



Coronavirus (COVID-19) Risk Assessment Summary – Residential Visits

What are the hazards?	Who might be harmed and how?	What are you already doing?
Transmission due to contact between individuals	<i>Staff, Guests, Visitors and Contractors</i>	<p>We will ensure that contractors and visitors are limited to essential services only, and that their operations are aligned with the Government’s ‘Covid-19 Secure’ guidance.</p> <p>We have reviewed our Fire Risk Assessments to ensure they remain effective and comply with guidance on social distancing.</p> <p>Physical meetings are limited to essential purposes only and social distancing principles enforced, these will be outdoors or in well-ventilated rooms whenever possible.</p> <p>Customers are directed to the government guidance on travel advice and are advised to check with their own authority’s guidance in relation to social distancing during travel.</p> <p>Party Leaders will be asked to confirm that everyone is in good health and not showing any signs of Covid-19.</p> <p>Coach operators contracted by PGL will confirm in writing that they conform with UK Government Coronavirus: Safer working principles and risk assessment for working in or from a vehicle (12 May 2020).</p> <p>We will contact you to check your arrival time to ensure a smooth check-in, avoiding contact with other users.</p> <p>We will allocate accommodation in accordance with the latest government guidance.</p> <p>We will ensure there is no communal use of corridors, showers etc.</p> <p>We will limit the number of PGL staff you have contact with by ensuring your dedicated group leader is your primary point of contact. At other times, you will be provided with a phone number (and phone if necessary) in order to contact duty staff. At no time will you need to travel within the centre or visit reception to contact a member of staff.</p> <p>We will limit the number of different Instructors assigned to your group.</p> <p>Our Staff</p> <ul style="list-style-type: none"> • Residential staff will be accommodated in single occupancy rooms. • Have staggered arrival and departure times at work to prevent crowding into and out of the workplace. More entry points have been provided. • Are provided with access to additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible.

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		<ul style="list-style-type: none"> • Are encouraged to take precautionary measures if using public transport. • Are kept updated, specifically trained, and regularly assessed on all new procedures. • Are health checked every morning and reminded daily only to come into work if they are well and no one in their household is self-isolating. • Are split into dedicated work teams where possible to keep the number of members interacting with others as small as possible. • Are aware of their obligation to report any illness and are reminded of the importance of good personal hygiene. • Have been trained in preventing the transmission of Covid-19. • Will avoid using hot desks and spaces, where this is not possible, cleaning and sanitising workstations will be undertaken between different occupants. <p>All vulnerable staff are self-isolating.</p> <p>Only essential travel is permitted, with no movement between sites.</p> <p>Company vehicles will be used for essential purposes only and cleaned in accordance with UK Government Coronavirus: Safer working principles and risk assessment for working in or from a vehicle (12 May 2020).</p> <p>First Aiders have been provided with additional training and access to the appropriate PPE in order to maintain an effective response to any incidents.</p> <p>Catering and Retail</p> <p>We will maintain social distancing by;</p> <ul style="list-style-type: none"> • Ensuring groups have designated mealtimes. • Using outside premises for queuing where available and safe. • Defining the number of customers that can reasonably follow 2m social distancing. • Minimising queues and 'marking out' 2m spacing. • Increasing spacing between tables and limiting seats per table. • Removing the need for diners to move around in order to access condiments, drinks etc. • Ensuring a 'one-way' flow of diners in and out of the facility. <p>We will reinforce safety measures in all catering / retail areas by;</p> <ul style="list-style-type: none"> • Ensuring all staff must wash their hands every 30 minutes with antibacterial soap. • Enforcing social distancing measures amongst staff. • Minimising contact between kitchen workers and front of house workers.

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		<p>Activities</p> <p>We will continue to monitor guidance from the National Governing Bodies of Sport.</p> <p>We will modify programmes to ensure Activities can be conducted by solo participant or pairs maintaining at least 2m distance between each other.</p>
Transmission due to contact with surfaces and objects	<i>Staff, Guests, Visitors and Contractors</i>	<p>All Areas</p> <p>Touch free bins will be available in all areas.</p> <p>Government guidance will be adhered to for the handling and disposal of all waste.</p> <p>Communal Areas</p> <p>We have reinforced cleaning and sanitizing procedures for communal areas, for areas of high congregation, frequent touch points:</p> <ul style="list-style-type: none"> • Door handles / push plates in and around WCs, Dining Rooms, Communal Offices, Reception, vending machines, Keypad Door Locks. • Entrances to buildings, Classrooms, Accommodation corridors. • Dining room tables, chairs, trays, counters and equipment. <p>Accommodation</p> <p>We have implemented strict pre-occupancy room cleaning and sanitizing protocols in compliance with health and safety procedures, using specific products as recommended (disinfection, frequent and thorough hand washing for our staff, step by-step cleaning instructions, etc.).</p> <p>For your health protection, room cleaning is not carried out during the stay.</p> <p>Catering and Retail</p> <p>We will reinforce safety measures in all catering / retail areas by;</p> <ul style="list-style-type: none"> • Removing self-service from catering provision, including trays, cutlery and food. • Ensuring strict disinfection and sanitization measures (e.g. daily disinfection of drains and pipes) are in place.

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		<ul style="list-style-type: none"> • Wedging doors open, where appropriate, to reduce touchpoints. This does not apply to fire doors. Cleaning laminated menus or disposing of paper menus after each use. • Providing only disposable condiments or cleaning non disposable condiment containers after each use. • Minimising access to walk-in pantries, fridges and freezers, for example, with only one person being able to access these areas at one point in time. • Minimising contact at ‘handover’ points with other staff, such as when presenting food to serving staff and delivery drivers. • We will remove all unwrapped confectionery from the shops. • We will prevent use of vending machines. <p>Activities</p> <ul style="list-style-type: none"> • We will ensure groups are not sharing the same equipment / venue. • We will prevent the sharing of PPE if there were a risk of transmission. • We will ensure strict maintenance of hand hygiene using hand sanitiser before, during (where appropriate) and after activity. • We have a clearly defined disinfecting routine in place to disinfect relevant equipment and contact surfaces before, after and at pre-set intervals as defined in activity risk assessment.
Transmission of infection	<i>Staff, Guests, Visitors and Contractors</i>	<p>We have procedures in place to manage any suspected infection which includes the use of designated rooms suitable for isolation whilst awaiting collection.</p> <p>PGL Infection Control Policy outlines the actions to be taken in the event of someone (staff, guest) showing signs of Covid-19.</p>

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Department:	Head of Safety and Standards
Review Date:	To be updated upon release of further guidance from UK Government, DfE, NHS (All being monitored on a daily basis)