

Risk assessment for Hazard: Coronavirus (COVID19)

– Park Members/Customers/Visitors/Members of the Public/Delivery Drivers

Company name: **R Barber & Son (Trading as New Barns Caravan Park)**

Date of risk assessment: 3rd July 2020

Impact of Hazard: Although for most people COVID-19 causes only mild illness, it can make some people very ill. More rarely, the disease can be fatal. Older people, and those with pre-existing medical conditions (such as high blood pressure, heart problems or diabetes) appear to be more vulnerable.

It is the responsibility of New Barns Caravan Park to take every reasonable precaution to prevent the spread of COVID19 to anyone on the park whether they be a park member, customer, member of the public walking through, visitor, employee, sub-contractor or delivery driver. This risk assessment will focus on actions that New Barns Caravan Park must take in order to prevent the spread of the virus to its park members, customers, visitors/members of public & delivery drivers. A separate risk assessment has been undertaken for park employees and this has been regularly updated and shared with them. Currently to restrict the spread of the virus there are only 2 employees working on and around the park – keeping social distance from anyone walking through.

How does this virus spread: Data from published epidemiology and virologic studies provide evidence that COVID-19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces.

Activities/Areas to Examine which may spread virus	Sources of infection?	How can named group be protected by this source of infection?	Training and PPE required	Action by who?	Action by when?	Done
Entrance to the Park – top of the road and Caravan Park	Gate ways and Barriers – touching surfaces	The gate at the top of the lane will be opened on the evening of the 3 rd of July 2020 and will remain open. This lane also forms a public footpath. Having the gate open prevents the need to touch it's surfaces allow people to drive straight down to New Barns/The Bob in Café.	N/A	D Barber	Evening 3 rd July	Completed
		All Park Members have their own barrier passes. Employees driving vehicles have dedicated barrier passes.	Leaflet provided and e-mailed to park members (on joining the park) which provides instructions on how to operate the barrier.	R Smith	When new member joins	Completed
		Subcontractors – electricians/gas engineer/Waste removal companies – for wheelie bins/recycling skips/septic tanks have been issued with their own barrier passes.	All other contractors/employees are given a practical demonstration.	D Barber/R Smith	When new supplier starts work	Completed
		The Farmer who currently rents the fields for grazing has been issued with their own barrier pass.		D Barber	When Farmer needs to rent land.	Completed
		The barrier passes do not require you to touch any surfaces – they work remotely – cards are presented to the reader and the barrier is raised and lowered accordingly.		None required		
		The pedestrian gate is left open by the entrance to the Caravan Park as this is on a public footpath – there is no requirement to touch any surfaces as you walk through the park.				

Parking facilities	Cars parking too close to each other which could impact on ability to maintain social distance.	Each holiday home has its dedicated parking space. Where required parking spaces have been increased to provide extra space between cars. (Or space between cars and footpaths to ensure people can maintain social distance).	Park members know to park only in their dedicated car parking spaces – this is within the park rules and reviewed periodically.	R Smith	When new members join	Completed
	Gate at top of the road could result in additional visitors to the area parking on the foreshore causing congestion for walkers/vehicles coming and going from the Caravan Park.	Park members have signed a set of rules confirming that they will not be hiring out their vans or letting anyone stay at their holiday home that is not allowed in accordance with Government sanctions respective to COVID19. This reduces the numbers of cars coming on to the park thereby facilitating sufficient space for social distancing to be maintained.	Visual Communication	R Smith	Prior to their return on the 4 th of July 2020	Completed
		Signs to be displayed at the top of the lane stating no tourers or campervans are permitted to stay on the foreshore. Spaces reserved for the disabled only. Special Passing Point notices to be displayed to allow 2-way traffic where possible and sufficient space for pedestrians.	Visual Communication	R Smith/D Barber	To display when the gate re-opens from the 3 rd of July 2020	Completed
		The hedges all the way down the public footpath to New Barns have been cut either side of the lane in order to allow more space for pedestrians to pass whilst maintaining their social distance.	N/a	D Barber	By 3 rd July 2020	Completed
Recycling centre	Emptying waste and touching the wheelie bins; Contact with other park members.	All wheelie bins to be emptied by the supplier during the week commencing ending the 3 rd July 2020	n/a	D Barber/R Smith	3 rd July 2020	Completed
		All wheelie bins to be wiped down with sanitiser	Gloves and mask for employees	Park employees	3 rd July 2020	Completed
		A one-way system to be introduced with social distancing markers for park members to use.	Communication through letters to park members.	D Barber	3 rd July 2020	Completed
		A sanitisation station to be installed and wiped down for park members to use after they have disposed of their rubbish.	Signage displayed – Social distancing pedestrians only Sanitise after throwing away your rubbish Including “Way-in”/”Way-Out”	D Barber/R Smith	3 rd July 2020	Completed
		Signage to be installed related to the use of the one-way system; and the need to sanitise hands after throwing rubbish away.				
	CCTV to monitor the use of the recycling centre – to make sure no one disposes of anything other than authorized waste – and that it goes into the containers provided – this is to be linked up to the park office computer so that it is visually displayed at all times	Training completed	UIS/R Smith/D Barber	Actioned and in place		

