

# COVID-19 Risk Assessment

**All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.**

This risk assessment is prepared using current information of COVID-19 controls in circulation at the date of issue/review. We have worked to identify the hazards from COVID-19 that are the priorities in Mill Meadow and its properties. This assessment is completed alongside [HSE Working Safely During the Coronavirus Outbreak - A Short Guide](#). Additional hazards may also be included. This risk assessment should be reviewed against new government guidance as and when this is released.

We recognise that accommodation should not open before the confirmation from HMGov as to do so will be breaking the law (if providing overnight accommodation for non-key workers).

Re-opening is only permitted by meeting the Government Guidelines<<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>> and having a Risk Assessment in place relevant to the current HMGov guidance e.g. 2 metre Social Distancing.

The 4th July is a 'conditional' date for re-opening that could be changed/delayed at any time and is totally dependent on any emerging medical, clinical or scientific evidence regarding the development of the COVID-19 pandemic.

We all have to wait for the Government to announce that we can open BEFORE we can re-open, (like they did with the schools returning and non-essential retail opening on 15th June), and also the final guidance for re-opening but in the meantime it is prudent we plan as best we can.

COVID-19 Compliance will materially change the 'normal' product offering and/or normal service offered by Mill Meadow and its property owners. Some owners may make the decision to delay opening because of this or to operate differently.

Local Authorities will carry out spot checks regarding the necessary Risk Assessments being in place, follow up any public concerns and provide additional support.

COVID Secure-19 Staff Training - The Government are hosting free COVID-19 Secure webinars to support businesses with reopening, to find out more and to register visit<<https://www.eventbrite.co.uk/o/department-for-business-energy-and-industrial-strategy-18685150848>> -

**Organisation name: Mill Meadow (Taunton) Management Co Ltd**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"><li>▪ Staff</li><li>▪ Guests &amp; Visitors</li><li>▪ Suppliers</li><li>▪ Contractors</li></ul> Vulnerable groups	<b>FOR ALL AT RISK</b>  The following have been reviewed and updated for all at risk: <ul style="list-style-type: none"><li>• Travel to/from Mill Meadow</li></ul>	<b>Further Considerations:</b>  Initial reviews will be frequent to both assess the effectiveness and also adjust for HMGov updates.	CJH	Ongoing	

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This document is guidance for good practice it does not constitute legal advice. You should undertake your own risk assessment before adopting or applying any of this guidance and, if necessary, seek your own legal opinion.

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	<p>such as pregnant workers and those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<ul style="list-style-type: none"> <li>• Social Distancing Controls</li> <li>• Entry to Mill Meadow</li> <li>• Arrival/Departure procedures</li> <li>• Personal Hygiene</li> <li>• Cleaning processes</li> <li>• Cleaning products</li> </ul> <p><b>Staff</b> Given the nature of the work the majority requires attendance onsite and therefore it is through amended processes and working practices that we strive to achieve as safe an environment as is reasonably possible..</p> <p><b>Work From Home where possible</b> Where possible staff are encouraged to work from home for team meetings and other occasions where attendance is not required.</p> <p><b>Vulnerable Groups</b> Where possible staff who are shielding or in higher-risk groups are encouraged to continue working from home.</p> <p>Where such staff cannot work from home we have lowered the risk for the activity where they will be greater protection and processes have been adapted to apply social distancing and stringent sanitation to reduce risk.</p> <p><b>TRAVELLING TO/FROM MILL MEADOW</b></p> <p><b>Staff:</b></p>	<p><b>Visitors:</b></p> <p>Guests will have completed registration process via booking form.</p> <p>Non resident visitors to guests are already required to register in advance.</p> <p>Deliveries are not controlled and these have increased therefore</p> <p><b>Further Considerations:</b> Where additional staff car parking might be required a designated area has been identified.</p>			

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		<p>Staff are able to park cars onsite and normally adjacent to the place of work for each shift.</p> <p>Given many staff are local they are able to walk/cycle to work.</p> <p>Public transport, other than taxi, is not readily used or available due to our rural location.</p> <p>Staffing of each shift has been adjusted to reduce numbers/density and so provide for significantly greater social distancing than the 2m required.</p> <p><b>Guests</b>            Guests to be guided towards HMGov advice on their journey to and from Mill Meadow particularly around public transport and car sharing.</p>	<p>Guidance issued to staff regarding public transport and car share.</p>			

