors must be briefed on arrival. In addition to the standard briefing, this must include our expectations regarding social distancing and handwashing/sanitising stations they can access. 10. Contractors must wash or sanitise their hands on arrival. 11. Maximum office occupancy to be signed on office doors. 12. Pinch points in the offices must be identified, eliminated or managed to maintain social distancing. 13. One way systems must be considered and implemented wherever they will support social distancing. 14. Social distancing signage must be in place all around the offices. 	Low			

1	Transmission of COVID-19 person to person Continued....	As above	As above	As above	<p>15. Handwashing facilities must be available in the offices, monitored, cleaned/disinfected on a regular basis and restocked as necessary.</p> <p>16. Handwashing soap and signage must be in place at sinks.</p> <p>17. Where necessary, 2m social distancing markings must be put on the ground.</p> <p>18. Reception must have a screen to protect the Receptionist from person to person transmission from visitors.</p> <p>19. The number of people waiting in Reception must be limited according to 2m social distancing.</p> <p>20. Office areas must be well ventilated.</p> <p>21. Staff only toilets must be identified. Staff must use the resources supplied to disinfect touch points after each use.</p> <p>22. Hand sanitising dispensers must be in place around in the offices with suitable signage. They must be monitored, disinfected on a regular basis and restocked as necessary.</p>	As above			
2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	<p>1. A clear desk policy must be introduced to support cleaning and disinfection of objects and surfaces.</p> <p>2. The Reception foyer must be kept clear of non essential furniture and magazines.</p> <p>3. Enhanced and regular cleaning of the offices must be implemented.</p> <p>4. Staff movement around site must be minimised.</p> <p>5. The sharing of stationary and office equipment must be minimised.</p> <p>6 Staff only toilets must be identified. Staff must use the resources supplied to disinfect the toilet and sink after each use.</p> <p>7. All communal surfaces and touch points must be cleaned and disinfected on a regular basis.</p> <p>8. Staff must disinfect shared office equipment e.g. photocopier control buttons and door pin code locks, after use.</p> <p>9. Work stations should not be shared where this can be avoided.</p> <p>10. All work stations must be disinfected at least at the end of the day but also between users if a work station must be shared.</p> <p>11. All items passed between Reception staff and guests i.e. bedroom keys, must be wiped with disinfectant as given or received.</p> <p>12. The process for visitor check in and sign in must, as far as is reasonable practicable, be contactless.</p> <p>13. Payments should be made at Reception via contactless systems whenever possible.</p> <p>14. Bedroom keys must be disinfected when passed between reception and guests.</p>	Low			

PART 2: Risk Assessment

Activity	Calvert Lakes - Staff welfare facilities	Contributed to and reviewed by the Crisis Management Team - June 2020	Reviewed by: Full Staff Team July 2020	Ref: C-19b
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Date of update	Jun-20	Review Due:	Jan-21
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The following guidance was reviewed in the risk assessment process:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> (Accessed 11/5/20)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation> (Accessed 24/06/20)

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment>

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place in addition to those in 'C-19 Generic RA'	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Contractor.	Med	<ol style="list-style-type: none"> 1. Wherever possible, staff breaks should be taken outdoors, at staggered times and avoid interaction with residential guests. 2. Staff must maintain the social distancing rules for the area they are taking their breaks in. 3. Communal drink making facilities will not be available to staff. Staff will have access to cold and hot water but must bring their own food, mugs and coffee, tea etc. 	Low			
2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Contractor.	Med	<ol style="list-style-type: none"> 1. Communal drink making facilities will not be available to staff. Staff will have access to cold and hot water but must bring their own food, mugs and coffee, tea etc. 2. Staff only toilets must be identified and kept separate from guest toilet facilities. Staff must use the resources supplied to disinfect the toilet and sink after each use. Sign must be in place in the toilets to state this requirement. 3. A contractor/day visitor only toilet must be identified and kept separate from staff and guest toilet facilities. Contractors and day visitors must use the resources supplied to disinfect the toilet and sink after each use. A sign must be in place in the toilet to state this requirement. 4. All toilets must be thoroughly cleaned and disinfected at least once a day. 5. Handwashing facilities must be available to everyone on site, monitored, cleaned/disinfected on a regular basis and restocked as necessary. 6. Handwashing soap and signage must be in place at the sinks in staff toilets. 7. Hand sanitising dispensers must be in place around site with suitable signage. They must be monitored, disinfected on a regular basis and restocked as necessary. 8. Staff must regularly wash and sanitise their hands throughout the working day. 9. Contractors must wash or sanitise their hands on arrival. 	Low			

PART 2: Risk Assessment

Activity	Calvert Lakes - Catering and Dining Room	Contributed to and reviewed by the Crisis Management Team - June 2020	Reviewed by: John Ford and Lorna Mulhc	Ref: C-19c
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Date of update	Sep-20	Review Due:	Jan-21
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The following guidance was reviewed in the risk assessment process:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> (Accessed 11/5/20)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation> (Accessed 24/06/20)