Shower block – including Ladies and Gentlemen’s toilets and Laundry facilities	Surfaces and close contact in the toilets and shower cubicles – including entry and exit points (also for the laundry)	This facility has not been risk assessed respective to COVID19– it is therefore closed to all park members	Communication through signage – “closed sign” to be displayed.			
		<p>All park members have been informed about this temporary closure; in particular the seasonal tourers who use the toilets and showers. (they will need to use the facilities in their own tourers and empty their cassettes into the Campaclean).</p> <p><i>As soon as the park has re-opened and park members have settled back in R Barber & Son will risk assess these facilities and publish the results on the website.</i></p>	<p>X3 signs have been ordered for the Mens, Ladies and Laundry areas and have been displayed on the walls by the entrances to the facilities</p> <p>Facilities to have lock changes to prevent all access</p>	R Smith/D Barber	2 nd July 2020	Complete
Playground	Surfaces and close contact between children and adults (Breach of social distances)	This area has not been risk assessed respective to COVID19– it is therefore closed to all park members and customers.	Communication through signage – “closed sign” to be displayed.	R Smith/D Barber	20 th of March 2020	Actioned
		All park members have been informed about this temporary closure;	Playground gate locked.	D Barber	20 th of March 2020	Actioned
		<i>As soon as the park has re-opened and park members have settled back in R Barber & Son will risk assess the playground and publish the results on the website.</i>	Pathway to playground blocked with a row of outside tables and inverted tables placed on top.	D Barber	20 th of March 2020	Actioned
5-aside football area	Surfaces and close contact between children and adults (Breach of social distances)	<p>This area has not been risk assessed – it is therefore closed to all park members and customers.</p> <p>All park members have been informed about this temporary closure</p> <p><i>As soon as the park has re-opened and park members have settled back in R Barber & Son will risk assess the 5-aside football activity and publish the results on the website.</i></p>	<p>Communication through signage – “closed sign” to be displayed.</p> <p>The access to this area is through the playground which is currently closed.</p>	R Smith/D Barber	20 th of March	Actioned

Second hand sales of holiday homes (including statics/lodges) and sales of new statics	Close contact between customers and staff and contact with surfaces such as door handles etc.	No self-tours of the caravan park are to take place.	Signs to be displayed confirming no self-tours	R Smith	4 th July 2020	Actioned
		Sale handouts have been removed from notice boards.	Employees informed	R Smith	March 2020	Actioned
		Pictures of vans have been added to the notice board and website to view.	No change to process	R Smith	May 2020	Actioned
		All appointments must be booked in advance, only a partner of the business will show a prospective customer around the park, by ensuring they are escorted, social distancing can be monitored and adhered to.	Employees informed and Partner is ready for this process	R Smith	4h July 2020	Actioned
		Records will be kept of all viewings; including the name, address and telephone number of anyone viewing vans – and the dates and times viewed. Checks to make sure those viewing do not have COVID19 symptoms will take place.	Database and individual forms created	E Smith/ R Smith	4 th July 2020	Actioned
		Anyone booked in for a viewing developing COVID19 symptoms must postpone their appointment.	This is asked at the beginning of the appointment when the form is completed by a Partner of the business	R Smith	On each appointment	Actioned and On-going
		Antibacterial hand sanitizer must be used before entering a caravan that is for sale. This will be provided by New Barns Caravan Park. The partner of the business will remain outside the van at all times whilst it is being viewed. The viewer is instructed not to touch any surfaces. Surfaces that are touched i.e. door handles will be wiped down with anti-bacterial wipes after the viewing.	Communication to person viewing the van	R Smith	On each appointment	Actioned and On-going
A deep clean of the van for sale will be undertaken after approximately 10 viewings.	PPE issued and training pack created for cleaning team	R Smith/Cleaner	After block appointments	Actioned and On-going		

