

RISK ASSESSMENT 2021

Brook Lodge Farm Camping and Caravan Park

RISK ASSESSMENT TEMPLATE - SAFE PARK REOPENING AND OPERATION

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CORONAVIRUS/ COVID-19 SAFE PARK RE-OPENING AND OPERATION

Company Name:	Brook Lodge Farm Ltd.	Date of Issue:	1 st June 2021
Park Name:	Brook Lodge Farm Camping and a Caravan Park	Name of Assessor:	Deborah House
Date of Assessment:	June 1 st 2021	Assessor's Signature:	D.J.House
Persons consulted on the completion of this Risk Assessment:			
Charlotte Ripper		Campsite assistant and receptionist	
Ian Damerall		Groundsman	

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
- virus as an aerosol suspended in air is inhaled by team members or customers.

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 and/ or living on park
- contractors working on park
- friends or family visiting park to see touring pitches
- delivery workers
- holidaymakers visiting park
- day visitors

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

- offices
- buildings where people who do not live together could gather
- staff off-duty areas and shared accommodation
- person to person contact in public places and spaces
- accommodation between occupants and any visitors.

GENERAL CONTROL MEASURES – <i>What are you doing to control the risks?</i>					
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 https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance - guidance for the public government websites (Appendix 1 of this guidance)	X			D.H.
2	A manager (and deputy) or the park owner with understanding and more detailed knowledge of coronavirus identified and trained.	X			D.H.
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.	X			D.H.
4	Written procedures for ill or vulnerable team members in place and communicated to all team members.				D.H.
5	Communications between team members/ management established (preferably electronically) to support social distancing.			X	D.H.
6	Holidaymakers provided with information, guidance and park rules related to coronavirus prior to arrival on park in line with BH&HPA Guidance: General considerations for reopening holiday parks.	X			D.H.
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.			X	D.H.
8	Anyone (colleagues, visitors, etc.) showing symptoms of coronavirus (fever, new dry cough and/or loss of taste or smell) instructed to self-isolate in accordance with current NHS guidance on this link .			X	D.H.
9	Adequate supplies of all PPE etc. equipment needed in stock, e.g.: <ul style="list-style-type: none"> • hand sanitiser • disposable gloves • disposable aprons • disposable cloths • disposable mop heads • bin bags • face coverings 	X			D.H.
10	Team members provided with, and instructed in wearing, suitable PPE: minimum disposable apron and gloves when cleaning/ decontaminating areas.	X			D.H.
11	Access to the park can be adequately controlled e.g. a physical barrier.	X			D.H.

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No.	Description	Yes	No	N/A	Responsible
12	Information on park rules re: access, hygiene and social distancing adequately signed around the park.	X			D.H.
13	Procedures in place for social distancing in meeting and greeting caravan owners and holidaymakers.	X			D.H.
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.	X			D.H.
15	Procedures in place detailing what areas on park will be cleaned/ decontaminated and the frequency.	X			D.H.
16	Disposable cloths, mopheads etc. in stock to be used for cleaning/ decontamination.	X			D.H.
17	No social/group activities over 30 persons to be arranged or held on park. (Social distancing to be maintained at all times makes this impractical)	X			D.H.
18	Schedule in place for checking essential park infrastructure prior to opening including arrangements for Legionella, electrical and fire safety.	X			D.H.
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.)	X			D.H.
20	Customers regularly updated on park measures to best manage the outbreak and the facts regarding coronavirus, from BH&HPA and Government websites.	X			D.H.
21	Hand washing and/or sanitising facilities in close proximity to entrances to, and exits from, buildings and outdoor facilities still in use.	X			D.H.
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).	X			D.H.
23	Team members instructed not to share any vehicles as far as possible. If this is unavoidable team members briefed as in <u>BH&HPA guidance</u>	X			D.H.
24	Maintenance team members instructed not to work alone in high risk activities.	X			D.H.
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.	X			D.H.

