

Horstead Centre - COVID-19 Secure Plan and Risk Assessment - January 2022

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

Raised temperature, new persistent cough, sudden loss of taste or smell, fatigue, aching muscles, headaches.

This Risk Assessment describes the measures which we will take in protecting our staff team and guests as the Centre continues to delivery residential stays and activity days. **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 | Additional Controls and Key Documents. | By whom? | How often? |
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| <p>Hands</p> <p>Hand washing facilities with soap and water in place.</p> <p>Employees will wash their hands for 20 seconds with water and soap and dry with disposable towels.</p> <p>Staff informed that the wearing of gloves is not a substitute for good hand washing.</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> | <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> | <p>Every staff member</p> | <p>Regularly throughout the day and each time we exit and enter the building.</p> |
| <p>Face</p> <p>Face coverings are to be used by all staff that wish to indoors. This is no longer insisted upon. It is strongly recommended that they ware worn when in close proximity to one another... i.e. when working closely together on one computer.</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>Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> | <p>Every staff member unless exempted</p> | <p>Until Further notice</p> |
| <p>Space</p> <p>We will try to keep all indoor areas free from overcrowding and will consider wearing masks when they do become so.</p> <p>Toilets</p> <ul style="list-style-type: none"> Staff use downstairs hallway toilets and kitchen toilet, sanitising each time and keeping ventilated. Sanitising spray | <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> | <p>Every Staff member</p> | <p>Until further notice but under constant review.</p> |

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| <ul style="list-style-type: none"> School Staff/group leaders are allocated Upstairs purple bathroom and downstairs level access toilet. Children are allocated upstairs washrooms according to their sub-group. <p>School children may use downstairs hallway toilets also but are encouraged to use other option unless these are necessary (such as when upstairs has been cleaned and shut off)</p> <p>Rest breaks/areas for staff. Staff encouraged to use outdoors areas for rest times, during residential rest areas will be negotiated with each visiting group. Ops office will be well ventilated for those resting there.</p> | | | |
| <p><i>Fresh Air</i></p> <p>Fresh air is <i>vital</i> to reducing the risk of infection; the house, and particularly any shared space throughout, will be well always ventilated. All staff to take responsibility for ventilation where possible.</p> | <p>Ventilating Indoors Spaces</p> | <p>All staff</p> | <p>Where appropriate</p> |
| <p><i>Cleaning</i></p> <p>Frequently cleaning and disinfecting of objects and surfaces that are touched regularly is crucial and everyone's responsibility. Particularly in areas of high use such as door handles, taps, toilets, light switches, reception area. Using appropriate cleaning products and methods.</p> | <p>Cleaning equipment will be available in the cleaning cupboard, ready for those allocated to cleaning or wanting to quickly wipe down key areas.</p> | <p>Housekeeping and all staff when necessary</p> | <p>As often as possible, multiple times each day.</p> |
| <p><i>Testing, Vaccination and Symptoms</i></p> <p>The Horstead Centre asks that all staff to test themselves using Rapid Lateral Flow Tests if they develop persistent COVID symptoms. The Horstead Centre will reimburse the cost of a test if this is necessary.</p> <p>The Horstead Centre strongly encourages all staff to be vaccinated for COVID-19. We will continue to provide all necessary support to staff to access vaccination and essential testing.</p> <p>Separate instructions and guidelines are written in HC's COVID Testing and Vaccination Policy and Procedures.</p> | <p>If you receive a positive COVID Test Result</p> <ol style="list-style-type: none"> Contact your direct manager Leave work or stay away from work Communicate results to manager who will advise further <p>When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> | <p>Every staff member</p> | <p>When symptoms occur</p> |

Wellbeing

These last years have been difficult and uncertain times. Each of us has felt an impact on our wellbeing as a result of the COVID pandemic. 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.

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.

Managers will offer support to staff who are affected by Coronavirus or has a family member affected.

Regular communication of mental health information and open-door policy for those who need additional support.

