

SAFE PARK REOPENING AND OPERATION (COVID19)

RISK ASSESSMENT

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

Company Name:	AJ & SL White	Date of Issue:	20 th June 2020
Park Name:	Old Oaks Touring Park	Name of Assessor:	Tara White
Date of Assessment:	20 th June 2020	Assessor's Signature:	
Persons consulted on the completion of this Risk Assessment:			
Name:	Job Title:		
James White	Manager		
Tara White	Manager		
All wardens and cleaners			

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 and/ or living on park
- contractors working on park
- friends or family visiting park to see residents/private owners
- residents living on park
- private caravan owners
- holidaymakers visiting park

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 – 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	Team members briefed on the facts regarding the virus from <u>government websites (Appendix 1 of this guidance)</u>	YES			Tara White
2	A manager (and deputy) or the park owner with understanding and more detailed knowledge of coronavirus identified and trained	YES			Tara White
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.	YES			Tara White
4	Written procedures for ill or vulnerable team members in place and communicated to all team members.	YES			Tara White
5	Communications between team members/ management established (preferably electronically) to support social distancing.	YES			Tara White
6	Caravan owners and 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.	YES			Tara White
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.	YES			Tara White
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 link .	YES			Tara White
9	Adequate supplies of all personal protective equipment (PPE) equipment needed in stock, e.g: <ul style="list-style-type: none"> - hand sanitiser - disposable gloves - disposable aprons - disposable cloths - disposable mop heads - yellow bin bags 	YES			Tara White
10	Team members provided with, and instructed in wearing, suitable PPE: minimum disposable apron and gloves when cleaning/ decontaminating areas.	YES			Tara White
11	Access to the park can be adequately controlled e.g. a physical barrier.	YES			Tara White
12	Information on park rules re: access, hygiene and social distancing adequately signed around the park.	YES			Tara White

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

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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). Tourist information room (closed to guests)	YES			Tara White
27	Welfare facilities such as staff rooms/ break areas or food prep areas identified for team members who have been instructed in safe use.	YES			Tara White
28	Symptomatic and diagnosed caravan occupants or team members instructed to completely self-isolate (usually at home).	YES			Tara White
29	Adequate number of closed/ lidded bins lined with disposable liners available for disposal of tissues and/ or paper towels.	YES			Tara White
30	Pregnant team members advised to follow guidance from the Royal College of Obstetricians & Gynaecologists on this link .			N/A	Tara White
31	Waste from cleaning/ decontamination: instruction that it must be double bagged and staff directed on disposal.	YES			Tara White
32	Contactless payment in place	YES			Tara White
33	Personal bottle of sanitiser provided to each guest	YES			Tara White
34	Risk assessment provided by outside suppliers	YES			Tara White
35	Legionella – all taps run through at correct temp prior to opening				

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

Completed 20/06/20 by Tara White. To be reviewed frequently in line with any government guidances / changes.