

## Covid-19 Risk Assessment The Beamsley Project Charitable Trust

Property Name The Beamsley Project Charitable Trust  
 Date of Assessment 28<sup>th</sup> June 2020  
 Assessment Carried out by \_\_\_\_\_  
 Date completed: \_\_\_\_\_

Assessment Criteria: Bookings of no more than 2 household bubbles & up to 6 guests in the cottage only. Centre will remain empty  
 Date of Next Review: 1<sup>st</sup> August 2020 or before if legislation changes

What are the Hazards?	Who Might Be Harmed and How?	What are you already doing to control the Risk?	What further action do you need to take to control the risk?	Risk Factor / Urgency		
				High	Medium	Low
<b>Person to person contact during COVID 19 pandemic (Host and</b>	Staff becoming infected with COVID19 and further spread the infection		<p>All team members to receive a return to work pack with all the information they should need in one place. Ensure a robust communication system is in place for updates. Team will be provided with their own bottle of hand sanitiser to use throughout their shift.</p> <p>All team members to complete a return to work assessment form. This will include their validation for the Beamsley Project sharing their details with the NHS track and Trace system should we be requested to.</p> <p>Each shift team member to sign in and confirm no COVID symptoms with a focus on increased temperature and loss of smell.</p> <p>PPE masks for any welcome staff and ensure guests and welcome staff understand social distancing guidelines.</p> <p>Reduce face to face guest contact with video welcome and follow up call.</p> <p>Minimise contact between the two parties.</p> <p>Each shift team member to sign in and confirm no possible systems with a focus on increased temperature and loss of smell.</p> <p>Team to change into their uniform on site. Uniform to be washed on site to reduce cross contamination.</p> <p>Designated changing area for them to get changed will include signage for hand washing and the importance of reporting and using the Track and Trace system.</p>		X	

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			<p>Team to be provided with a clean mask &amp; gloves. If they choose not to wear these protective items this is at their own risk and they will be required to sign a disclaimer which will be kept on their personal file.</p> <p>Only one member of the team in the office at a time.</p> <p>Team will be required to change into their uniform on site to reduce cross contamination.</p> <p>Designated are will be provided to include signage to remind them about washing of hands and social distancing.</p> <p>Ensure arrivals at different times of dealing with more than one arrival who are not in the same bubble.</p>			
<p><b>Person to person contact during COVID 19 pandemic</b></p>	<p>Visitors becoming infected with COVID19 and further spread the infection</p>	<p>Visitor information pack gives all information on use of the property – already sent to each guest</p>	<p>Provide a pre-arrival pack for guests explaining procedures. To include</p> <ul style="list-style-type: none"> <li>• Video welcome and showround</li> <li>• Instructions for self-check-in and use of keypad entry</li> <li>• Pictures of equipment available</li> <li>• Adapted registration form – <ul style="list-style-type: none"> <li>- Additional info required</li> <li>- How long we keep this info</li> <li>- Disclaimer to confirm they are fit to travel.</li> <li>- Details of notifying us if they become ill after their departure up to 14 days after dept</li> </ul> </li> <li>• Instructions for use of all equipment</li> <li>• Instructions of cleaning equipment they will be left with and request that the clean as they go to reduce the risk of contamination. Signage will also be added to remind them of this.</li> <li>• Emergency procedures</li> <li>• Infection notification procedures</li> <li>• Local information</li> <li>• Instructions for departure</li> </ul> <p>Hand sanitiser to be in place at both the front and rear doors. Anti bac wipes to be provided next to the key boxes and payphone.</p> <p>Payphone to have additional signage to request guests to wipe down before and after use with anti-bac wipes.</p>		<p>X</p>	

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			<p>Ensure that each guest receives a follow up welcome call a couple of hours after arrival to ensure customer satisfaction and to answer any queries.</p> <p>If person to person welcome required PPE masks to be worn by all staff and ensure guests and welcome staff understand social distancing guidelines.</p> <p>Ensure guests understand strict check in times.</p> <p>Any issues needing a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency)</p> <p>All amenities packs to be single packaged items and disposed of safely after use. These will also be labelled to explain they are new items to them. Where bottles can be re-used these will be quarantined for 72 hours and used by Project team only. These will also be labelled to explain they are new items to them.</p> <p>Cleaning kit of cloths, anti-bac spray and wipes will be provided. COSHH data sheets will also be provided.</p> <p>Towels will be packed in sealed units</p> <p>Toilet rolls to be individually wrapped and only start up pack provided.</p> <p>Ensure guests are aware of our illness reporting procedure and display useful contact numbers, testing locations &amp; Track and Trace information.</p> <p>Display signage regarding 1m+rule, clean and sanitise as you go signage and hand washing.</p> <p>All items to be reduced in property to support efficient cleaning and reduce cleaning time required.</p> <p>Lost property to be quarantined for 72 hours before actioning.</p> <p>Main gate to be left open unless specific guest requires the additional security to limited touch points. Handles to be added to the cleaning action plan for change over days.</p>			
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<p><b>Team Member not fit for work and infected with COVID 19</b></p>	<p>Could spread COVID 19 through cleaning within the property</p>		<p>Create an ongoing checking system for checking staff health / wellbeing.          At the start of each shift - team to report any possible COVID symptoms with a focus on increased temperature to their norm and or loss of smell.          Any symptoms employee must isolate for 7 days and ensure they report through Gov Track &amp; Trace system.</p> <p>Staff on standby in case of illness of working team bubble.</p> <p>If COVID 19 is confirmed deep cleaning from an outside contractor will be arranged to include all cleaning equipment that may have been contaminated.</p> <p>If COVID-19 is confirmed guests who may be infected should be notified.</p>		<p>X</p>	
<p><b>Cleaning regimes not effective / fit for purpose</b></p>	<p>Contaminated accommodation / spread of COVID 19</p>		<p>Cleaning plan to be in place that all staff must adhere to and sign for each clean.</p> <p>All team to receive a training pack with full cleaning instructions. No one should return to work until they have received this document.</p> <p>In-depth ongoing staff training to ensure knowledge, clear understanding, and skills of every task undertaken and their responsibilities.</p> <p>Create a maintenance checklist that all cleaning staff have to sign on each clean, any issues to be flagged and dealt with before the guest's arrival.</p> <p>Cleaning standards checked periodically by supervisor.</p> <p>All cleaning team members are given the correct PPE          - Mask – to be washed and kept at Project          - Tabard – to be washed and kept at Project          - Rubber gloves</p> <p>All team to be advised to wear them at all times. If they choose not to a disclaimer must be kept on their personnel file.</p>		<p>X</p>	

