

Patterdale Hall Covid Risk Assessment

Patterdale Hall main building – Comprehensive Coving Risk Assessment

11th September 2020

Communication: To Patterdale staff via weekly staff meetings. To customers via our website. Shared with relevant Bolton school Colleagues via headmaster.

Review: The Risk assessment will be reviewed weekly, amended if needed in line with operation requirements or changes in national or local guidance.

To be read with:

- Wider Bolton School Foundation Covid Risk Assessment which includes Cross-Foundation Principles.
- Activity Generic Risk Assessment including the Coach House operation.
- Relevant Personnel and H+S policies

Training:

All residential and activity staff have had extra training in donning and doffing PPE for cleaning, cleaning during Covid (standard and level 2 cleans) and use of the viro cube inclining where this will be appropriate to use.

Hazard	Person at Risk & Potential Harm	Existing Control	Further Action Required	By whom & by when?
Spread of Covid 19 in the residential facilities. General Overview.	All staff and Guests	Personal hygiene and sanitising equipment on all access points. Of the buildings. Induction briefing on arrival at the venue. Regular cleaning of touch points around the activity centre in line with Bolton school protocols. Approved Biocidal and virucidal spray, blue paper, hand sanitisers and tissues provided in every room where possible. One way routes and signage throughout the building, with separate access and egress points.	Review the RA's weekly and with changes to the guidance. System in place for storing guest contact details.	TT + Staff weekly

		<p>Identified pinned doors open with closing controls in case of fire or at night.</p> <p>Face masks/coverings in all corridors and communal areas for all guests (over age 11) and staff.</p> <p>Understanding of the capacity for and management of the differences between working with established agreed 'bubbles' and visitors not in bubbles where greater social distancing is required.</p> <p>16 en suite rooms available for small socially distant parties, Agreed capacities of rooms with SD at 2m observed (e.g. Big lounge 12, small lounge 4, dining room 16, etc.)</p> <p>Building kept well ventilated.</p> <p>Updated joining instructions and staff briefing notes.</p> <p>All guests requested not to attend in line with latest caveats (i.e. asked to isolate, symptomatic, someone is household symptomatic etc.)</p> <p>Contact information for all guests held for 21 days after stay to support track, test and trace.</p> <p>Staff trained on putting on and removing PPE (A Standley 10/9/20)</p> <p>Staff trained in use of the Viro Cube (Shorrocks Trichem).</p> <p>Staff trained in standard and level 2 cleans during Covid (A Standley 10/9/20).</p>		
Entrance exit and Flow	All staff and Guests	<p>Sanitiser on each entrance point</p> <p>Arrows set up for getting around. Blue for going places, orange for leaving places.</p> <p>SD reminder around the building.</p> <p>Masks to be worn when moving about.</p>		
Main office	Staff	<p>Two desks removed. SD signs in place.</p> <p>3 SD workstations</p> <p>Signs reminding to sanitise before and after entering draws, lofting plastic sheets or using machines.</p> <p>Tape on floor to remind of restricted area.</p> <p>Cleaned down of extraneous extras to allow regular cleaning.</p>		

Reception	All staff and Guests	One desk situated for Admin. Two seats closed off, allowing distancing with face coverings Guests signed in by Hall Staff Guests wear a face mask		
Tim's office	All staff and Guests	Allows for two guests by arrangement with 2m SD in place Cleaned down of extraneous extras to allow regular cleaning.		
Dining Room	All staff and Guests	Can seat 16 with 2m SD or 25 with single direction facing seats (student bubbles. Staff will wear face coverings whilst working in the space. Visitors if they choose. Small family type bubble seating plans will be worked on a case by case basis. Serving hatch is marked out with an exclusion zone. Meals will be handed out by a member of staff in PPE.		
Kitchen	Staff	Restricted access to the kitchen Staff working in the Kitchen will wear a mask, Visor by choice SD will be maintained. Recommend 2 people in kitchen.		
Pot wash	Staff	SD means two people max in the pot wash under operation, One at sink, one at drying end. Masks to be worn. Hatch to be dropped down to prevent entry. Crockery area covered by plastic sheet to promote sanitised access when not in direct use.		
Little lounge	All staff and Guests	Suitable for 4 adults with social distancing. Limit access to the draws and cupboards, by leaving out the necessary contents.		
Student lounge	All staff and Guests	Suitable for 12 people at 2 metre SD		
Games room	All staff and Guests	Closed down for use, this room is the main egress from the building and maintained as the primary fire escape.		
Staff Room	Staff	Seats have been removed from this area. It is suitable for 3 people SD. Used for Staff drinks, Ops paperwork, and Activity paperwork. See Activity RA regards radios, first aid kits and other activity equipment kept in this room. Cleaned down of extraneous extras to allow regular cleaning.		

Toilets at Drying room	All staff and Guests	These two toilets will have designated use each day. For the GD day visits they will be designated to an activity group.		
Dormitories	Guests and staff	The dorms are to be used by individuals or bubbles. A full viral clean will be completed prior to use. The rooms will not be serviced during the visit unless specifically requested.		
Tower accommodation	Staff	Only one member of staff resident in tower. When this is increased, enhanced cleaning will be required.		
Visiting Staff toilets.	Staff	Visiting staff will use the toiler in Grisedale room which will have enhanced cleaning throughout the day.		

Compiled by Tim Taylor and Sean Duffy. September 2020.