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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).	X			D.H.
27	Welfare facilities such as staff rooms/ break areas or food prep areas identified for team members who have been instructed in safe use.	X			D.H.
28	Symptomatic and diagnosed caravan occupants or team members instructed to completely self-isolate (usually at home).	X			D.H.
29	Adequate number of closed/ lidded bins lined with disposable liners available for disposal of tissues and/ or paper towels.	X			D.H.
30	Pregnant team members advised to follow guidance from the Royal College of Obstetricians & Gynaecologists on this link .	X			D.H.
31	Waste from cleaning/ decontamination: instruction that it must be double bagged and staff directed on disposal.	X			D.H.
32	Contactless payment in place	X			D.H.
33	Track and trace measures detailed and in place	X			D.H.

SITE SPECIFIC ASSESSMENT					
<i>Consider your park and its particular circumstances.</i>					
<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. ¹	Hazard	Risk	Control Measure	In place? Yes / No	Responsible
34	Uneven ground	Falling over or tripping and causing injury	Warning sign pointing out the uneven area.	yes	D.H.
35	Pets i.e. dogs	Contamination of facilities' and running around.	Dogs must be kept on leads at all times to avoid damage, disruption to wildlife and other guests, or injury with vehicles and equipment. Dogs are not allowed in the toilet facilities or family washroom.	yes	D.H.

¹ Continue numbering from previous table

Supporting Information: Reference to general control measures no. 1- 22.

- **Have doors and windows open when checking in guests.**
- **If possible, 1 person in reception/shop at any one time.**
- **Ask guests to wear a mask unless exempt.**
- **Clean card machine every time used with disinfectant wipe and spray door handles 3 x daily, as well as vending machines, fridges, computer equipment, surfaces etc.**
- **Perspex screen in place at reception check-in.**
- **No more than 5 persons in shower block at any one time.**
- **Only 1 person at a time in the laundry.**
- **Hand sanitizer at entrance to buildings/toilets.**
- **Windows and doors left open 24 hours for constant airflow.**
- **Sink and urinals taped off to allow social distancing when using facilities.**
- **We use a fogger with disinfectant in washrooms before we go in to do the deep cleaning, as to protect our staff and help reduce the possibility of Covid 19.**
- **Following a Covid 19 risk assessment in early 2020 we invested in building a new shower block and function room at the lower end of the park increasing wash room facilities (20% more sinks, 33% more showers and 25% more toilets) thus enhancing social distancing as groups do not need to use main facilities at all and in August half the tourers will use the lower facility block and half will use the main block so guests will be evenly spread across the park.**
- **Relocation of chemical waste disposal and bins/recycling to enhance social distancing.**
- **Creation of seating area with removal of some paths to allow easier social distancing.**
- **Removal of kettle and microwave in the open barn communal area to reduce cross contamination.**
- **Leaflet stand relocated to open barn from inside reception.**
- **Extra space between pitches.**
- **All guests register at reception and time of arrival noted for NHS covid track and trace.**
- **Display of QR code in reception window for NHS covid track and trace.**
- **Extra cleaning programme in facilities.**
- **If guest shows Covid symptoms they have call reception and then call 111. the Covid isolation zone is their individual pitch and will be allocated the family bathroom for their use only.**
- **Display of covid posters on notice board.**

Reference to general control measures 23-33.

- **All team members have access to free masks, visors, gowns, and hand sanitizer.**
- **If feeling ill or vulnerable, they inform the managing director immediately by**

phone/email/face to face.

- **The facility building will be cleaned 3 x daily, including one deep clean a day.**
- **All hand sanitizer/towels/soap/toilet rolls checked 3 x daily during each clean.**
- **No staff to collect fire pits unless instructed.**
- **Staff not to use ladders or electrical garden tools i.e. hedge cutters, chainsaws, grass cutters, unless trained.**
- **If staff show symptoms of coronavirus, the isolation room will be the well ventilated open barn or employees car if inclement weather.**

This is general guidance on general questions, as at the date of publishing. It does not deal with your specific circumstances or constitute professional advice. You should take into account the specific circumstances of your business. You also should take into account that things change. No representation or warranty (express or implied) is given as to the accuracy or completeness of the guidance, and, to the extent permitted by law, BH&HPA and Chiltern Consulting, their employees and advisers do not accept or assume any liability, responsibility or duty of care for any consequences (including death or personal injury) of you or anyone else acting, or refraining to act, in reliance on this guidance or for any decision based on it.