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment>

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place in addition to those in 'C-19 Generic RA'	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	<ol style="list-style-type: none"> 1. Catering staff who have to share a work area must work side by side rather than face to face. 2. The kitchen office and store rooms must be treated as 'one person only zones' and signed as such. 3. Where possible, kitchen rota shift patterns must be staggered to minimise the number of staff working in the kitchen area at any given time. 4. Catering staff contact with other members of staff must be minimised. 5. No other staff are permitted access to the kitchen without agreement of the Catering Manager or Second Chef. 6. Catering staff must maintain the normal high frequency of handwashing. 7. Catering staff must wear clean uniform for each shift. 8. Face coverings must be worn by all staff in the dining room. 9. A visors and/or face covering must be worn by anyone in the kitchen. 10. Delivery drivers must not enter the Kitchen and staff must maintain social distancing whilst putting stock in to storage. 11. Pinch points in the Kitchen and Dining Room must be identified, eliminated or managed to maintain social distancing. 12. One way systems must be considered and implemented wherever they will support social distancing. 13. Where necessary, 2m social distancing markings must be put on the ground. 14. Handwashing soap and signage must be in place at sinks. 15. Handwashing facilities must be available to everyone on site, monitored, cleaned/disinfected on a regular basis and restocked as necessary. 16. The Kitchen and Dining Room must be well ventilated. When there is more than one member of the catering team in the kitchen, the extractor fan must be running. 17. The servery must have sneezeguard screens between staff, food & guests. 	Low			

1	Transmission of COVID-19 person to person Continued....	As above	As above	As above	<p>18. The Dining Room layout, seating orientation and floor markings must be altered as required to ensure social distancing guidelines can be adhered to.</p> <p>19. If social distancing cannot be maintained serving guests in the dining room only in one sitting, guests must be served in staggered sittings and/or some guests to eat in Burgess Room and/or Library.</p> <p>20. As standard, one person per table only must come to the servery to collect food for their cohort/table and clear dishes to the dishwasher area at the end of the meal.</p> <p>21. When either the total number of guests or number or separate households/support bubbles is likely to negatively impact the likelihood of social distancing being maintained during service, table service by LDCT staff will be carried out. This can also be put in place at the discretion of SMT/Catering Manager if it is deemed to be beneficial for any other reason (e.g. guests having high support needs).</p> <p>22. Clear signage must identify rules and guidance to minimise transmission risks within the dining room area.</p> <p>23. Guests are to be allocated specific tables to sit at. This information to be clearly displayed to guests.</p> <p>24. The toilet next to the Dining Room must be closed to guests.</p>	As above			
2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	<p>1. Enhanced and regular cleaning of the Kitchen and Dining Room must be implemented.</p> <p>2. Catering staff must maintain the normal high frequency of handwashing.</p> <p>3. All communal surfaces and touch points in the Kitchen and Dining Room must be cleaned and disinfected on a regular basis.</p> <p>4. Communal drinks making facilities must be removed.</p> <p>5. Crockery, eating utensils, cups must be sterilised after use and stored away from public access.</p> <p>6. Non-disposable condiment containers must be cleaned after each use.</p> <p>7. Drinking water taps and hot water dispensers must be cleaned/disinfected on a regular basis.</p> <p>8. Dining tables must be cleaned and disinfected between each use.</p> <p>9. The kitchen servery should have a sneeze guard and anyone at the counter asked not to touch the servery counter.</p> <p>10. Clear signage must identify rules and ways to minimise transmission risks within the dining room area.</p> <p>11. As standard, one person per table only must come to the servery to collect food for their cohort/table and clear dishes to the dishwasher area at the end of the meal.</p> <p>12. When either the total number of guests or number or separate households/support bubbles is likely to negatively impact the likelihood of social distancing being maintained during service, table service by LDCT staff will be carried out. This can also be put in place at the discretion of SMT/Catering Manager if it is deemed to be beneficial for any other reason (e.g. guests having high support needs).</p> <p>13. Clear signage must identify rules and guidance to minimise transmission risks within the dining room area.</p> <p>14. Guests are to be allocated specific tables to sit at. This information to be clearly displayed to guests.</p>	Low			

PART 2: Risk Assessment

Activity	Calvert Lakes - Housekeeping	Contributed to and reviewed by the Crisis Management Team - June 2020	Reviewed by: John Ford and Lorna Mulholland	Ref: C-19d
Date of update	Sep-20	Review Due: Jan-21		

The following guidance was reviewed in the risk assessment process:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> (Accessed 11/5/20)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation> (Accessed 24/06/20)

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment>

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place in addition to those in 'C-19 Generic RA'	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	<ol style="list-style-type: none"> 1. Housekeeping staff who have to share a work area must work side by side rather than face to face. 2. Housekeeping work in an area must stop if safe 2m social distancing cannot be maintained. 3. The Centre Laundry must be treated as a 'one person zone' and kept well ventilated whilst occupied. 4. Bedrooms must only be accessed by staff on changeover days or if there is an emergency or incident. Alternative measures to remove the requirement for daily cleaning of bedrooms must be implemented. 5. Processes for the collection of general and clinical waste from bedrooms without entering bedrooms during a guests stay must be implemented. 6. Staff movement around site must be minimised with Housekeeping staff limited to working in specific areas where this is possible. 9. Where social distancing cannot be maintained, rooms must be vacated and closed before cleaning is undertaken. 10. Hand sanitising facilities must be available to housekeeping staff, monitored, cleaned/disinfected on a regular basis and restocked as necessary. 11. Handwashing soap and signage must be in place at sinks and housekeeping staff must ensure they follow best practises handwashing techniques. 12. Whilst guests are onsite, housekeeping staff working in public areas onsite must wear a face covering at all times. 13. According to Government guidance, additional PPE beyond what housekeeping staff usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing and hygiene not through the use of PPE. 14. Linen should be washed in accordance with the manufacturers instructions at a temperature of 60 degrees centigrade. 	Low			

