

RISK ASSESSMENT | Covid-19 Update

Location: Wroxham Barns	Date: 7th June 2020 Reviewed and updated 15th Jily	Assessor: Ben Marshall	Ref: Cov01
Review Date: As legislation changes; Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Latest advice in the fast changing situation can be found https://www.hseni.gov.uk/news/coronavirus-covid-19-and-hseni-contact-details-updateo			

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done	Review date
Spread of Covid-19	Staff Visitors to the site Contractors Drivers Vulnerable groups: Elderly, Pregnant workers, those with existing underlying health conditions Unauthorised person	Hand washing <ul style="list-style-type: none"> There are 5 Hand washing stations situated around the site in the outside areas (these can be seen in apendix a.) These are placed at the entrance to the site, upper courtyard near toilers, lower courtyard, entrance to Fun Park and on the Fun park. Each hand washing station contains alcohol hand rub which is a minimum of 70% and meets the requirements of BS EN 1500: 2013, each dispenser has a 900ml capacity and will be regularly filled by duty manager/site cleaner. Junior farm continues to have 3x handwashing facilities with unscented hand soap and hot water, as alcohol hand rub is not proven to kill zoonoses diseases from farm animals, but warm soapy water is, followed by drying hands with paper towels, customers will pass entrance/exit signage to Junior Farm explaining this. Customers to be reminded that using alcohol hand rub is not a replacement for washing their hands with warm soapy water and they should still practice this regularly, signage at every hand sanitising stations will advise this. 	Employees are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch cough and sneezes in tissue – follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands, Tissues will be made available throughout the workplace. Staff are encouraged to report any problems to a manager and will fill out a health declaration form prior to every shift. To help reduce the spread of coronavirus (Covid-19) all are to be reminded of the public health advice https://www.publichealth.hscni.net/news/covid-19-coronavirus				

		<ul style="list-style-type: none"> • Employees have access to hand washing facilities in all areas they will be working, Gallery gifts team closest hand washing facility with soap and water are the toilets. • The company will provide emollient cream in all handwashing areas for staff to help reduce the risk of skin problems such as dry and/or cracked skin. https://www.nhs.uk/conditions/emollients/ • The Fun Park is also operating a 1 way system, each attraction has a alcohol hand gel sanitiser prior to entry which is 70% alcohol. • Where necessary on the fun park capacity has been reduced on attractions and this has been advised on rules of play at each attraction 	<p>Signage placed around the site mentioning current social distancing rules and about hand washing and infection control.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>All staff will undertake a Covid-19 induction to ensure they understand the new processes in place.</p>				
		<p>Cleaning</p> <ul style="list-style-type: none"> • Existing cleaning procedures such as opening and closing cleaning have been reviewed and updated, along with regular cleaning and disinfecting of objects and surfaces that are regular tough points such as door handles, light switches and counters. • All team to undergo COSHH training to learn about correct sanitiser dilutions and concentrations, along with contact time required for each product to be effective. • Coshh data sheets available from the site office. 	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>				
		<p>Social Distancing - staff</p> <ul style="list-style-type: none"> • Where practical staffing levels will be reduced to help aid social distancing within the work place. • Confined storage areas such as the Farmyard café container, shed, feed shed are to operate a one in one out policy. 	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered</p>				

