

Due to the emerging evidence and changes to Government Guidance, it is vital that the most up to date guidance is referred to. This can be found at:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

It should be noted that wherever possible people should still be encouraged to work from home.

This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is Covid-Secure.

Location	Summerhill Country Park	Assessor	Adam Reah	Issue Date:	July 14 th 2020
Task	COVID 19 secure RA	Checked by Manager	Dan Garthwaite	Ref:	COVID Secure
Hazard	Who could be harmed and how?	Existing controls		Risk (after Precautions have been taken)	Further action required
1. Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning work areas.	Who? All staff Cleaners How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce	Appropriate disinfectant products used In line with COSHH assessment. Appropriate disinfectant to be used in line with the COSHH assessment – this will be communicated to all staff who carry out cleaning duties. The products will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated. Disposable cloths will be used where possible to reduce transmission. Regular cleaning of premises before work commences		Low	

	the risk of transmission overall.	<p>Assessment of cleaning requirements will be carried out daily, identifying any areas that need additional attention.</p> <p>Correct guidance on cleaning will be followed for cleaning areas of higher risk (such as where a confirmed case it known to have been). Based on current Government Guidance for Non-clinical Settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-nonhealthcare-settings/covid-19-decontamination-in-non-healthcare-settings This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double-bagged and labelled - stored securely for 72 hours before disposal.</p> <p>Increased cleaning frequency of cleaning throughout premises Increased cleaning regime in place throughout premises. Particular focus on commonly touched areas, equipment, surfaces and common shared areas. Workspaces will be cleared of waste frequently Personal items removed at end of shift and increased waste collection in place.</p>			
2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in	Who? All staff, Contractors, Members of the public Visitors	<p>Increased hand sanitising facilities provided Increased hand washing and/or hand sanitising facilities provided throughout the workplace, including at entrances, exits, different parts of the building and common areas.</p> <p>Increased waste management</p>		Medium	

surface contamination.	<p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<p>Additional waste facilities will be available throughout the site with more frequent collection where appropriate.</p> <p>Signs and posters in use to remind to practice good hygiene Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 seconds on a frequent basis. Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p> <p>Use Of Face Coverings Employees will wear face coverings in line with current guidance. Over and above the requirements of this guidance, if employees choose to wear face coverings then they will be supported in the workplace. Face coverings are not classed as PPE. Advice will be given to employees on the correct use.</p> <ul style="list-style-type: none"> • Wash your hands thoroughly with soap and water for 20seconds or use hand sanitiser before putting a face-covering on, and after removing it. • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • Change your face covering if it becomes damp or if you've touched it. • Continue to wash your hands regularly. • Change and wash your face covering daily. • If the material is washable, wash in line with manufacturer's instructions. 			
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		<ul style="list-style-type: none"> If it's not washable, dispose of it carefully in your usual waste. 			
3. Attendance and movement of people in the workplace - The attendance of people in the workplace where working from home is not possible will increase the number of people in the premises which may increase the risk of Covid-19 transmission.	<p>Who All staff, Contractors, Members of the public, Visitors</p> <p>How? Where more than 1 person attends work not from the same household this increases the risk of transmission of the Covid-19 virus.</p>	<p>Controlled movement of people throughout workplace Use of one way systems, separate entrances and exits to reduce the number of people at cross over areas and pinch points. Monitoring and regulation of higher traffic areas such as corridors, entrances and stairwells. Use of signs and markings to indicate the direction of movement and 2m distances in place where necessary.</p> <p>Emergency plans updated and communicated People do not have to adhere to the 2m social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent. Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing.</p> <p>Employee will work from home wherever possible Only business-critical roles will be permitted into the workplace where remote working is not possible for operational reasons or home circumstances.</p> <p>Information, instruction and training provided to employees Employees are consulted on risks and controls in the work place. Staff communicated with on a regular basis on changes to hazards and controls.</p>		Low	