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		<p><b>SOCIAL DISTANCING CONTROLS</b></p> <p>Social distancing across Mill Meadow is achievable due to the available space and relatively low numbers of persons onsite at any time but in the event it is not then other controls are in place.</p> <p><b>Staff/Contractors/Suppliers:</b></p> <p>Guests are required to vacate work areas.</p> <p>Where Guests are resident and essential work is required staff will wear full PPE and clean the work area before and after the task.</p> <p>For routine tasks the number of persons in any work area have been reduced to comply with the 2-metre rule.</p> <p>Work schedules have been reviewed including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</p> <p>Face to face working should not normally now take place.</p> <p>Break times and procedures have been redesigned in line with 2m rule.</p> <p>Conference calls are being used instead of face to face meetings.</p> <p><b>Guests/Visitors</b></p>	<p><b>Further Considerations:</b></p> <p>Use of tape to mark out 2m distance at entry points is not practical.</p> <p>Staff to be reminded at the start of each shift of the importance of social distancing both in the workplace and outside of it and also in the new working practices.</p> <p>Management will carryout visual checks to ensure this is adhered to.</p> <p><b>Further Consideration:</b></p> <p>Examine all tasks to identify where contact of less than 2m is required. E.g. mattress checking and turning. And prepare method statement/guidance</p> <p><b>Further Consideration:</b></p>	House Keeping		

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		<p>Signage is in place and information will be highlighted in correspondence on the website and other core sources of information.</p> <p><b>ENTRY TO MILL MEADOW</b></p> <p>A one-way system has been considered but signing is not practical or required given the new working practices.</p> <p>Where additional entry points are available those should be unlocked for staff to use.</p> <p><b>Contractors/Suppliers:</b> Will be required to submit documentation confirming their Covid Secure processes for approval before gaining entry to Mill Meadow.</p> <p><b>ARRIVAL / DEPARTURE PROCEDURES</b></p> <p>The site is now to be gated and entry/egress strictly controlled.</p> <p>Hand sanitising stations will be at the main site entrance. No one can enter Mill Meadow who is experiencing symptoms or is isolating.</p> <p><b>Staff/Contractors/Suppliers:</b> Procedures have been reviewed and only essential access will be allowed to contractors and suppliers who will need to be escorted.</p>	<p>Property owners/managers have a duty to enforce social distancing and all other HMGov regulations and so should maintain records of checks and any incidents.</p>			

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		<p><b>Guests:</b> Entry to the site will be via pre coded remote units that will be assigned to specific properties and disinfected between guests.</p> <p>Arrival will now be paperless with alternative systems put in place to provide for reduced contact but remembering that an appropriate welcome is both part of the experience, will serve to reassure guests and is essential in terms of risk management and inclusivity, particularly with guests who have specific needs.</p> <p><b>Visitors:</b> To become Covid Secure Mill Meadow will be closed to non-residents. As has been the case pre Covid 19 visitors will be required to obtain the prior written consent of the site manager so that overall numbers can be monitored and controlled if required.</p> <p>This is even more relevant now as part of the whole site bio security provisions which we recognise will have an impact on some guests and owners.</p>	<p><b>Further Considerations:</b> Review guest arrival process for each property and produce written property specific guide for guests to follow. Such guidance should cover core elements:</p> <ul style="list-style-type: none"> <li>• Identify guests</li> <li>• Access to site</li> <li>• Access to keys</li> <li>• Safety and information briefing</li> <li>• Q &amp; A</li> </ul> <p>Supplementing/replace the current welcome correspondence with a video call which will be far more personal and allow Q &amp; A plus provide reassurance to the guest.</p>			

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		<p><b>PERSONAL HYGIENE</b></p> <p>To help reduce the spread of coronavirus (COVID-19) we actively remind everyone of the public health advice            - <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Hand wash facilities/sanitiser stations have been provided at entrances and other key points with signage:</p> <ul style="list-style-type: none"> <li>• Main site entrance</li> <li>• Recycling Centre</li> <li>• Lake area entrance</li> <li>• Summer House</li> <li>• Entrance to each property (by owners)</li> </ul> <p><b>Staff/Contractors/Suppliers:</b>            Staff are briefed at the start and end of each shift.</p> <p>Contractors are to be briefed and escorted to the work area where they are managed by the property owner/manager.</p> <p>Suppliers are required to be met at the main entrance and escorted to and from the point of delivery by the recipient.</p> <ul style="list-style-type: none"> <li>▪ Hand washing facilities with soap and water in place.</li> <li>▪ Stringent hand washing taking place.</li> <li>▪ Hand washing guidance communicated to staff at the start of each shift and through signage.  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> </ul>	<p><b>Further Considerations:</b></p> <p>Review initial signage through feedback and supplement/adjust as appropriate</p> <p>Posters, leaflets and other materials are available for display.  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>			