		<ul style="list-style-type: none"> • Staff to be vigilant to comply with social distancing guidelines. Welfare areas such as staff rooms will be closed until further notice. • Behind counters, staff are to operate where practical in sections so they don't cross over each other, and allow enough space to pass each other when required. • Staggered start times to be introduced to reduce the number of staff entering site and clocking in at the same time. • All staff are now to clock in at the site office, where there is a computer, and sign in station, prior to clocking in staff should complete the staff health declaration form and place it on the completed pile. • On the fun park staff will wear face coverings or visors when assisting participants in entering and exiting rides where they will be in close proximity. • Legislation is changing from 24th July to enforce face coverings in retail areas, from this point our team will be provided with a reusable cloth face covering or visor, whichever they prefer. <p>Social Distancing – Public</p> <ul style="list-style-type: none"> • Large part of the site is outside and spacious meaning maintaining social distancing measures is not a problem. Site visitors will be reminded via regular signage around site to ensure they are following the latest government guidance on social distancing measures. • The main entrance door to each toilet block will be open, to allow customers to see in, so there is no overcrowding. Every other cubicle, urinal and sink will be closed off to aid social distancing. • Junior farm and Fun Park will operate a one way system to avoid 	<p>to.</p> <p>Public to be regularly reminded by pre arrival information where applicable and site signage.</p>				
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		<p>the possibility of moving too closely together. Confined indoor areas where it is difficult to maintain social distancing will be closed until further notice including: Piggy's Play Stye indoor play, Small animals Centre, Bellas Marquee, Goat Barn.</p> <ul style="list-style-type: none"> • Junior Farm and Fun Park will have capacity monitored by the way of pre designated arrival times every 30 minutes from 10am – 3pm, to ensure a steady flow of guests and reduce queues, all customers visiting these areas, will have to pre book online. • Catering – The restaurant will re-open on 22nd July once operational changes have been put in place to ensure it is Covid-19 secure, these changes will be: A one way system, with a new out door leading to the fun park area. Limited seating will be provided inside the restaurant. The counter will be extended to allow more queuing space, and a 20 x 10 metre covered marquee with picnic benches will be in situ on the field area adjacent to the new exit door. Farmyard café will have seating that is socially distanced and will have a flow to allow an in route and out route. • Gallery Gifts will operate a capacity driven operation managed by baskets outside the shop, if there is a basket to collect there is capacity and customers can enter, clear signage outside Gallery Gifts will explain this. 					
		<p>PPE</p> <ul style="list-style-type: none"> • Where PPE is not enforced in our setting by public health England we will have measures in place to reduce the requirement for PPE, these include perspex screens at every till point, cashless site, 	<p>Staff reminded that wearing gloves is not a substitute for good hand washing practices</p>				

		<p>handwashing facilities, social distancing measures, and training for all team. However, the business has a stock of Visors, face masks and gloves should which will be provided at any point to team should they wish.</p> <ul style="list-style-type: none"> • PPE will be available and must used for cleaning toilets, and also for administering first aid – please see first aid procedure for more information (appendix 2.) • As above as of 24th July legislation has changed and face coverings are now required when in a retail area, all our team in gallery clothing will be provided with a face covering. 					
		<p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will sent home and advised to follow stay at home guidance. Line managers will be in regular contact with the staff members during this time. • Staff are NOT authorised to come to work if they are showing symptoms or if they have come into contact with someone with Covid-19 symptoms and should follow the current government guidance on self isolating. • If advised that a member of staff or public has developed Covid-19 and were recently on our premises, the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. Visitors are advised to stay away in they are facing symptoms, we will offer flexible bookings if they can't attend, and they should call the 	<p>Regular internal communication channels and messaged will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>				

		<p>business to advise they have Covid-19 if they have visited the premises during the incubation period.</p> <ul style="list-style-type: none"> The business now has a no contact first aid procedure which advises what to do in this instance and can be found as an appendix to this document. <p>https://www.publichealth.hscni.net/</p>					
		<p>Drivers</p> <ul style="list-style-type: none"> Delivery drivers are to be shown to the nearest hand washing facility, whether that be alcohol rub station or toilet facility to wash their hands prior to entering premises and delivery goods, drivers and staff to maintain social distancing practices whilst delivery, receiving and signing for good. 	Management team will be trained on this new process.				
		<p>Contractors</p> <ul style="list-style-type: none"> All contractors must sign into the site office before commencing works to complete a health declaration form and read relevant procedures relating to their site visit and works, they will also receive a site brief from the relevant duty manager/or manager. All staff to advise contractors of this, and where practical contractors will be made aware of this new procedure before attending site. 	Management team will be trained on this new process.				
		<p>Mental Health</p> <p>The management team will promote the culture of openness and mental health and wellbeing awareness to staff during the coronavirus outbreak and will offer whatever support they can to help. Staff are reminded there is an open door policy at Wroxham Barns and we are always here to listen and help. Reference:</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	Regular communication of mental health information and open door policy for those who need additional support.				

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