		<p>Employees receive training through the use of training courses, posters, signs, announcements and briefings.</p> <p>Minimal employees to attend the workplace Work is organised so that minimal people are required to attend the workplace, and only where it allows work to be carried out safely whilst supporting social distancing. This will include those in business-critical roles, those who need access to specialist equipment and facilities.</p> <p>Pro-active monitoring in place Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p> <p>Remote workers adequately supported Adequate work equipment will be provided to remote workers. Regular contact will be made with remote workers to arrangements are adequate to support their physical and mental wellbeing.</p> <p>Restrict movement of people throughout site Employees discouraged from carrying out non-essential trips within the premises - use of phones, emails or video conferencing to communicate with others elsewhere. Drop off and collection areas designated for exchanging of documents, materials or equipment. Job rotation is reduced to prevent moving between locations where at all possible.</p>			
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4. Social Distancing Guidelines cannot Be Met - Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity. This includes entrances, exits and common areas as well as work activities.	Who? All staff How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.	Increased cleaning carried out Increased cleaning of surfaces where people are operating within the 2m social distancing to be carried out. Increased handwashing carried out Provisions will be made in order for people to be able to wash their hands more frequently – including before and immediately after carrying out tasks where social distancing has not been maintained. Time spent within 2m to be kept to a minimum The time where persons are within 2m will be kept to as short a time as practicable possible. Physical barriers or screens in use To screen people from each other physical barriers or screens will be used and cleaned frequently. Employees to void face to face work where possible Where possible employees will work side by side or back to back to avoid working face to face. Work activity will not go ahead Where social distancing cannot be maintained and cannot be limited to a small group of fixed people then the activity will be assessed to decide if it can go ahead safely.		Low	

		<p>Use of Personal Protective Equipment (PPE) Additional PPE(beyond what is normally worn to control workplace risk), for management of COVID infection has limited benefits and precautionary use of additional PPE for this purpose is not encouraged. However where the risk assessment identifies high risk transmission due to difficulties implementing controls then PPE will be considered as a further control measure. Appropriate PPE will be selected and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessments.</p>			
<p>5. Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing onset of symptoms within the workplace.</p>	<p>Who? All staff, Contractors Visitors</p> <p>How? An individual could develop symptoms of high/raised temperature or new/continuous cough or loss of taste or smell</p>	<p>Cases recorded and investigated. Records maintained of those who are isolating or who develop symptoms at work. Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR. Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required. CCG are informed, and relevant protocols followed, particularly if more than two cases are confirmed within a two week period.</p> <p>Symptom onset away from work: employee must not to return to work and should self-isolate For those displaying symptoms of a high or raised temperature or new/persistent cough or loss of taste/smell, self-isolation should be exercised immediately (including any co-habitants), ensuring Line Management are informed.</p>		Medium	

		<p>Employee must arrange a test as soon as possible. If negative, they can return to work. If positive, they must self-isolate as per PHE guidelines.</p> <p>Symptom onset at work: employee to go home immediately The employee will be sent home directly from work and maintain social distancing to do so. If they require someone from their household to come and pick them up, they will wait in an isolated room away from anyone else until they are collected (can be achieved with the first aid room). This area will require thorough cleaning afterwards in accordance with the guidance (involvement from Simon Cuthbert's team) They should then self-isolate in accordance with guidelines.</p> <p>Good hand washing/hygiene procedures observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available. Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p>Waste disposed of with care with local guidelines. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p>			
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<p>Coming To Work And Leaving Work - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>Who? All staff, Members of the public</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	<p>Shifts Staggered Where at all possible shifts will be staggered to allow employees to travel outside of rush hours as well as avoiding cross overs of shifts.</p> <p>Work From Home Where At All Possible. Employees will work from home where possible to prevent the need to travel and enter the workplace.</p>			
<p>Common Areas (Including Kitchen and Welfare Facilities) - Due to areas being frequently utilised by all</p>	<p>Who? All staff, Contractors Visitors</p> <p>How? Common areas may restrict distancing of 2+ metres at any one</p>	<p>Access to toilets/showers controlled Restrictions on the number of people using facilities at any one time to allow for social distancing. Use of markings and posters to indicate the social distancing requirements.</p> <p>Break Times Staggered And Employees Remain On Site</p>			

<p>staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas.</p>	<p>time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<p>Employees to remain on site where possible during breaks. Break times to be staggered to prevent the gathering of people.</p> <p>Canteen facilities restricted Canteen and kitchen access restricted to limit number of people permitted at any one time. Employees encouraged to bring in own food to avoid the need to use facilities.</p> <p>Increased frequency of cleaning of toilets / changing rooms and kitchens. Increased cleaning of the welfare facilities will be carried out on site- especially portaloos are if in use. Increased frequency of cleaning of kitchen facilities to be carried out. Employees to clean kitchen items before and after use.</p> <p>Numbers of people in common areas managed. Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p> <p>Regular cleaning of common area and touch points. Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints. These will be cleaned more intensely/frequently. The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p>			
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Handling items, materials and using smaller spaces - Employees occupying rooms at the same time or shared use of common vehicles/plant or equipment.	Who? All staff How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.	All items to be cleaned regularly Any goods or items entering the site will be cleaned using appropriate cleaning products. All commonly used equipment such as lab equipment and materials will be cleaned frequently where feasible to do so. Good hand washing/hygiene procedures observed before and after use All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials. Mitigation of risk for employees travelling and working together Workplace transport such as work minibuses, shuttle buses, will have limited persons permitted. Seats will be left empty to allow for social distancing where possible. Pairs or teams to be fixed to reduce the number of people mixing. Passengers to sit as far away from each other and avoid sitting face to face. Windows to be kept open during travel to improve ventilation. Non-Essential Deliveries Not Permitted Non-business deliveries to workplace will be discouraged - such as personal items being delivered to work. Non-essential Travel Prevented			

