

## Horstead Centre - COVID-19 Secure Plan and Risk Assessment, March 2021

**Covid-19 is an illness that affects your lungs and airways.** Symptoms include:

**Raised temperature, new persistent cough, sudden loss of taste or smell**

**This Risk Assessment** describes the measures which we will take in protecting our staff team and visitors as the centre reopens. **Its sole purpose is to reduce the risk of contracting the COVID-19 virus to all staff and visitors of the Horstead Centre.**

The key message that must be considered *at all times* is the vital importance of following “Hands, Face, Space and Fresh Air” guidelines.

**Hands,** Washing and sanitising hands and the Centre *very* regularly is a vital part of protecting each other.

**Face,** Face coverings will continue to be part of our protection, particularly indoors

**Space,** Providing adequate distance for ourselves and our guests, both indoors and out

**Fresh Air,** Keeping the house ventilated and spend as much time outdoors as possible

## Staff and Workplace –

Controls Required	By whom?	How often?	Additional Controls and Key Documents.
<b>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</b>			
<p><i>Hands</i></p> <p>Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>See hand washing guidance online</p> <p>Drying of hands with disposable paper towels.</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>Gel/foam sanitisers at main entrances and in any area in which washing facilities are not readily available</p>	Every staff member	Regularly throughout the day and each time we exit and enter the building.	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p><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></p>
<p><i>Face</i></p> <p>Face coverings are to be used by all staff indoors until further notice.</p> <p>When coughing or sneezing look to find a space without other in it and cough into your elbow or tissue before washing and sanitising your hands Catch it, Bin it Kill it.</p> <p>Forehead Temperatures must be taken and recorded each time any member of staff arrives at work. Please also use NHS T&amp;T app to scan QR Code. Temps consistently over 38 will be asked to leave site and test.</p>	Every staff member unless exempted	Until Further notice	Also reminded to catch coughs and sneezes in tissues – Follow <b>Catch it, Bin it, Kill it</b> and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.
<p><i>Space</i></p> <p>Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p>	Every Staff member	Until further notice but under constant review.	Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. We are setting an example to each other and our guests.

<p><b>Maximum numbers of people in a room for any significant period.</b></p> <ul style="list-style-type: none"> <li>• <b>Manager’s Office</b> – 2 People max when ventilated, ideally with screen</li> <li>• <b>Ops Office</b> – 3 people max when ventilated</li> <li>• <b>Kitchen</b> – 2 people max when ventilated</li> </ul> <p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>• Staff use downstairs hallway toilets sanitising each time and keeping ventilated.</li> <li>• School Staff/group leaders are allocated Upstairs purple bathroom and downstairs level access toilet.</li> <li>• Children are allocated upstairs washrooms according to their sub-group.</li> </ul> <p>These will all be well signposted and included in the briefing.</p> <p><b>Work Schedules</b></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p><b>ZOOM calls to be used instead of face-to-face meetings.</b></p> <p><b>Rest breaks/areas for staff.</b> Staff encouraged to use outdoors areas for rest times, during residential rest areas will be negotiated with each visiting group. Rest area to be set up under trees by Outback.</p>			<p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p>
<p><b>Fresh Air</b></p> <p>Is vital to reducing the risk of infection; the house, and particularly any shared space throughout, will be well ventilated at all times. All staff to take responsibility for ventilation where possible.</p>	All staff	Where appropriate	<p>All staff are also responsible for closing windows etc when not needed. Last person out checks whole house.</p> <p><a href="#">Ventilating Indoors Spaces</a></p>

<p><i>Cleaning</i></p> <p><b>Frequently cleaning and disinfecting of objects and surfaces that are touched regularly is crucial and everyone’s responsibility.</b> Particularly in areas of high use such as door handles, taps, toilets, light switches, reception area. Using appropriate cleaning products and methods.</p> <p><b>All staff will have to contribute here.</b> We have more activity days and a greater need to sanitise and Hoover thoroughly. Instructors particularly will be asked to contribute to this when finishing Activity Days.</p>	Key staff	As often as possible, multiple times each day.	Cleaning “grab-packs” will be left in by the cleaning cupboard, ready for those allocated to cleaning or wanting to quickly wipe down key areas.
<p><i>Testing and Symptoms</i></p> <p>The Horstead Centre has applied to workplace collect testing. These lateral-flow tests must be completed by each staff member once every week and the results submitted online.</p> <p>Separate instructions and guidelines are written in HC’s COVID Testing Policy and Procedures. Results will be shared with NHS through national scheme,</p> <p><i>Staff with Positive tests or Symptoms</i></p> <p>In line with .gov guidelines those who experience COVID symptoms or receive a positive test must follow the steps opposite.</p>	Every staff member	Once every week	<p><b>If you have symptoms or anyone within your household has symptoms.</b></p> <ol style="list-style-type: none"> <li><b>1. You must self-isolate immediately</b></li> <li><b>2. Contact your direct manager</b></li> <li><b>3. Leave work or stay away from work</b></li> <li><b>4. Arrange an official test</b></li> <li><b>5. Communicate results to manager</b></li> </ol> <p>The Centre will then follow test and trace advice. Those without symptoms do not need to isolate unless advised to do so by the manager or by Test and Trace.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus/coronavirus-self-isolation-and-trace/">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></p>
<p><i>Wellbeing</i></p> <p>These are difficult and uncertain times. The Horstead Centre will try to be accommodating and flexible in every way we can. Talk to each other and to the manager particularly. There is rarely a situation that cannot be worked through.</p> <p>Rev. Chris is available to all staff and wishes to let each of us know that a conversation, time to pray, and his personal support are available to each of us.</p>			<p>Managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>