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Delivering safe experiences for our guests

| Controls Required | Additional Controls/Comments | By whom? | How often? |
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| <p>Pre-Visit</p> <p>We ask that each group allocates 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 for medical information and allergens to be clearly attributed to a named individual.</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>Each of these measures are subject to changes in national and local guidance.</p> <p>Key guidance on the safe delivery of residential stays are:</p> <p>Hotels and other guest accommodation - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)</p> <p>Schools COVID-19 operational guidance (publishing.service.gov.uk)</p> <p>UK Outdoors Covid-19 Secure Policy and Procedures 1st October 2021 Draft 041021.pdf</p> | <p>Management Chief Instructor Administration</p> | <p>For each group</p> |
| <p>Arrivals and COVID Secure "House Rules"</p> <p>Each group will be welcomed on site by as many staff as are available.</p> <p>Temperature checks will be no longer be required on arrival</p> <p>Each group will receive an introductory welcome briefing outlining the house rules and COVID - Secure measures</p> | <p>Children should be regularly reminded to wash their hands when they:</p> <ul style="list-style-type: none"> • enter or leaving building. • use bathrooms • before and after eating or drinking • Report if anyone is feeling poorly • Children are asked not to go into each other's rooms | <p>Instructing Team</p> <p>Visiting Group Leaders/teachers</p> | <p>For each group</p> |

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| <p>Face Coverings:</p> <p>Are not currently required – although Horstead Centre Staff may still wear them on occasions when they’re in close proximity or confined spaces with members of our visiting groups.</p> <p>Considerations for visiting Adults include:</p> <p>Hands – Please wash hands regularly and encourage all children to do the same Face – All visiting adults and Centre Staff and asked to wear a face covering indoors Space – Please maintain social distancing with our staff Fresh Air – Help us to keep rooms ventilated and children outside where possible Talk to us – Is anyone poorly?</p> <p>We will share our relevant Fire Safety Documents and guidance with the Party Leader.</p> | <p>Children must keep windows open in rooms if weather suits.</p> <p>Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</p> | | |
| <p><i>Accommodation</i></p> <p>For residential stays, each group over 25 people will have sole occupancy of the building facilities to maintain the Covid Security of their group.</p> <p>Where possible we will limit the numbers of children and staff sleeping in each bedroom, 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>Schools are responsible for allocating bathrooms to students.</p> <p>Where possible we will offer visiting adults individual rooms.</p> <p>Bedrooms must be well ventilated, for as much of the day as possible.</p> | <p>Children are asked and reminded not to go into each other’s rooms</p> <p>Hotels and guest accommodation - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)</p> | <p>Management Administration</p> <p>Visiting Group Leaders/teachers</p> | <p>For each group and until further notice</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>Certain activities will not be offered under tighter levels of restrictions</p> | <p>Regular briefings are important, to learn and improve our processes.</p> | <p>Instructing Team led by Chris</p> | <p>For each group</p> |

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| <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 sufficient 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 cooked food in person. At breakfast the students will help themselves to a buffet breakfast.</p> <p>Children will make their own packed lunches each morning before breakfast as usual. At times of increased COVID risk the Centre will consider making lunches for visitors in the Kitchen instead.</p> <p>Face Coverings will be worn when serving food.</p> <p>Kitchen team to be designated the kitchen toilet/washroom.</p> <p>The kitchen will remain well ventilated at all times</p> | <p>IMPORTANT – We will be led by each visiting group as to their preference regarding dining together. 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>Guidance for food businesses on coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>https://www.food.gov.uk/business-guidance/adapting-restaurants-and-food-delivery-during-covid-19</p> | <p>Cook Kitchen Assistant Management</p> <p>Visiting Group Leaders/teachers</p> | <p>For each group, until Further notice</p> |
| <p><i>Cleaning, During and after Stay</i></p> <p>Cleaning is vital to minimising the risk of COVID. All Horstead staff will be involved in setting an example in handwashing and sanitising. We ask that visiting adults join us in setting a strong example an encouraging to children to do the same.</p> | <p>https://www.hse.gov.uk/coronavirus/disinfecting-premises-during-coronavirus-outbreak.htm</p> <p>Chris and Will to lead the allocation of those tasks to other staff members.</p> | <p>Housekeeping, Instructing Team Management and visitors</p> | <p>For each group, daily</p> |

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. **(Toilets, Taps, Handles, Floors, Surfaces etc.)**

Each visiting group will be also provided with adequate cleaning supplies and sanitiser for their own use. Teachers and visiting adults to also contribute to ensure that young people and children regularly sanitise hands and that surfaces and touch points are kept clean.

We must allow more time for turnarounds (after a group has left and before another arrives) to provide increased time for ventilation and sanitisation. This will mean asking groups to adjust their arrival and departure times to accommodate this.

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COVID Outbreak

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. [Norfolk Guidance: Reporting an outbreak of COVID-19 | Community Action Norfolk](#)