

-Person Assessing:	Jason Barber	Position Held	Health and Safety Advisor
Assessment Date:	19 th June 2020	Next Review Date:	19 th June 2021
Risk Assessment No:	Covid-19		

Description of Work:	Cleaning and maintaining holiday accommodation, this includes Loose Box, High Barsham, Greys Court, The Great East Barn, Little Barsham and Long Meadow.
Potential Hazards:	Exposure to Covid-19, Spread of Covid-19
COSHH Assessment No:	Refer to Barsham Barns COSHH assessments
Training Requirements:	Guidance is given to all employees and contractors

Persons at Risk:	Employees	Members of Public	Visitors	Other Workers	Young Persons	Sub-Contractors		
	✓	✓	✓	✓	✓	✓		

 **DO NOT CARRY OUT ANY TASK UNLESS YOU HAVE BEEN ADVISED ON COVID-10 IN ITS SAFE FOR YOU TO COMPLETE THE TASK YOU HAVE BEEN ASKED TO DO**

Safety Statement
 This method statement has been developed for your safety; *DO NOT change job method.*
 You are under statutory duty to make full and proper use of PPE issued to you.
If you are unable to perform your task for any reason, DO NOT CONTINUE, report it to your Manager.

PPE Requirements									
	Rubber Wellingtons	Hand protection	Protective Apron	Full Body Protective Clothing	Safety Specs	Chemical Splash Goggles	Face coverings	Face Shield	Supplied Air Respirator
	No	Yes	Yes	No	No	No	Yes	No	No

Emergency Arrangement Details:		
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Safe Working Procedure Checklist:

1. Pre-Operation:
 COVID-19 information, if you have symptoms of the illness when you are at home you should stay at home and self-isolate for at least 7 days. If you become ill at work, inform your manager, strictly avoid contact with other people and you should go home to self-isolate.
 Arrangements must be made for a number of people at risk of severe illness from coming in contact with Covid-19, this group includes those who are:

- Aged 70 or over (regardless of medical conditions)
- Under 70 with an underlying health condition listed below
- Chronic, long term respiratory disease such as asthma, COPD, emphysema or bronchitis.
- Chronic heart disease, such as heart failure
- Diabetes
- Problems with your spleen
- Weakened immune system
- BMI of 40 above
- Those who are pregnant

Safe Working Procedure Checklist:

- All employees will be provided with pre-opening training to ensure they understand and feel confident managing the physical distancing and hygiene aspects of their role. There will be guidance on how to handle unsafe conditions, emergency situations and the understanding that they have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others.
- All employees will be trained thoroughly on their core responsibilities and on Covid-19 related protocols, This will provide clear direction and guidance about what is expected from employees along with clear guidance regarding, when to stay away from work, what action to take if they become unwell and what symptoms to be concerned about.

Safe Working Procedure Checklist:

2. Control Measures:

- COVID-19, you must work to the government guidance on social distancing from any other persons in the premises, if this is not practical then you must wear a face-covering. The company supports their workers in wearing face coverings safely, whilst wearing face coverings you must also wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on and when removing it. When wearing a face covering avoid touching your face or face covering, as you could contaminate with germs from your hands. Change your face covering if it becomes damp, continue to wash your hands regularly, change and wash your face covering daily if the material is washable, wash in line with manufactures instructions. If not washable, dispose of it carefully in your usual waste.
- Personal protective equipment i.e. Face covering, hand protection and disposal apron must be worn where necessary.
- Individuals must not touch eyes, mouth, or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap for at least 20 seconds or sanitiser immediately.
- Hand hygiene procedures are in place and communicated to all employees, these being focused around coughing and sneezing into tissues which are to be disposed in a closed lid bin.
- Employees will be allowed regular breaks to wash hands.
- The company will be providing hand sanitiser where washing facilities are not available and required.
- If any employee develops a high temperature, a persistent cough or loss of taste and smell while at work, they should return home immediately and avoid touching anything. Any coughing or sneezing should be into a tissue and put in the bin, or if they do not have tissues, cough, and sneeze into the crook of the elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. If in isolation, to avoid emotional and physical stress, employees should attempt to introduce their own suitable control to mitigate impact. Controls include creating personal schedules, getting up at a reasonable time, carrying out homeworking in designated spaces, allowing for breaks ensuring lunch is obtained throughout the day. Please inform your manager regarding these issues.
- Anyone who has a high temperature, a new persistent cough or loss of taste and smell should NOT come into work and should follow the guidance for self-isolation. Anyone who is classed as a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant) should NOT come into work and follow the guidance on self-isolation. Anyone who is living with someone in self-isolation or a vulnerable person should NOT come into work and follow the guidance on self-isolation. Please inform your manager regarding these issues.
- If a member of staff has helped someone who has become unwell with a new continuous cough, high temperature or loss of taste or smell, they do not need to go home unless they develop symptoms themselves.
- When moving and cleaning of all laundry fabrics, face coverings and disposable gloves must be worn at all times. All used laundry will be removed and replaced by an external company.
- All rubbish should be put straight into a bin that is provided and not left for someone else to clean up.
- Wherever possible employees should travel to work alone using their own transport, the company will put consideration into how someone taken ill will get home. If employees have no option to share transport, vehicles will need to be cleaned extensively using gloves and standard cleaning products, with emphasis on handle and other areas where passengers may touch. If there is no option to share transport, the journey should be shared with the same individual and with the minimum number of people at any one time. Good ventilation should be used (i.e. keeping windows open) and facing away from each other may help to reduce the risk of transmission.
- Employees will be reminded on a daily basis of the importance of social distancing whilst at work.
- Employees will be reminded that wearing gloves is not a substitute for good hand washing.