## Delivering safe experiences for our guests

Controls Required	By whom?	How often?	Additional Controls
<b>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</b>			
<p><b>Pre-Visit</b></p> <p>We will ask each group to allocate students/children into their activity groups before their visit. According to activity ratios and current national and local government restrictions</p> <p>We will ask that these activity sub-groups are all the same children who will also share bedrooms.</p> <p>We will ask for medical information and allergens to be clearly attributed to a named individual. (For sandwich making)</p> <p>We will ensure that each parent and adult has read and understood our COVID Secure Statement, as written on our Consent Form.</p> <p>We will make sure the Centre is clearly signposted for COVID – Secure guidelines and to show where the allocated toilets are.</p> <p>Whilst we know <i>our</i> baseline Covid Secure measures, we will <i>also</i> discuss with each group <i>their</i> preference for additional processes. E.G. Some schools will be happy to have their whole group dine together, others may prefer to keep the same groups as are sharing activities and bedrooms.</p>	<p>Management Chief Instructor Administration</p>	<p>For each group</p>	<p>Each of these measures are subject to changes in national and local guidance.</p> <p>Key guidance on bubbles and residential stays are:</p> <p><a href="https://www.gov.uk/guidance/hotels-and-other-guest-accommodation-working-safely-during-coronavirus-covid-19">Hotels and other guest accommodation - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)</a></p> <p>... for schools</p> <p><a href="https://publishing.service.gov.uk/guidance/schools-coronavirus-covid-19-operational-guidance">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</a></p>
<p><b>Welcome</b></p> <p>Each group will be welcomed on site by as many staff as are available. Children will be organised into their activity “sub-groups.”</p>	<p>Instructing Team</p> <p>Visiting Group Leaders/teachers</p>	<p>For each group</p>	<p><b>Children should be regularly reminded to wash their hands when they:</b></p> <ul style="list-style-type: none"> <li>• enter or leaving building.</li> <li>• use bathrooms</li> <li>• before and after eating or drinking</li> </ul>

<p>Each activity sub-group will be briefed in a separate room (or all together outdoors) and then given a tour. Bedrooms and specific bathrooms have been pre-allocated and will now be identified.</p> <p>Temp checks will be completed for all at the beginning of this briefing. Temperatures consistently above 38 will be discussed with school leader and it is probable that the child or adult will not be able to continue.</p> <p>We will ask each group leader to scan our track and trace QR Code.</p> <p>During this introductory briefing, additional COVID guidelines will be shared with each group. <b>The main considerations for children are opposite.</b></p> <p><b>Considerations for visiting Adults include:</b></p> <p><b>Hands</b> – Please wash hands regularly and encourage all children to do the same  <b>Face</b> – All visiting adults and Centre Staff and asked to wear a face covering indoors  <b>Space</b> – Please maintain social distancing with our staff  <b>Fresh Air</b> – Help us to keep rooms ventilated and children outside where possible  <b>Talk to us</b> – Is anyone poorly?</p> <p>We will share our relevant Fire Safety Documents and guidance with the Party Leader.</p>			<ul style="list-style-type: none"> <li>• Report if anyone is feeling poorly</li> </ul> <p>Young children <i>are not</i> expected to socially distance on site, or to wear face coverings.  Children are asked not to go into each other’s rooms</p> <p>Children must keep windows open in rooms if weather suits.</p>
<p><i>Activities</i></p> <p>We will follow the COVID-Secure guidelines and risk assessments as prepared by the chief Instructor for each activity.</p> <p>Additional time, Space and sanitisation will be provided to all groups and staff whilst on activities.</p> <p>Kit and equipment will be sanitised between sessions and afterwards according to manufacturer’s guidance for Covid 19 cleaning.</p> <p>Certain activities will not be offered under tighter levels of restrictions</p>	<p>Instructing Team led by Chris</p>	<p>For each group</p>	<p>Regular briefings are important, to learn and improve our processes.</p>