2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	<ol style="list-style-type: none"> 1. When cleaning a room, normal cleaning practise and chemicals must be used. Additional focus must be put on disinfecting all hand contact surfaces and touch points in rooms. 2. Wherever possible the furniture and contents of rooms should be minimised to reduce the number of touch points and assist with cleaning and disinfection. 3. Where different cohorts are sharing an accommodation corridor, enhanced and regular cleaning of the corridor must be implemented. 4. Bedrooms and accommodation corridors must be thoroughly cleaned and disinfected once guests have departed and before the area is occupied by new guests. 5. Bedrooms must be deep cleaned through fogging with Virosol disinfectant once guests have departed and before the area is occupied by new guests. 6. In line with Government advice, when undertaking the normal housekeeping tasks, additional PPE beyond what housekeeping staff usually wear is not required. . This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing and hygiene not through the use of PPE. 7. Cleaning trollies must be disinfected by the member of staff when they have finished using it. 8. Surfaces and touch points in the Centre Laundry must be disinfected on a regular basis. 	Low			
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PART 2: Risk Assessment

Activity	Calvert Lakes - Maintenance	Contributed to and reviewed by the Crisis Management Team - June 2020	Reviewed by: John Ford and Lorna Mulholland	Ref: C-19e
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Date of update	Sep-20	Review Due:	Jan-21
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The following guidance was reviewed in the risk assessment process:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> (Accessed 11/5/20)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation> (Accessed 24/06/20)

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment>

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place in addition to those in 'C-19 Generic RA'	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	<ol style="list-style-type: none"> 1. The workshop must become a 'two people maximum at a time' zone. 2. Maintenance work in an area must stop if safe 2m, or 1m plus other mitigation, social distancing cannot be maintained. 3. At 1m+ social distancing, additional control measures of: limiting the number of staff working in the area, ensuring the space is well ventilated, staff working facing away from each other or side by side, hand washing and sanitising facilities, signage, regular disinfection of equipment and the reduction in shared equipment must be put in place and communicated to staff. 4. Accommodation must only be accessed by maintenance staff on changeover days, to carry out essential tasks or if there is an emergency or incident. 5. Where possible, work patterns must be staggered to minimise the number of staff working one area at any given time. 6. The Workshop must be kept well ventilated without creating a hazard to guests. 7. Where social distancing cannot be maintained, room must be vacated before maintenance work is undertaken. 8. Hand sanitising facilities must be available to maintenance staff, monitored, cleaned/disinfected on a regular basis and restocked as necessary. 9. Handwashing soap and signage must be in place at sinks and maintenance staff must ensure they follow best practises handwashing techniques. 10. In line with Government advice, additional PPE beyond what maintenance staff usually wear is not required. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing and hygiene not through the use of PPE. 	Low			

2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	<p>1. Sharing of tools and materials between maintenance staff must be minimised and where possible tools should be disinfected between users.</p> <p>2. Surfaces and touch points in workshop must be disinfected by maintenance staff on a regular basis.</p> <p>3. In line with Government advice, additional PPE for routine maintenance in addition to standard PPE worn is not required. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing and hygiene not through the use of PPE.</p> <p>4. Staff only toilets must be identified. Staff must use the resources supplied to disinfect the toilet and sink after each use.</p>	Low			
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PART 2: Risk Assessment

Activity	Calvert Lakes - Guest accommodation	Contributed to and reviewed by the Crisis Management Team - June 2020	Reviewed by: John Ford and Lorna Mulholland	Ref: C-19f
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Date of update	Sep-20	Review Due:	Jan-21
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The following guidance was reviewed in the risk assessment process:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> (Accessed 11/5/20)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation> (Accessed 24/06/20)

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment>

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place in addition to those in 'C-19 Generic RA'	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	1. Guest accommodation must be allocated so as to minimise the contact between cohorts. 2. Bedrooms must only be accessed by staff on changeover days, for essential maintenance or if there is an emergency or incident. Alternative measures to remove the requirement for daily cleaning of bedrooms must be implemented. 3. Pinch points in accommodation areas must be identified, eliminated or managed to maintain social distancing. 4. One way systems must be considered and implemented wherever they will support social distancing. 5. Handwashing soap and signage must be in place at sinks. 6. Hand sanitising dispensers must be in place with suitable signage. They must be monitored, disinfected on a regular basis and restocked as necessary.	Low			
2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	1. Where different cohorts are sharing an accommodation corridor, enhanced and regular cleaning of the corridor must be implemented. 2. Wherever possible the furniture and contents of rooms should be minimised to reduce the number of touch points and assist with cleaning and disinfection. 4. Bedrooms and accommodation corridors must be thoroughly cleaned and disinfected once guests have departed and before the area is occupied by new guests. 5. Bedrooms must be deep cleaned through fogging with Virosol disinfectant once guests have departed and before the area is occupied by new guests.	Low			