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<b>Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded</b>	Not cleaning or sanitising the property correctly		Put a cleaning requirement document together, clearly stating what should be sanitised within the property for example: <ul style="list-style-type: none"> <li>• Touch points, door handles, banisters, surfaces, switches, bathrooms etc</li> <li>• Areas that should be disinfected, floors, walls</li> <li>• Ensure all cleaning materials are clean and fit for purpose</li> <li>• All beds to be changed at every change over.</li> <li>• Ensure all cleaning equipment requiring a PAT test is in date and fit for purpose and being used in the correct way</li> <li>• Put a health &amp; safety file together with all cleaning products used and for their use, COSHH sheets if required, all previous cleaning / maintenance schedules for the accommodation and all risk assessments</li> <li>• Duvets and plastic covers to be quarantined between guest.</li> </ul>		X
<b>Unable to purchase sanitiser</b>	Guests/staff entering the property and contaminating the property		Ensure minimum stock items are in place before opening and maintain each week. Ensure we have more than one supplier.	X	
<b>A guest notifies us after departure that they have the virus</b>	Staff could have contracted the disease or passed on to next guests if cleaning not effective		All guests to receive a follow up feedback questionnaire with a reminder to notify us if they become ill up to 14 days after their departure.  Notify staff who were involved to isolate themselves for 7 days  Provide details of their responsibility for reporting any symptoms through the Track and Trace system.  Next booking to be transferred to the Centre if available.  Deep clean by an outside contractor to be provided	X	
<b>Dealing with a guest who is unwell or infectious outbreak in your property</b>	The spread of an infection outbreak		Leave an instruction sheet in the property explaining what visitors should do if they become ill, including relevant phone numbers and actions required to record through Track and Trace system.  Video call/ call the guests to clearly understand the situation and if the guests need to extend their stay and for how long.	X	

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			<p>Add to terms and conditions the cost and requirements if a guest has to extend their stay through illness for self-quarantine and loss of business.</p> <p>Next booking to be moved to the Centre. Rear access to and from the Cottage only to be used in an emergency to reduce chance of different bubble groups coming into contact in the covered way.</p> <p>Deliver, to front door, clean linen and linen bag for the guests to place used linen in (leave this in the property) Dirty linen to be quarantined for 72 hours.</p> <p>Check if they require food or medication? Can we support this in anyway?</p> <p>Deliver, to front door, medicines, food supplies and extra cleaning materials to the outside of the property.</p> <p>All rubbish must be double bagged and kept for 72 hours before allowing removal from site.</p>			
<b>Incorrectly laundered bedding</b>	Bacteria not killed off properly		<p>Bedding to be bagged by guest and left outside in covered way.</p> <p>Bath and tea towels to be left in separate bags also outside in covered way by guest</p> <p>Bedding will be quarantined for min 24 hours.</p> <p>Use fire-retardant bedding and wash on a full 60-degree wash cycle (not a quick wash). Ensure they are dried fully. Where possible Team member who locks up will deal with wet bedding by washing immediately.</p>			X
<b>Changeover clean</b>	Contaminated accommodation / spread of COVID 19		<p>All changeover cleans can only be completed once the guests have left the property.</p> <p>Property must be well aired for 15 minutes before work starts on cleaning.</p> <p>PPE to be provided to team and advised that they should wear it.</p> <p>All cleaning / maintenance procedures are adhered to and documented accordingly</p>			X

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<p><b>Legionella after lockdown</b></p>	<p>Infection of Legionella from standing water if the property has been left empty</p>	<p>Water has been flushed fortnightly throughout the lockdown</p>	<p>Flush the whole water system for two minutes or more.</p> <p>Flush each toilet twice,</p> <p>Kitchen taps and the hand basin taps to run for two minutes or more to let both hot and cold-water pass through.</p> <p>Flush the shower through If the shower has not been used for two weeks or more.</p> <p>All showerheads to be disinfected min of 1 hour in disinfectant before opening. The showerhead should be removed and the shower run for two minutes. Then return to our regular 3 monthly descaling plan.</p> <p>Finally, let any other taps run for two minutes.</p>			<p>X</p>
<p><b>Management of contractors</b></p>	<p>Contractors who do not regularly use the property may not be aware of our procedures</p>		<p>Ensure our management of contractor's procedures are in place and that all members of the team are made aware of them.</p>			<p>X</p>
<p>Notes on completion</p>						