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		<ul style="list-style-type: none"> <li>▪ Drying of hands with disposable paper towels.</li> <li>▪ <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>▪ Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>▪ <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>▪ Gel sanitisers in any area where washing facilities not readily available</li> <li>▪ Tissues/paper or single use towels are available</li> </ul> <p><b>Guests/Visitors:</b> Signage has been installed and guests will be directed to the same information as staff via the Covid Secure web page.</p> <p><b>INFORMATION AND GUIDANCE</b></p> <p>We will keep informed of developments and Government advice via the online email notification service and other sources.</p> <p>Notifications to stakeholders will be via the Covid Secure web page.</p> <p><b>All at Risk:</b> Will be notified of key findings of RA before returning to work and kept updated on required amendments via the Covid Secure web page and other means.</p>				



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		<p><b>CLEANING PROCEDURE</b> In order to achieve as safe and environment as we reasonably can we have assessed the need to manage from the assumption all who enter the site are carriers of the virus.</p> <p>This is based on the information around asymptomatic carriers and the pre symptomatic shedding of the virus.</p> <p>Two approaches are considered appropriate:</p> <ol style="list-style-type: none"> <li>1. Leave the area secure and empty for 72 hours before commencing cleaning</li> </ol> <p>And/or</p> <ol style="list-style-type: none"> <li>2. Employ alternative disinfection i.e."fogging"</li> </ol> <p><b>All at Risk:</b> Reminded of the importance of frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p><b>Staff:</b></p> <p><b>Work Clothing</b> Staff are required not to travel to/from work in work clothing. Staff are required to change into clean work clothing on arrival and change into other clothes at the end of their shift or into new clean clothes when moving between properties.</p>	<p><b>Further Considerations:</b> Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Increased cleaning regime implemented.</p> <p><b>This system implemented assessment</b></p> <p><b>Further considerations:</b> Remove non-essential item that might provide a host surface for the virus and produce a reduced inventory:  For example:</p> <ul style="list-style-type: none"> <li>• Board games</li> <li>• Books</li> <li>• DVDs</li> <li>• Soft furnishings</li> <li>• Excess crockery, pans, cutlery</li> <li>• Salt and Pepper and other condiments (provide sachets as an alternative)</li> </ul>	<p>Property Owner</p> <p>CJH</p>	<p>Ongoing</p> <p>9.6.20</p>	<p>June 2020</p>

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		<p>When guests are present over shoes are to be worn and changed between properties.</p> <p><b>Guests/Visitors:</b> Provide approved sanitiser spray to guests for use in properties.</p> <p><b>PPE</b> Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p><b>Staff/Contractors/Suppliers:</b></p> <p><b>Face Coverings:</b> Other than in particular situations of need when approved face masks are required Staff/Contractors/Suppliers are guided to wear a face covering when within properties.</p> <p><b>Wearing of Gloves</b> The Risk Assessment identifies the wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b>Respiratory Protective Equipment (RPE)</b> The role of PPE in providing additional protection against COVID-19 is extremely limited. However,</p>	<p><b>Further Considerations:</b> Can some used Staff PPE be treated by fogging and made available to the user for re-use.</p> <p><b>Further Considerations:</b> Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p><b>Further Considerations:</b> To minimise the risk of transmission of COVID-19 during face-fit testing the</p>			

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		<p>if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly</p> <p>Where RPE is a requirement for risks associated with the work undertaken ensure the following is also considered: e.g.</p> <ul style="list-style-type: none"> <li>▪ Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face.</li> <li>▪ A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.</li> <li>▪ Provision of storage bags for any reusable RPE.</li> </ul> <p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. If possible (mild symptoms) the</p>	<p>following additional measures should be carried out –</p> <p>Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).</p> <p>Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)</p> <p>Training on putting on and taking off RPE should be provided.</p> <p>Reference <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p> <p><b>Further Considerations:</b> Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p>			

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		<p>employee could be encouraged to work from home.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><b>Drivers</b> Procedures will be in place for drivers to ensure adequate welfare facilities available during their work - Reference <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a></p> <p>COVID-19-guidance on freight transport.</p> <p>Persons must not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><b>Mental Health</b> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p><b>Further Considerations:</b> Communicate with companies who deliver to us to advise limited welfare facilities and new delivery requirements.</p> <p><b>Further Considerations:</b> Regular communication of mental health information and an open door policy for those who need additional support are recommended.</p>			

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			Regular one to one vmeeting with staff.			

Employers with five or more employees must have a written health and safety policy and risk assessment. It is important you discuss your assessment and proposed actions with staff or their representatives. You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities. [For further information and to view other example risk assessments go to http://www.hse.gov.uk/risk/casestudies/](http://www.hse.gov.uk/risk/casestudies/)