PART 2: Risk Assessment

Activity	Calvert Lakes - Communal areas	Contributed to and reviewed by the Crisis Management Team - June 2020	Reviewed by: John Ford and Lorna Mulholland	Ref: C-19g
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Date of update	Sep-20	Review Due:	Jan-21
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The following guidance was reviewed in the risk assessment process:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> (Accessed 11/5/20)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation> (Accessed 24/06/20)

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment>

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place in addition to those in 'C-19 Generic RA'	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	<ol style="list-style-type: none"> 1. Communal areas must be adapted (e.g. reduction and orientation of seating), so as to minimise the contact between cohorts. 2. Enhanced and regular cleaning of communal areas must be implemented. It may be necessary to close communal rooms whilst cleaning is carried out. 3. Depending on the number of guests at the centre and the number of cohorts they are divided in to, communal areas may need to be allocated to specific cohorts for the duration of their stay. 4. Pinch points in communal areas must be identified, eliminated or managed to maintain social distancing. 5. One way systems must be considered and implemented wherever they will support social distancing. 6. 2m social distancing signage must be in place. 7. The Tuckshop counter must be fitted with a screen to separate staff and customer. 8. Seating in communal areas must be set up to encourage guests to adhere to the 'Rule of Six'. 9. As a legal requirement, the Games Room must be vacated and locked at 10.00pm. Access via the lift must be prevented by switching off the relevant buttons on the Games Room lift (or turning lift off). 10. Purchases from the tuckshop can only be made through table service. 11. Any member of staff in the games room must wear a face covering except when in the bar/store room alone. 12. Guests in the Games Room must wear a face covering except when seated at a table (exemptions apply). 	Low			

2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	<ol style="list-style-type: none"> 1. Handwashing soap and signage must be in place at sinks. They must be monitored, disinfected on a regular basis and restocked as necessary. 2. Staff must wash their hands before serving at the Tuckshop. 3. Disinfectant must be available in the Tuckshop so staff can disinfect surfaces and touch points before and after use. 4 Enhanced and regular cleaning of communal areas surfaces and touch points must be implemented. It may be necessary to close communal rooms whilst cleaning is carried out. 5. Disinfecting fogger machines can be used to provide an additional level of disinfection. 6. Television remote controls must be disinfected as part of the regular cleaning schedule. 7 . Wherever possible the furniture and contents of rooms should be minimised to reduce the number of touch points and assist with cleaning and disinfection. 8. The Library must be cleared of books, magazines and other communal materials. 	Low			
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PART 2: Risk Assessment

Activity	Calvert Lakes - Swimming Pool	Contributed to and reviewed by the Crisis Management Team - June 2020	Reviewed by: John Ford	Ref: C-19i
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Date of update	07/08/2020	Review Due:	Jan-21
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The following guidance was reviewed in the risk assessment process:
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> (Accessed 11/5/20)
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation> (Accessed 24/06/20)
<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment>
 Swim England 'Returning to the Pool. Guidance for Operators v6'

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place in addition to those in 'C-19 Generic RA'	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Contractor.	High	1. Pool sessions will only be available to residential guests in allocated swimming slots or outside user groups booking the pool for exclusive use. 2. Maximum loading of the pool when used by residential groups is 12 (6m ² per person) as per Swim England guidance for Community swimming for Families. When primarily individuals (different households/support bubbles) swimming this will be reduced to maximum load of 8 (9m ² per person) as per Swim England guidance for Community Swimming for Individuals. 3. Groups to be briefed on need to maintain social distancing when using the pool. 4. To promote social distancing and reducing the effect of the corridor as a 'pinch-point', access and egress times to the pool will be staggered for residential guests. 5. The Sauna will not be open. 6. Access to the jacuzzi area will be limited to one household/support bubble at once. Groups will be briefed on this. 7. To reduce the risk of people needing to shout/raise voices the music will not be available. 8. External groups are not to enter the pool foyer until their pool session is due to start and proceed directly to the pool. On exit, they be asked to exit the building directly and not spend time in the foyer.	Low			

2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Contractor.	High	<p>1. Residential guests should not be given access to changing rooms for changing unless not reasonably practicable to access the pool without this facility. Briefing to include using only first aid room toilet facilities.</p> <p>2. External users allocated specific changing rooms and toilet(s). These cannot be used by other users unless cleaned and disinfected first.</p> <p>3. Number of pool sessions will be reduced to allow for cleaning and disinfection of the pool area to take place between user groups.</p> <p>4. The Sauna will not be open.</p> <p>5. Shared pool floats, toys etc will be removed from the pool area. These can be given out by LDCT staff and must be collected and cleaned & disinfected/quarantined for 72 hours before being used by another user.</p> <p>6. Handwashing soap and signage must be in place at sinks. They must be monitored, disinfected on a regular basis and restocked as necessary.</p> <p>7. Pool to be cleaned before first session of the day by housekeeping team as per regular cleaning procedure.</p> <p>8. Between sessions during the day either:</p> <p>a) High frequency touch points in the pool area to be sprayed down with a solution of pool water minimum of 3ppm chlorine solution and high frequency touch points away from poolside and poolside changing rooms past inner automatic door can be wiped down with disinfectant spray</p> <p>OR</p> <p>b) Pool area cleaned by housekeeping following standard pool cleaning practise.</p>	Low			
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PART 2: Risk Assessment

