

# STATION HOUSE COTTAGES

## RISK ASSESSMENT FOR SAFE REOPENING AND OPERATION OF HOLIDAY COTTAGES (COVID 19)

### RISK ASSESSMENT

#### CORONAVIRUS/ COVID-19 SAFE PARK REOPENING AND OPERATION

<b>Company Name:</b>	Station House Cottages	<b>Date of Issue:</b>	26 <sup>th</sup> June 2020
<b>Park Name:</b>	Station House Cottages	<b>Name of Assessor:</b>	Darren Ellis
<b>Date of Assessment:</b>	26 <sup>th</sup> June 2020	<b>Assessor's Signature:</b>	
Persons consulted on the completion of this Risk Assessment:			
<b>Name:</b>	<b>Job Title:</b>		
Darren Ellis	Owner		
Natalie Ellis	Owner		
All Staff			

#### HAZARDS – *What will cause or has the potential to cause harm?*

- A person with or carrying coronavirus coughing or sneezing on another person infecting them directly through inhalation
- Touching surfaces or objects contaminated with coronavirus and then touching the face

#### RISKS – *What could happen? What could the consequences of the hazards be?*

Contracting the virus causing illness or death.

#### PEOPLE AT RISK – *Who could be harmed? For example: staff, contractors and guests will be exposed to the hazards and risks above. Insert below the specific people at risk within these groups.*

- team members working in cottages
- contractors working on cottages
- friends or family visiting cottages to see residents
- residents living on park
- holidaymakers visiting cottages

#### LOCATION – *Where are the hazards located? Insert locations as appropriate for your park.*

- Offices
- Buildings where people who do not live together could gather
- Person to person contact in public places and spaces
- Accommodation between occupants and any visitors.

**GENERAL CONTROL MEASURES – What are you doing to control the risks?**

All the control measures identified below will, in combination, contribute to minimise the risks identified to an acceptable level.

Identify below whether the controls are in place and the individual responsible for the work.

No	Description	Yes	No	N/A	Responsible
1	Staff members briefed on the facts regarding the virus from government guidance	YES			Darren Ellis
2	Accommodation owner with understanding and more detailed knowledge of coronavirus identified and trained	YES			Darren Ellis
3	Staff members instructed in safe working procedures, such as social distancing and hand sanitising procedures to be followed when dealing with guests and other staff members	YES			Darren Ellis
4	Written procedures for ill or vulnerable staff members in place and communicated to all staff members	YES			Darren Ellis
5	Communications between staff members/management established (ideally electronically) to support social distancing.	YES			Darren Ellis
6	Accommodation guests provided with information, guidance and park rules related to coronavirus <b>prior</b> to arrival in line with BH&HPA Guidance: General considerations for reopening holiday accommodation	YES			Darren Ellis
7	All guest to confirm on check out that no one has been ill during their stay	YES			Darren Ellis
8	Anyone (colleagues, visitors etc) showing symptoms of coronavirus (fever and/or new dry cough) instructed to self-isolate at home in accordance with current government guidance on <a href="#">this link</a>	YES			Darren Ellis
9	Adequate supplies of all personal protective equipment (PPE) needed in stock, e.g.: <ul style="list-style-type: none"> <li>- Hand Sanitiser</li> <li>- Disposable Gloves</li> <li>- Face Masks</li> </ul>	YES			Darren Ellis
10	Staff Members provided with, and instructed in wearing suitable PPE: disposable gloves, aprons, face masks when cleaning areas	YES			Darren Ellis
11	Access to the cottages can be adequately controlled	YES			Darren Ellis
12	Information on accommodation rules re; access, hygiene practices and social distancing adequately signed	YES			Darren Ellis
13	Procedures in place for social distancing when meeting and greeting guests	YES			Darren Ellis

<b>GENERAL CONTROL MEASURES – What are you doing to control the risks?</b>					
All the control measures identified below will, in combination, contribute to minimise the risks identified to an acceptable level.					
Identify below whether the controls are in place and the individual responsible for the work.					
No	Description	Yes	No	N/A	Responsible
14	Any areas of the accommodation that may, when used, compromise the ability to social distance identified and either taken out of use, or, changes made to the way they are used e.g. one person at a time	YES			Darren Ellis
15	Procedures in place detailing what parts of accommodation will be cleaned and the frequency	YES			Darren Ellis
16	No social/group activities to be arranged or held within the accommodation. (Social distancing to be maintained at all times makes them impractical)	YES			Darren Ellis
17	Schedule in place for checking essential accommodation infrastructure prior to opening including arrangements for electrical and gas safety	YES			Darren Ellis
18	Third parties including contractors and suppliers sign in arranged (including advice to keep a social distance from staff and holiday guests)	YES			Darren Ellis
19	Customers regularly updated on park measures to best manage the outbreak and the facts regarding coronavirus, from BH&HPA and Government websites	YES			Darren Ellis
20	Hand washing and/or sanitising facilities in close proximity to entrances to and exits from, buildings and outdoor facilities still in use	YES			Darren Ellis
21	Staff members who need to have contact with customers (e.g. reception, maintenance) instructed to maintain social distance of at least 2m (or current government instruction)	YES			Darren Ellis
22	Hand washing/sanitising facilities scheduled for checks to ensure a continuous supply of soap or hand sanitiser of at least 60% and disposable paper towels	YES			Darren Ellis
23	In buildings still used as a workplace, an area/room identified for staff members who become ill whilst at work to be isolated (and call 111) Bike Storage Room	YES			Darren Ellis
24	Symptomatic and diagnosed caravan occupants or staff members instructed to completely self-isolate (at their home address)	YES			Darren Ellis
25	Adequate number of closed/lidded bins lined with disposable liners available for disposal of tissues and/or paper towels/cloths	YES			Darren Ellis
26	Waste from cleaning/decontamination: instruction that it must be double bagged, and staff directed on disposal	YES			Darren Ellis

<b>GENERAL CONTROL MEASURES – What are you doing to control the risks?</b>					
All the control measures identified below will, in combination, contribute to minimise the risks identified to an acceptable level.					
Identify below whether the controls are in place and the individual responsible for the work.					
No	Description	Yes	No	N/A	Responsible
27	Contactless payment in place	YES			Darren Ellis
28	Sanitiser provided within the accommodation	YES			Darren Ellis
29	Antibacterial spray available in all accommodation	YES			Darren Ellis
30	Legionella – all taps and showers run through at correct temperature prior to opening	YES			Darren Ellis

<b>SITE SPECIFIC ASSESSMENT</b>					
<b>Consider your park and its particular circumstances.</b>					
<i>Complete this table for any hazard, risk or control not included above and for any additional control measures in place or required.</i>					
No. <sup>1</sup>	Hazard	Risk	Control Measure	In place? Yes / No	Responsible

Completed 26/06/20 by Darren Ellis. To be reviewed frequently in line with any government guidance's / changes.