Gas services/boiler repairs	Cross contamination – through contact with surfaces and gas engineer working in holiday home.	New Barns Caravan Park will only have one gas engineer attend all jobs to reduce the number of people visiting the park.	n/a	All actions responsible by the subcontractor/ R Smith and D Barber	28 th June 2020	Actioned
		A copy of the gas engineer's qualifications, Gas Corgi Registration and insurance certificate will be taken. The gas engineer must sign the Safety Agreement Briefing Form before undertaking work on New Barns Caravan Park.	Communication with the gas engineer		28 th June 2020	Actioned
		Effective from the 4 th of July 2020 all work undertake in each van will be pre-approved by the relevant park member and where possible will be undertaken whilst the park member is not present on park. Where this is not possible a pre-authorized time for the gas engineer to attend will be booked with the park member, who can go for a walk or step out of their holiday home whilst the gas engineers undertake the work. In such cases the gas engineer will wear a mask if the park member would prefer.	Communication with the gas engineer and Park member	R Smith	28 th June 2020	Actioned
		At all times the gas engineer will hand sanitise prior to entering the holiday home and will only touch the surfaces required in order to get the job done. All surfaces will be wiped down with anti-bacterial wipes prior to exiting the van/lodge.	Communication with the gas engineer who has all his PPE/Cleaning - Hygiene supplies	Gas engineer	28 th June 2020	Actioned
		Any keys provided to entry will have already been sanitised/wiped with antibacterial wipes prior to being passed to the gas engineer. (and again so before they are handed back to the park)	Communication with gas engineer and Partners/employees of business	Gas engineer and partners /employees	On-going	Being Actioned
		Communication of jobs – new/progress updates etc will be undertaken by phone and e-mail.	Communication with gas engineer	R Smith	On-going	Being Actioned

Gas cylinder ordering	Park members coming into contact with employees – cross contamination handling paper receipts etc.	Ordering of gas bottles through the café has been temporarily suspended as the café still remains closed.	Communication sent to all park employees.	R Smith	Effective immediately	Actioned
		Non-contact methods of ordering gas have been implemented and all park members have been informed of the revised processes in how to order and pay.	Communication via e-mail/post	R Smith	Effective immediately	Actioned
		Only one person will be delivering gas – this will be D Barber	Communication via e-mail/post No training required – is partner of the business.	D Barber	Effective immediately	Actioned
		Park members are required to leave access gates open to their plots which will remain open after the gas has been delivered and connected.	Park members	Park Members	Effective immediately	Actioned
		Hand sanitization will take place by D Barber before entry to the plot.	N/a	D Barber	Effective immediately	Actioned
Reading of electricity meters	Surfaces and close contact with park members	Electricity meter readings will not be taken until the park has closed for the winter season. This protects the park member and the employee/person taking the meter readings. Memo to be drafted and issued to park members	Communication via e-mail and post	R Smith	Week commencing 6 th July 2020	To action
Transportation of statics – in and out of the park	Members of the public walking through and local neighbours	Signs are created and placed along the lane which leads down to the beach and at the end of Red Hills Road Junction. These signs give local residents and anyone passing clear time slots when caravans will be transported into and out from New Barns Caravan Park. Notices can also be placed up on our local Facebook page to warn people of these time slots. This helps people plan their walking and trips to take place around these times. Assisting to help everyone maintain social distancing.	Communication via signs and Facebook notices in the local village.	R Smith/D Barber	4 th July 2020	To action
Walking through the park	Members of the public and all other people staying/visiting the park	There is a public footpath running down through the park. Signs have been put up asking people to keep to the left when they pass others walking through the park. Further signage may be required for the lane entry to the park and the beach road. The business will monitor this over the coming week and issue what is needed to create further awareness. Over 10 coronavirus social distancing signs have been created and have been placed all around the park and entrance road.	Signage – visual reminders	R Smith/D Barber	2 nd July 2020	Actioned