Activity	Calvert Lakes - Sensory Room	Contributed to and reviewed by the Crisis Management Team - June 2020	Reviewed by: Full Staff Team July 2020	Ref: C-19j
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Date of update	Jun-20	Review Due:	Jan-21
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The following guidance was reviewed in the risk assessment process:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> (Accessed 11/5/20)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation> (Accessed 24/06/20)

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment>

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place in addition to those in 'C-19 Generic RA'	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	1. The Sensory Room can only be use by one cohort at a time. 2. Should staff need to enter the Sensory Room whilst it is occupied, they must maintain 2m social distancing.	Low			
2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	1. The Sensory Room must be disinfected between cohorts. 2. Wherever possible the furniture and contents of the Sensory Room should be minimised to reduce the number of touch points and assist with cleaning and disinfection. 3. Enhanced and regular cleaning of Sensory Room must be implemented. 4. Disinfecting fogger machines can be used to provide an additional level of disinfection.	Low			

PART 2: Risk Assessment

Activity	Calvert Lakes - Passenger Lifts	Contributed to and reviewed by the Crisis Management Team - June 2020	Reviewed by: Full Staff Team July 2020	Ref: C-19K
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Date of update	Jun-20	Review Due:	Jan-21
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The following guidance was reviewed in the risk assessment process:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> (Accessed 11/5/20)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation> (Accessed 24/06/20)

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment>

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place in addition to those in 'C-19 Generic RA'	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	1. Passenger lifts must be limited to one cohort per journey with signage in place to indicate this. Signs must be in place stating this policy. 2. Where this policy is not adhered to by guests, the lift must be put out of service. 3. Staff must avoid using the passenger lifts.	Low			
2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	1. Enhanced and regular cleaning of all passenger lifts must be implemented. 2. Disposable anti bacterial wipes must be available in each passenger lift to allow users to clean lift control buttons before use. Signs must be in place stating this requirement.	Low			

PART 2: Risk Assessment

Activity	Calvert Lakes - Sports Hall (outside of activity sessions)	Contributed to and reviewed by the Crisis Management Team - June 2020	Reviewed by: Full Staff Team July 2020	Ref: C-19I
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Date of update	Jun-20	Review Due:	Jan-21
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The following guidance was reviewed in the risk assessment process:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> (Accessed 11/5/20)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation> (Accessed 24/06/20)

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment>

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place in addition to those in 'C-19 Generic RA'	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Contractor, Residential guest.	High	<ol style="list-style-type: none"> Capacity of sports hall when used for sporting activities is 19. The sports hall ventilation system must be switched on during activity sessions except where this would cause undue distress or otherwise negatively impact upon participant(s). The skylights must be opened during activity sessions except where water ingress could cause a safety hazard in the sports hall. Both sportshall doors should be open during an activity session where it does not negatively impact upon safety or supervision of participants. 2m social distancing guidance is taped upon the carpeted spectating area. Signs stating the 1m+ additional control measures must be in place. 	Low			
2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Contractor, Residential guest.	High	<ol style="list-style-type: none"> Cleaning of climbing holds after each use is not required. If removed from the wall holds must be cleaned with soapy water and rinsed with fresh water before being replaced. Surfaces, key pad and touch points in Sports Hall must be disinfected by staff using it on a regular basis. Games equipment to be kept locked away. If issued to guests it must be cleaned as per C-19 CLAd Equipment Cleaning Risk Assessment. 	Low			

PART 2: Risk Assessment

Activity	Calvert Lakes - Gardens and outdoor spaces	Contributed to and reviewed by the Crisis Management Team - June 2020	Reviewed by: Full Staff Team July 2020	Ref: C-19m
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Date of update	Jun-20	Review Due:	Jan-21
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The following guidance was reviewed in the risk assessment process:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> (Accessed 11/5/20)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation> (Accessed 24/06/20)

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment>

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place in addition to those in 'C-19 Generic RA'	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	Low	<ol style="list-style-type: none"> 1. Social distancing must be monitored and encouraged. 2. Staff movement around site must be minimised. 3. Outdoor tables, seating and benches must be removed or spaced out to support 2m social distancing. 4. Visibility around site must be improved where possible and monitored to help support 2m social distancing. 5. Outdoor areas are naturally well ventilated. 	Very Low			
2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	Very Low	<ol style="list-style-type: none"> 1. Staff movement around site must be minimised. 2. Handwashing soap and signage must be in place at sinks. 3. Hand sanitising dispensers must be in place around site with suitable signage. Dispensers must be monitored, disinfected on a regular basis and restocked as necessary. 	Very Low			

PART 2: Risk Assessment

Activity	Calvert Lakes - Vehicles	Contributed to and reviewed by the Crisis Management Team - July 2020	Reviewed by: Full Staff Team July 2020	Ref: C-19n
Date of update	Jul-20	Review Due:	Jan-21	