- All employees are briefed to follow government and scientific guidelines in all situations.
- All hard surfaces will be cleaned by a product called Peritab, you must follow the manufactures guidance regarding dilution ratio. This is available for all employees to follow.
- All soft furnishing will be sprayed with Peritab.
- All crockery and utilities will be fully washed between each guests' bookings.
- Hand sanitiser will be available in each barn for guest use.
- All electrical equipment will be wiped down with sanitiser wipes not sprayed, rather than being sprayed due to the spray being used will be water based.
- Books and magazines will be removed from the barns including some of the decorative pieces.
- Frequent handwashing is essential and is the responsibility of all employees and guests, notices will be displayed within the barns reminding everyone the importance of frequently washing their hands with soap and water for at least 20 seconds, where washing facilities are not provided hand sanitiser will be available.
- We advise employees to work back to back or side by side, rather than face to face where possible.
- The company will ensure extremely vulnerable persons are shielding themselves and following their specific medical advice.
- All office staff will be responsible for sanitising their desks and equipment before and after use.
- Only one employee will be allowed in the office kitchen area at any one time.
- No guests will be allowed in the office area.
- The hot tub and games room will stay closed until further guidance from the government.
- When possible, open all windows and doors when cleaning the barns to allow fresh air circulation.

Maintenance and Gardening Control Measures

- All repairs or maintenance required within the barns should try to be carried out before guest arrival or after their departure, if this cannot be carried out, employees that are not able to keep safe distance from work colleagues or guest in the working environment will be required to wear face coverings and disposable gloves.
- Disposable gloves must be worn at all times.
- All equipment I.e. tools, ladders etc will need be sanitised before and after every use.

Contractors Control Measures:

- It will be still necessary for contractors to visit the barns to carry out statutory periodic inspection and essential repairs, any access will need to be agreed by the manager on the condition that the visit is absolutely necessary and it is carried out in accordance with the business guidelines.
- All contractors will be issued with an COVID-19 contractors risk assessment before commencing any work on the premises, and full instructions regarding personal protective equipment that should be worn in designated areas.
- The manager will make arrangements for the contractors to be met at the agreed place and time, whilst adhering to social distancing and they will be briefed on the following business guidelines.
- Agreement of tasks that will take place and how this will be achieved.
- Location of hand washing facilities and allocation of toilet facilities will be instructed to them.
- Contact numbers will be available to enable the contractor to communicate with employees to prevent unnecessary contact or movement around the premises
- All contractors will be required to provide a Covid-19 risk assessment.

Safe Working Procedure Checklist:

3. Post Operation:

- All work areas are to be left in a clean condition and all aspects of health and safety with regards to the immediate work area should be left safely, whilst conducting a visual inspection to ensure protection is in place and that there is no risk to COVID-19 to themselves or others.
- All cleaning schedules sheets must be filled in and handed to the manager at the end of the day.

Other Instructions:

- COSHH assessments must be reviewed and amended by a competent person prior to its use if required.
- It is the employer's responsibility to make sure a suitable assessment is undertaken when there is a risk of expose or spread of COVID-19.

General Emergency Procedure:

- In an emergency, for example, an accident or fire people do not have to stay 2 metres apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.
- **Emergency Contact Numbers/Arrangements:** Make sure you are aware of the telephone numbers of the people you would need to contact in the event of an emergency situation **BEFORE** you commence work and that you have a method of contacting them in place should it be necessary.

Approved for Use By:

Name:	Jenny Dale	Position:	Owner	Signature:	J Dale	Date:	19 th June 2020
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