Bob-in Cafe	Contact between people and contact with surfaces	<p>This area has not been risk assessed – it is therefore closed to all park members and customers. (staff are currently furloughed)</p> <p>All park members have been informed about this temporary closure</p> <p>As soon as the park has re-opened and park members have settled back in R Barber & Son will risk assess the Cafe and publish the results on the website.</p>	Communication through signage – “closed sign” to be displayed at all times – on website; google page; Facebook and via signage at New Bars.	R Smith/D Barber	20 th of March – with reinforcements and communication.	Actioned
Employees/ Subcontractors	Contact with each other and park members/visitors	<p>All activities for park employees and sub-contractors have been assessed via a full risk assessment. Processes and procedures have been changed accordingly – with the purchase and use of PPE. The Park employees have dedicated bags that they carry on them at all times with gloves, masks, anti-bacterial wipes and sanitiser. There are lots of other processes and procedures which have been put in place for our park employees as a result of COVID19. They have been given full documentation on all aspects and dedicated time to read and understand these changes.</p> <ul style="list-style-type: none"> • Health and Safety Policy - New Barns Caravan Park • Coronavirus risk assessment – park employees – separate assessments for sub-contractors • Risk Assessment approach, methodology and review. • First Aid Accident/reporting • Specific measures my employer is adopting further to a Coronavirus Risk Assessment • Cleaning processes – specific instructions on clothes, cleaner procedures • COVID19 Information and training pack for employees working on New Barns Caravan Park. • COVID19 handwashing procedures, how to stay well and what to do if symptoms develop <p>Sub-Contractors have been given the following information:</p> <ul style="list-style-type: none"> • Health and Safety Policy for sub-contractors at New Barns Caravan Park • Safety Agreement briefing Sheet. • Safety Agreement Form • Health and Safety Policy for sub-contractors • First Aid/Accident reporting procedures • Risk Assessments and Plot specific Risk assessments (as and when required) <p>Where appropriate segregation barriers are in use to separate employees from walkers/park members/visitors when they work.</p>	<p>Employee packs and subcontractor packs</p> <p>Information sessions and discussions with employees and sub-contractors</p> <p>PPE includes – Sanitiser for hands Gloves Masks Antibacterial wipes Bum Bags PPE – specific to activities – assessed separated. Scaffold platform/harnesses Safety glasses/visors/ear defenders/gloves/safety shoes</p> <p>Barriers sourced/delivered</p>	<p>R Smith</p> <p>R Smith</p> <p>R Smith/D Barber</p> <p>D Barber</p>	<p>15th May</p> <p>15th May</p> <p>15th May</p> <p>15th May</p>	<p>Actioned</p> <p>Actioned</p> <p>Actioned</p> <p>Actioned</p>

Park Members	Contact with each other and employees/members of the public/visitors	A pack of documentation has been created and sent out by the park including: Additional COVID19 rules which all members must sign and return prior to them arriving at the park from the 4 th of July 2020 onwards	Communication/written materials	R Smith	30 th May 2020	Actioned
		Information has also been sent to inform people on what they do if they fall ill whilst at the park and to remind them not to visit should they be suffering from any COVID19 symptoms	Communication/written materials	R Smith	4 th July 2020	Actioned
		Track and Trace system put into place to record when people arrive and depart.	Communication/written materials	R Smith	3 rd July 2020	Actioned
		Information pack on local shops has been created and e-mailed out to everyone for their information. (Including the opportunity to have their food delivered to the park).	Communication/written materials	R Smith	4 th July 2020	Actioned
		Further documentation on COVID19 how to wash hands and stay well has been issued.	Communication/written materials	R Smith	3 rd July 2020	Actioned
		Emergency evacuation procedures have been reviewed and issued with the assembly point being in the field (by 5 aside football) to allow for social distancing	Communication/written materials	R Smith	10 th May 2020	Actioned
		Gas ordering procedures have been reviewed and communicated.	Communication/written materials	R Smith	30 th May 2020	Actioned
			Communication/written materials	R Smith	29 th June 2020	Actioned
Legionnaires	Park members	Legionnaires risk assessment monitoring actions being undertaken by Park Owners – with External specialist company	Through formal risk assessment and on the job training	R Smith/E Smith/D Barber	On-going regular checks	Actioned and on-going
		Legionnaires cleaning document devised and issued to all park members and displayed at the entrance to the park.	Communication via e-mail and post to all park members	R Smith	30 th May 2020	Actioned

This risk assessment will be reviewed if we think it is no longer valid or there are further changes respective to COVID19 government regulations.

Notes:

The assembly point for park members is currently in the 5 Aside football field. The main access to this field is closed via the playground because of COVID19 risks. In case of an emergency there will be an alternative route which is through the field further up the main driveway. A strip of grass is to be cut to allow park members to access via this point. D Barber 3rd July 2020

All Park Members will be notified of this change which will be applicable for the period of time for which the 5 aside football area is closed for football use. R Smith 3rd July 2020

Risk Assessment Reviewed on the 3rd of July 2020 by R Smith & D Barber