The following guidance was reviewed in the risk assessment process:

<https://assets.publishing.service.gov.uk/media/5eb96cd6d3bf7f5d3a907e58/working-safely-during-covid-19-vehicles-240620.pdf> (Accessed 2/7/20)

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> (Accessed 1/7/20)

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Residential guest.	High	<ol style="list-style-type: none"> 1. Offsite travel in Trust vehicles must be minimised. 2. Guests should be encouraged to use their own vehicles. 3. Guests must not be transported in the Passat or Trojan. 4. Vehicles should be single occupancy where reasonably practicable. 5. Vehicles should be allocated to to specific staff/participant cohorts where possible. 6. The number of people in the vehicle should be kept to a minimum and as different households/support bubbles distanced within the vehicle space as possible. 7. Activities staff should be put with a specific cohort/activity group and procedures put in place to reduce contact between cohorts/activity groups. 8. Minibuses must only be used by one cohort/activity group at a time. 9. Social distancing signage must be in place within the minibuses. 10. If social distancing of 2m is not viable, 1m distancing with the driver ensuring vehicle is well ventilated to increase flow of air is acceptable. 11. Driver and passengers must wear a face covering at all times when in any Calvert Lakes vehicle unless it is single occupancy. 12. Any individual who is exempt from wearing a face covering can only travel in a minibus if there are only people from one household/support bubble travelling in the rear of the vehicle, there is ventilation from both front and rear windows and they are seated as far back in the minibus as possible and a minimum of 2m from the driver/front seat passenger. 13. When entering and exiting their own vehicles onsite, staff and guests must observe a minimum of 2m social distancing. 	Low			

1	Transmission of COVID-19 person to person continued...	As above	As above	As above	13. When clamping a wheelchair into a minibus, where possible staff should utilise a competent member of the group from the same household/support bubble as the chair user to attach the clamps and fit the seatbelt to the participant - then the instructor must carry out a visual check of the clamps in place. Where close contact (under 1m) with the participant is needed to attach or inspect the clamps and/or seatbelt, the instructor must wear a type IIR surgical face mask. If the participant is exempt from wearing a face covering, they should face away from the instructor. The driver of the vehicle is responsible for the correct clamping of wheelchair and fitting of seatbelt to occupant.	As above			
2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Contractor, Residential guest.	High	<ol style="list-style-type: none"> 1. Offsite travel in Trust vehicles must be minimised. 2. Guests should be encouraged to use their own vehicles. 3. Vehicles should be single occupancy where reasonably practicable. 4. Vehicles should be allocated to specific staff/participant cohorts where possible. 5. Disinfection of the interior of all vehicles must be implemented. The disinfection of vehicle touch points and surfaces must be carried out before and after every use. 6. Minibuses must be thoroughly cleaned and disinfected between cohorts/activity groups. 7. When a vehicle returns from the garage, the interior must be disinfected. 8. Staff and guests must wash/sanitise their hands before getting on the minibuses. Signage must be in place on each minibus to this effect. 9. Hand sanitising dispensers must be in place in each vehicle for staff and guests to use. They must be checked as part of the weekly/bi-weekly checks and also monitored daily and restocked as necessary. 	Low			

PART 2: Risk Assessment

Activity	Boathouse	Contributed to and reviewed by the Crisis Management Team - June 2020	Reviewed by: Full Staff Team July 2020	Ref: C-19o
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Date of update Jun-20 Review Due: Jan-21

The following guidance was reviewed in the risk assessment process:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> (Accessed 11/5/20)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation> (Accessed 24/06/20)

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment>

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place in addition to those in 'C-19 Generic RA'	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Contractor, Residential guest.	High	<ol style="list-style-type: none"> 1. Social distancing guidelines must be adhered to when groups are using the Boathouse. 2. Where possible store rooms and the workshop become, 'one person at a time' zones. 3. Pinch points must be identified, eliminated or managed to maintain social distancing. 4. The Boathouse must be well ventilated whilst occupied. 5. Staff working with groups at the Boathouse must maintain social distancing. 	Low			
2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Contractor, Residential guest.	High	<ol style="list-style-type: none"> 1. Enhanced and regular cleaning of the boathouse must be implemented. 2. As per current government guidance on changing room facilities, using the classrooms as changing rooms is not permitted. 3. The Boathouse surfaces and touch points must be disinfected by staff on arrival. 4. Staff only toilets must be identified. Staff must use the resources supplied to disinfect the toilet and sink after each use. 5. Handwashing facilities must be available to everyone at the Boathouse, monitored, cleaned/disinfected on a regular basis and restocked as necessary. 6. Hand sanitising dispensers must be in place at the Boathouse with suitable signage. They must be monitored, disinfected on a regular basis and restocked as necessary. 7. All communal surfaces and touch points must be cleaned and disinfected on a regular basis whilst the Boathouse is in use. 8. Drinking water taps must be cleaned/disinfected on a regular basis. 	Low			