		<p>Journeys will not be made where at all possible and work carried out remotely.</p> <p>Rotation Of Jobs And Equipment Reduced Rotation of jobs and equipment reduced where safe to do so where it does not present other risks to avoid the risk of contamination.</p> <p>Vehicles Not Shared Where At All Possible Where the job permits, vehicles will not be occupied by more than one person at any one time. Where possible the same person will use the same vehicle and not swap with other drivers. If vehicles are to be used by different people at different times then they will be cleaned before and after each use. Vehicles taken home by employees will be cleaned before the next person uses it.</p>			
<p>Managing Customers, Visitors and Contractors Coming To Site -- Tradespeople, couriers, deliveries, contractors and other visitors such as customers attending site for work purposes.</p>	<p>Who? All staff, Contractors Visitors</p> <p>How? Transmission of Covid- 19 between visitors to site and employees.</p>	<p>Access to welfare facilities controlled Access to welfare facilities is strictly controlled with increased cleaning carried out and use monitored.</p> <p>All visitors to site to be pre-arranged and times staggered Non-essential visitors/contractors /customers to be requested or permitted on site. No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made. Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p> <p>Documentation issued electronically where possible</p>			

		<p>To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> <p>Good Hand Washing/Hygiene Procedures Observed By Employees Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser.</p> <p>Increased cleaning regime in place for touch points and interfaces. Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes waiting areas, handles, handrails, counter tops.</p> <p>Information communicated to visitors Prior communication issued to expected visitors to site through phone, email or website. Information signs displayed at visitor arrival areas to make procedures clear.</p> <p>Managed entry The number of people permitted inside the premises will be restricted to allow effective social distancing. There will be the use of effective queue management outside the premises where necessary, The entrance/ exit points for contractors/ visitors etc will be away from employee areas where possible to minimise contact with other people.</p> <p>Protective interface established</p>			
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<p>Meetings</p> <p>People coming together in close proximity to attend meetings.</p>	<p>Who? All staff, Contractors Visitors</p> <p>How? Increased risk of transmission of Covid 19</p>	<p>Meetings carried out remotely where possible Where possible meetings will be carried out remotely to avoid the need for people to come together.</p> <p>Meetings to be held in well ventilated locations Meeting to be held outside where possible. If not then meetings will be held in well-ventilated rooms where windows or doors can be open or use of extractor fans to support ventilation.</p> <p>No sharing of equipment permitted No items are to be shared at any time during the meetings such as pens, computers etc.</p> <p>Sanitiser to be provided As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.</p> <p>Social distancing to be maintained</p>			

		<p>All participants to be reminded prior to meeting of the need to adhere to social distancing at all times.</p> <p>Desks and chairs will be arranged to support social distancing or meeting will be held stood up.</p> <p>Signs and markings to be used in regular meeting spaces to indicate 2m distances.</p>			
<p>Shared Workspaces With Other Organisations</p> <p>Sharing of premises with other employers, organisations or contractors.</p>	<p>Who? All staff, Contractors, Members of the public Visitors</p> <p>How? The activities of other people in the premises may lead to variations in the level of controls in place which may increase the risk of transmission of the Covid-19 Virus.</p>	<p>Communication and cooperation with others occupying premises There will be effective communication between any other employers, organisations or contractors in shared premises to ensure there is cooperation on the controls in place to reduce transmission.</p> <p>Increased cleaning arrangements in place A coordinated approach to increased frequency of cleaning of surfaces in common and shared areas such as stairwells, toilets, kitchen facilities.</p> <p>Increased hand washing Supporting of increased handwashing through the provision of facilities such as additional wash stations or provision of sanitiser where this is not available.</p> <p>Staggered break times with other organisations in premises To reduce the number of people from differing organisations accessing canteen or welfare facilities or using stairwells and corridors at the same time.</p>			