

## RISK ASSESSMENT - SAFE PARK REOPENING AND OPERATION

RISK ASSESSMENT TEMPLATE	
CORONAVIRUS/ COVID-19 SAFE PARK RE-OPENING AND OPERATION	
<b>Company Name: Noteworthy Farm Caravan&amp; Campsite</b>	<b>Date of Issue: 07/06/2020</b>
<b>Park Name: Noteworthy</b>	<b>Name of Assessor: J Snook-Bevis</b>
<b>Date of Assessment: 17/06/2020</b>	<b>Assessor's Signature:</b>
Persons consulted on the completion of this Risk Assessment:	
<b>Name:</b>	<b>Job Title:</b>
Mark Snook-Bevis	Co-owner
Julieann Snook-Bevis	Co-Owner
<b>HAZARDS – <i>What will cause or has the potential to cause harm?</i></b>	
<ul style="list-style-type: none"> <li>a person with or carrying coronavirus coughing or sneezing on another person infecting them directly through inhalation</li> <li>touching surfaces or objects contaminated with coronavirus and then touching the face.</li> </ul>	
<b>RISKS – <i>What could happen? What could the consequences of the hazards be?</i></b>	
Contracting the virus causing illness or death.	
<b>PEOPLE AT RISK – <i>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.</i></b>	
<ul style="list-style-type: none"> <li>team members working and/ or living on park</li> <li>contractors working on park</li> <li>friends or family visiting park to see residents/private owners</li> <li>private caravan owners</li> <li>holidaymakers visiting park</li> </ul>	
<b>LOCATION – <i>Where are the hazards located? Insert locations as appropriate for your park.</i></b>	
<ul style="list-style-type: none"> <li>offices</li> <li>buildings where people who do not live together could gather</li> <li>staff off-duty areas</li> <li>person to person contact in public places and spaces</li> <li>accommodation between occupants and any visitors.</li> </ul>	
<b>GENERAL CONTROL MEASURES – <i>What are you doing to control the risks?</i></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
1	Team members briefed on the facts regarding the virus from government websites (Appendix 1 of this guidance)	Y			J Snook-Bevis
2	A manager (and deputy) or the park owner with understanding and more detailed knowledge of coronavirus identified and trained	Y			J Snook-Bevis M Snook-Bevis
3	Team members instructed in safe working procedures, such as social distancing and hand sanitising procedures to be followed whilst dealing with customers and other team members.	Y			J Snook-Bevis M Snook-Bevis
4	Written procedures for ill or vulnerable team members in place and communicated to all team members.			N/A	
5	Communications between team members/ management established (preferably electronically) to support social distancing.	Y			J Snook-Bevis M Snook-Bevis
6	Caravan owners and holidaymakers provided with information, guidance and park rules related to coronavirus <b>prior</b> to arrival on park in line with BH&HPA Guidance: General considerations for reopening holiday parks.	Y			J Snook-Bevis M Snook-Bevis
7	Holiday makers required to confirm on check out that no-one has been ill in the accommodation and that the accommodation has been left ventilated.	Y			J Snook-Bevis M Snook-Bevis
8	Anyone (colleagues, visitors, etc.) showing symptoms of coronavirus (fever and/or new dry cough) instructed to self-isolate in accordance with current government guidance on this <a href="#">link</a> .	Y			All
9	Adequate supplies of all personal protective equipment (PPE) equipment needed in stock, e.g: <ul style="list-style-type: none"> <li>• - hand sanitiser</li> <li>• - disposable gloves</li> <li>• - disposable aprons</li> <li>• - disposable cloths</li> <li>• - disposable mop heads</li> <li>• - bin bags</li> </ul>	Y			J Snook-Bevis M Snook-Bevis
10	Team members provided with, and instructed in wearing, suitable PPE: minimum disposable apron and gloves when cleaning/ decontaminating areas.	Y			All
11	Access to the park can be adequately controlled e.g. a physical barrier.			N/A	
12	Information on park rules re: access, hygiene and social distancing adequately signed around the park.	Y			J Snook-Bevis M Snook-Bevis

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
13	Procedures in place for social distancing in meeting and greeting caravan owners and holidaymakers.	Y			J Snook-Bevis M Snook-Bevis
14	Any areas of the park 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. a one-way system set up.	Y			J Snook-Bevis M Snook-Bevis
15	Procedures in place detailing what areas on park will be cleaned/ decontaminated and the frequency.	Y			J Snook-Bevis M Snook-Bevis
16	Disposable cloths, mopheads etc. in stock to be used for cleaning/ decontamination.	Y			J Snook-Bevis M Snook-Bevis
17	No social/group activities to be arranged or held on park. (Social distancing to be maintained at all times makes this impractical)	Y			J Snook-Bevis M Snook-Bevis
18	Schedule in place for checking essential park infrastructure prior to opening including arrangements for Legionella, electrical and gas safety.	Y			M Snook-Bevis
19	Third parties including contractors and suppliers sign-in arranged (including advice to keep a social distance from colleagues, team members, and any caravan owners, holidaymakers or guests.)	Y			J Snook-Bevis M Snook-Bevis
20	Customers regularly updated on park measures to best manage the outbreak and the facts regarding coronavirus, from BH&HPA and Government websites.	Y			J Snook-Bevis M Snook-Bevis
21	Hand washing and/or sanitising facilities in close proximity to entrances to, and exits from, buildings and outdoor facilities still in use.	Y			J Snook-Bevis M Snook-Bevis
22	Team members who need to have contact with customers or caravan occupants (e.g. reception, essential maintenance or delivering gas bottles) instructed to maintain social distance of at least 2m (or current government instruction).	Y			J Snook-Bevis M Snook-Bevis
23	Team members instructed not to share any vehicles as far as possible. If this is unavoidable team members briefed as in <a href="#">BH&amp;HPA guidance</a>			N/A	
24	Maintenance team members instructed not to work alone in high risk activities.	Y			J Snook-Bevis M Snook-Bevis
25	Hand washing/ sanitising facilities scheduled for checks to ensure a continuous supply of soap or hand sanitiser of at least 60% alcohol and disposable towels.	Y			J Snook-Bevis M Snook-Bevis

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

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

No.	Description	Yes	No	N/A	Responsible
26	In buildings still used as a workplace, an area/room identified for team members who become ill whilst at work to be isolated (and call 111).	Y			J Snook-Bevis M Snook-Bevis
27	Welfare facilities such as staff rooms/ break areas or food prep areas identified for team members who have been instructed in safe use.			N/A	
28	Symptomatic and diagnosed caravan occupants or team members instructed to completely self- isolate (usually at home).	Y			J Snook-Bevis M Snook-Bevis
29	Adequate number of closed/ lidded bins lined with disposable liners available for disposal of tissues and/ or paper towels.	Y			J Snook-Bevis M Snook-Bevis
30	Pregnant team members advised to follow guidance from the Royal College of Obstetricians & Gynaecologists <a href="#">on this link</a> .			N/A	
31	Waste from cleaning/ decontamination: instruction that it must be double bagged and staff directed on disposal.	Y			J Snook-Bevis M Snook-Bevis
32	Contactless payment in place	Y			J Snook-Bevis M Snook-Bevis

#### SITE SPECIFIC ASSESSMENT

**Consider your park and its particular circumstances.**

*Complete this table for any hazard, risk or control not included above and for any additional control measures in place or required.*

No.	Hazard	Risk	Control Measure	In place? Yes / No	Responsible
1					
33					

**Supporting Information: This is a Family run business with no external employees, every person who is involved with the every day running of the business has been up dated on all Covid policies and procedures and will continue to be so.**