PART 2: Risk Assessment

Activity	Bunkhouse	Contributed to and reviewed by the Crisis Management Team - June 2020	Reviewed by: Full Staff Team July 2020	Ref: C-19p
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Date of update	Jun-20	Review Due:	Jan-21
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The following guidance was reviewed in the risk assessment process:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> (Accessed 11/5/20)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation> (Accessed 24/06/20)

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment>

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Contractor, Residential guest.	High	<ol style="list-style-type: none"> 1. Prior to their arrival, residential guests, visitors and contractors must be notified that if they are exhibiting any of the main COVID-19 symptoms at the time when they are due to arrive at the centre, they must not attend. 2. There must only be one cohort of guests at the Bunkhouse at any one time. 3. Guests must disinfect the Bunkhouse as they arrive and just before their departure. 4. Staff attending the Bunkhouse for emergency maintenance purposes whilst guests are resident must maintain social distancing and wash/sanitise their hands on arrival and departure. 5. Contractors who need to attend the Bunkhouse must be contacted immediately prior to coming to site to ensure they are symptom free. 6. Contractors must be briefed in addition to the standard briefing, this must include our expectations regarding social distancing and hand sanitising. 7. The Bunkhouse must not be used by the activity groups on a day basis. 	Low			
2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Contractor, Residential guest.	High	<ol style="list-style-type: none"> 1. Staff and contractors must disinfect surfaces and touch points they need to come in to contact with on arrival. 2. Staff and contractors must sanitise their hands on arrival and departure. 3. 72hours must be left between each group leaving and the next arriving. 4. Where 72hrs cannot be left between user groups, a disinfecting fogger machine can be used to provide an additional level of disinfection. 5. The Bunkhouse must not be used by the activity groups on a day basis. 	Low			

PART 2: Risk Assessment

Activity	First Aid	Contributed to and reviewed by the Crisis Management Team - July 2020	Reviewed by: Full Staff Team July 2020	Ref: C-19q
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Date of update	Jul-20	Review Due:	Jan-21
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The following guidance was reviewed in the risk assessment process:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> (Accessed 11/5/20)

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment>

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov> (Accessed 1/7/20)

http://www.dwmh.nhs.uk/wp-content/uploads/2020/03/PHE_11606_When_to_use_face_mask_or_FFP3_02.pdf (Accessed 6/7/20)

<https://www.resus.org.uk/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19> (Accessed 6/7/20)

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place in addition to those in 'C-19 Generic RA'	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	<ol style="list-style-type: none"> When administering first aid, if possible social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) should be maintained with either the individual or a member of their household/support bubble administering any required first aid. Where social distancing cannot be maintained staff must wear a type IIR surgical face mask, disposable apron (resistant to fluids and bacteria) and medical gloves. Eye protection must be worn where there is a risk of eye contamination by splashes or droplets. Type IIR surgical face masks, disposable aprons, medical gloves and eye protection must be part of all first aid kits. Staff with a current first aid qualification must be trained in the putting on and removal of PPE and the safe disposal of PPE and contaminated materials. When giving CPR, a face barrier with one way valve must be available in first aid kits Where a face barrier with one way valve can be used to reduce the risk of potential transmission, CPR should be performed as normal. If it's effective use is not possible, compression only CPR should be performed and a defibrillator obtained and used as soon as possible. In the event of a cardiac arrest in children, the UK Resuscitation Council states: "We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child." Therefore normal CPR protocols should be followed in the event of paediatric cardiac arrest - with the addition of use of PPE.. 	Low			

2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Contractor, Residential guest, Visitor, Pool user.	High	<ol style="list-style-type: none"> 1. Handwashing facilities must be available to first aiders on site. 2. Hand sanitiser must be part of all first aid kits. 3. Staff must be trained in the putting on and removal of PPE and the safe disposal of PPE and contaminated materials. 	Low		
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RISK ASSESSMENT: HAZARDS AND CONTROL MEASURES
(The management of Health and Safety At Work Act 1999)