<p>Ratios (instructor-participant) will be limited under tighter levels of restrictions</p> <p>Groups sizes are limited under tighter levels of restrictions</p> <p>We will allow additional time for toilet and handwashing breaks for staff and for visitors. To avoid overcrowding of toilet areas.</p>			
<p><i>Catering</i></p> <p>As always, handwashing will be regular and thorough; gloves are not required</p> <p>To reduce risk of transmission the Kitchen Team will serve all food in person. This includes breakfasts and dinners.</p> <p>If it necessary to split groups into separate areas for dining, we will stagger mealtimes to allow sub-groups to remain distanced whilst dining.</p> <p>To reduce the risk of transmission we will prepare all sandwiches and packed lunches for the group. We will need a teacher to gather sandwich requests from children the night before <i>or</i> at breakfast. We will provide this teacher with a sheet which gives the sandwich options and the names the children with dietary requirements/allergies; for the teachers consideration and ours.</p> <p>Face Coverings will be worn in the kitchen and when serving food.</p> <p>Kitchen team to be designated the kitchen toilet/washroom.</p> <p>Kitchen team ideally <i>not</i> taking part in instructing or cleaning on the same day they are cooking, unless absolutely necessary or deemed safe.</p> <p>The kitchen will remain well ventilated at all times</p>	<p>Cook Kitchen Assistant Management</p> <p>Visiting Group Leaders/teachers</p>	<p>For each group, until Further notice</p>	<p><b>IMPORTANT – We will be led by each visiting group as to their preference regarding dining together.</b> Most schools will prefer to eat together, but some may want more space. If this is the case, we will split the groups into two dining rooms or offer a staggered mealtime.</p> <p>Kitchen is limited to two members of staff although additional staff may be needed to help serve. Any instructing staff helping to serve must put on kitchen change to a clean tee-shirt if helping.</p> <p>regular briefings will be important, to learn and improve</p> <p><a href="https://www.gov.uk/guidance/food-businesses-on-coronavirus">Guidance for food businesses on coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a></p> <p><a href="https://www.food.gov.uk/business-guidance/adapting-restaurants-and-food-delivery-during-covid-19">https://www.food.gov.uk/business-guidance/adapting-restaurants-and-food-delivery-during-covid-19</a></p>
<p><i>Accommodation (from 17<sup>th</sup> May onwards)</i></p> <p>For residential stays, each group will have sole occupancy of the building facilities to maintain the integrity of their bubble/s</p>	<p>Management Administration</p>	<p>For each group and until further notice</p>	<p>Children are asked and reminded not to go into each other's rooms</p> <p><a href="#">COVID19 SECURE GUIDELINES FOR HOSPITALITY BUSINESSES</a></p>

<p>Where possible we will limit the numbers of children and staff in each room, according to the most up-to-date guidance for the industry. Bedrooms will also be pre-allocated and recorded on the Horstead Centre Fire Register.</p> <p>We will ensure that the same people who share an activity subgroup also share a bedroom.</p> <p>These same subgroups will be allocated to designated toilets and washing facilities throughout their stay.</p> <p>Where necessary we will offer visiting adults individual rooms.</p> <p>Bedrooms must be well ventilated, for as much of the day as possible.</p>	<p>Visiting Group Leaders/teachers</p>		<p><a href="#">Hotels and other guest Accommodation</a></p>
<p><i>Cleaning, During and after Stay + Turnarounds</i></p> <p>In 2021 we will be delivering more activity days than ever. Cleaning is vital to minimising the risk of COVID. All Horstead staff will be involved in setting an example in handwashing and sanitising.</p> <p>All Horstead staff will contribute to the regular cleaning of the Centre and especially the regular “touch points” and areas of heavy use. These areas will be cleaned with disinfectant spray throughout each day. <b>(Toilets, Taps, Handles, Floors, Surfaces etc.)</b></p> <p>We will allow more time for turnarounds after a group has left and before another arrives to provide increased time for ventilation and sanitisation.</p>	<p>Cleaning Team Instructing Team Management</p>	<p>For each group and daily</p>	<p><a href="https://www.hse.gov.uk/coronavirus/disinfecting-premises-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/disinfecting-premises-during-coronavirus-outbreak.htm</a></p> <p>Chris and Will to lead the allocation of those tasks to other staff members.</p>
<p><i>COVID Outbreak</i></p> <p>In the event of a suspected or confirmed COVID case within the Centre Staff Team or our recent visitors. The Manager will lead the response. In his absence, Chris Martlew will act as de-facto manager. In all cases we will follow government and track and trace guidance. <a href="#">Norfolk Guidance: Reporting an outbreak of COVID-19   Community Action Norfolk</a></p>			