PART 3: HAZARD IDENTIFICATION AND ASSESSMENT OF RESIDUAL RISKS

Version 6		DATE INITIAL ASSESSMENT COMPLETED: Jun 20					<table border="1"> <tr> <td colspan="5">Potential Exposure</td> </tr> <tr> <td></td> <td>EU</td> <td>U</td> <td>L</td> <td>VL</td> <td>HL</td> </tr> <tr> <td>Severity</td> <td>F</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td></td> <td>Maj I</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td></td> <td>S.I.</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td></td> <td>Min I</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> </table>										Potential Exposure						EU	U	L	VL	HL	Severity	F	5	10	15	20	25		Maj I	4	8	12	16	20		S.I.	3	6	9	12	15		Min I	2	4	6	8	10
Potential Exposure																																																							
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	Min I	2	4	6	8	10																																																	
ACTIVITY/OPERATION/TASK: Calvert Lakes, Boathouse and Bunkhouse COVID-19 risk assessments		LAST UPDATED: July 20																																																					
		REVIEW DUE: Jan 2021																																																					
ASSESSMENT TEAM: 1 Crisis Management Team 2 Full Staff Team 3		LIKELIHOOD					SEVERITY				PERSONS AT RISK (Yes or No)					OVERALL RISK																																							
		Extremely unlikely	Unlikely	Likely	Very likely	Highly likely	Minor injury	Serious injury	Major injury	Fatal	Employee	Contractor	Residential guest	Visitor	Pool User	Risk rating	Very low	Low	Medium	High	Very high																																		
HAZARDS IDENTIFIED		1	2	3	4	5	2	3	4	5																																													
No.	DESCRIPTION OF HAZARD																																																						
C-19a	Calvert Lakes & Boathouse - Generic																																																						
1	Transmission of COVID-19 person to person		2					3			Y	Y	Y	Y	Y	6	X																																						
2	Transmission of COVID-19 via surfaces, touch points and objects		2					3			Y	Y	Y	Y	Y	6	X																																						
C-19a	Calvert Lakes - Reception and Offices																																																						
1	Transmission of COVID-19 person to person		2					3			Y	Y	Y	Y	Y	6	X																																						
2	Transmission of COVID-19 via surfaces, touch points and objects		2					3			Y	Y	Y	Y	Y	6	X																																						
C-19b	Calvert Lakes - Staff welfare facilities																																																						
1	Transmission of COVID-19 person to person		2					3			Y	Y	N	N	N	6	X																																						
2	Transmission of COVID-19 via surfaces, touch points and objects		2					3			Y	Y	N	N	N	6	X																																						
C-19c	Calvert Lakes - Catering and Dining Room																																																						
1	Transmission of COVID-19 person to person		2					3			Y	Y	Y	Y	Y	6	X																																						
2	Transmission of COVID-19 via surfaces, touch points and objects		2					3			Y	Y	Y	Y	Y	6	X																																						
C-19d	Calvert Lakes - Housekeeping																																																						
1	Transmission of COVID-19 person to person		2					3			Y	Y	Y	Y	Y	6	X																																						
2	Transmission of COVID-19 via surfaces, touch points and objects		2					3			Y	Y	Y	Y	Y	6	X																																						
C-19e	Calvert Lakes - Maintenance																																																						
1	Transmission of COVID-19 person to person		2					3			Y	Y	Y	Y	Y	6	X																																						
2	Transmission of COVID-19 via surfaces, touch points and objects		2					3			Y	Y	Y	Y	Y	6	X																																						
C-19f	Calvert Lakes - Guest accommodation																																																						
1	Transmission of COVID-19 person to person		2					3			Y	Y	Y	N	N	6	X																																						
2	Transmission of COVID-19 via surfaces, touch points and objects		2					3			Y	Y	Y	N	N	6	X																																						
C-19g	Calvert Lakes - Communal areas																																																						
1	Transmission of COVID-19 person to person		2					3			Y	Y	Y	Y	N	6	X																																						
2	Transmission of COVID-19 via surfaces, touch points and objects		2					3			Y	Y	Y	Y	N	6	X																																						
C-19i	Calvert Lakes - Closed Swimming Pool																																																						
1	Transmission of COVID-19 person to person	1						3			Y	Y	N	N	N	3	X																																						

2	Transmission of COVID-19 via surfaces, touch points and objects	1					3			Y	Y	N	N	N	3	X				
C-19j	Calvert Lakes - Sensory Room																			
1	Transmission of COVID-19 person to person		2				3			Y	Y	Y	Y	Y	6		X			
2	Transmission of COVID-19 via surfaces, touch points and objects		2				3			Y	Y	Y	Y	Y	6		X			
C-19k	Calvert Lakes - Passenger lifts																			
1	Transmission of COVID-19 person to person		2				3			Y	Y	Y	Y	Y	6		X			
2	Transmission of COVID-19 via surfaces, touch points and objects		2				3			Y	Y	Y	Y	Y	6		X			
C-19l	Calvert Lakes - Sports Hall																			
1	Transmission of COVID-19 person to person		2				3			Y	Y	Y	N	N	6		X			
2	Transmission of COVID-19 via surfaces, touch points and objects		2				3			Y	Y	Y	N	N	6		X			
C-19m	Calvert Lakes - Gardens and outdoor spaces																			
1	Transmission of COVID-19 person to person		1				3			Y	Y	Y	Y	Y	3	X				
2	Transmission of COVID-19 via surfaces, touch points and objects		1				3			Y	Y	Y	Y	Y	3	X				
C-19n	Calvert Lakes - Vehicles																			
1	Transmission of COVID-19 person to person		2				3			Y	N	Y	N	N	6		X			
2	Transmission of COVID-19 via surfaces, touch points and objects		2				3			Y	Y	Y	N	N	6		X			
C-19o	Boathouse																			
1	Transmission of COVID-19 person to person		2				3			Y	Y	Y	N	N	6		X			
2	Transmission of COVID-19 via surfaces, touch points and objects		2				3			Y	Y	Y	N	N	6		X			
C-19p	Bunkhouse																			
1	Transmission of COVID-19 person to person		2				3			Y	Y	Y	N	N	6		X			
2	Transmission of COVID-19 via surfaces, touch points and objects		2				3			Y	Y	Y	N	N	6		X			
C-19q	First Aid (administering)																			
1	Transmission of COVID-19 person to person		2				3			Y	Y	Y	Y	Y	6		X			
2	Transmission of COVID-19 via surfaces, touch points and objects		2				3			Y	Y	Y	Y	Y	6		X			

Very High
High
Med
Low
Very Low