

RISK ASSESSMENT COVID19 – 08/2020

All risk assessments are carried out by Anita Withers - Foundation Collection Manager and Site Owner.

All new staff, work experience students, volunteers and livery clients should be taken through the risk assessment on arrival.

ALL staff should sign a document to confirm they have read the risk assessments.

The NFU has been assigned as the Foundation's advisor on all H&S issues.

Reassessments are carried out periodically and are ongoing.

Monthly health and safety meetings are held with staff to ensure safety of site.

PHOENIX CHILDREN'S FOUNDATION - RISK ASSESSMENT COVID19 2020



The Phoenix
Children's Foundation
Charity No: 1117115

What is the Hazard?	Who might be harmed and how	Preventative steps already in place	Further preventative steps.	Action by Whom?	Action Date	Done
Pre-visit Information: - Website - Booking site - Marketing - Social media	Visitors, staff, students and volunteers on site that are not prepared for changes Dissatisfaction with what precautions are available Visitors turning up without prior arrangements.	Visits only to be allowed through existing bookings or new bookings that have been made prior to arrival to allow for social distancing.	Health & safety information to be updated on website Access statement on website with risk assessment made available. Clear guidelines and instructions to be given prior to visiting the site.	Phoenix Team/AW	AUG 20 AUG 20	Due
Car parking	Staff Students Clients Volunteers Visitors arriving without prior booking. Too many vehicles to allow social distancing	Yard staff and volunteers on duty during busy periods. Plenty of parking space on site available to allow for social distancing during visiting.	Signs for staff and visitors parking to be separated <u>if required</u> to allow for set spaces to be allocated to visitors.	AW/Phoenix Team	AUG 20 AUG 20	Ongoing Ongoing
Coming into contact with other people Staff Volunteers Visitors	Visitors to site coming into contact with staff and volunteers. Staff working on site coming into contact with visitors and volunteers on site. Volunteers coming into contact with staff and visitors on site.	Reduced visitor numbers to site Reduced staff and volunteers on site, working on rotation to avoid unnecessary larger numbers of people coming into contact with each other. Hand sanitiser made available in ALL areas of the site to minimalise risk of spread between people.	Schedule visits with less numbers per group. Redesign of activities to allow for social distancing. Signage about social distancing. Face coverings required in enclosed spaces.	AW/Phoenix Team	AUG 20	Ongoing Daily check in with covid19 updates and requirements.

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Handling Animals Grooming, tacking up trimming, plaiting washing, clipping	Staff Students Clients Volunteers Possible spread of virus through animal handling.	Hand washing after any time spent in animal areas All activities supervised by staff and hand washing encouraged Disinfectant to be used on all animal handling tools following use by each individual.	Hand washing required BEFORE any animal handling. Only 1-2-1 working with animals at a time. Personal belongings to be left outside or to one side of the handling area. Relocation of some activities to allow for social distancing Activity speeches to include updated safety messages.	AW/Phoenix Team	AUG 20	Ongoing Daily check in with covid19 updates and requirements.
Use of outdoor play equipment	Staff Students Visitors Volunteers	Daily safety checks carried out of equipment. Staff supervision.	Reduced numbers allowed in area at any time. Hand sanitiser available on entrance and exit to prevent spread. Equipment should not be used if showing symptoms of the virus.	AW/Phoenix Team	AUG 20	Ongoing
Use of tools around the site / painting / mucking out.	Staff Students Clients Volunteers	Abide by COSHH regulations Yard manager supervision Protective suits to be worn when using paint along with gloves. Hands to be washed following use.	Disinfectant of all tools following use by each individual. Livery to use own tools and these to be kept separate from visitors tools. Hands to be washed and hand sanitiser to be used following use of tools.	AW/Phoenix Team	AUG 20	Ongoing

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What is the Hazard?	Who might be harmed and how	Preventative steps already in place	Further preventative steps.	Action by Whom	Action Date	Done
Use of equipment in office and break areas.	Staff Students Visitors Volunteers Contamination of crockery and cutlery, food, utensils and equipment such as kettle	Staff to make drinks / take breaks in scheduled times to avoid cross over. Sides to be wiped down using antibacterial spray and disposable wipes. Hands to be washed prior to use of area. Cleaning of surfaces and objects between each use. If providing drinks to visitors, one member of staff to be responsible for this following using hand sanitiser and clean preparation of areas.	Staff and visitors to bring own food and drink and to keep this away from shared areas. No preparing of food on site. No shared use of fridge facility for any personal food or drink items. Drinks to be made in disposable cups using disposable utensils. Hands to be sanitized before and after use of area.	Phoenix Team	AUG 20	Ongoing
Office visitors	Staff Visitors Volunteers	Antibacterial hand station on entrance to office. Hand sanitiser, masks and surface cleaner available in office. Track and trace documentation in place.	All areas and surfaces to be wiped down prior to and following each visit.	AW/Phoenix Team		
Individual falling ill with symptoms on site or a person who has attended the site falling ill with symptoms	Staff Students Visitors Volunteers Potential spread to other people on site. Contamination of surfaces the person with symptoms has touched Tracing those who may have been in close contact with the individual.	Regular cleaning throughout and at the end of the day. Contact details for pre-booked visitors each day. Systems in place to clean up bodily fluids First aiders on site. Systems in place to investigate incidents. Staff supervision at all times.	All visitors details to be kept for at least 21 days to comply with the government track & trace requirements Additional cleaning of all areas throughout the day. Preventative measures in line with government guidelines are being instigated. We are asking our visitors to work with us and abide by the required regulations. Any potential cases will be flagged with the local EHO and our insurance company immediately.	AW	AUG 20	Daily

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<p>Movement around the site/stables/barn/shared areas.</p>	<p>Staff Students Clients Volunteers</p> <p>Movement around the site, crossing paths with other visitors/staff/volunteers, touching door/stable handles and railings/gates.</p>	<p>Small groups sizes Hand washing facilities. Signs to promote hand washing and safe use of site. Cleaning of site following visits.</p>	<p>Gates and doors propped open to ease movement around the site where possible and safe. One-way route through animal barn with handwashing at start & finish at busy times. Signage and floor markings reinforcing social distancing and hand washing requirements. Sanitisation of doors, handles and communal areas following use and throughout the day.</p>	<p>AW/Phoenix Team AW/Phoenix Team</p>	<p>AUG 20 AUG 20</p>	<p>Ongoing</p>
<p>Toilets Use of shared toilet on site</p>	<p>Staff Volunteers Visitors Students</p> <p>Use of shared toilet causing spread of virus through contaminated surfaces and lack of hand washing</p>	<p>Toilets cleaned each night and checked during the day Handwashing signage in place & information about bacteria and the need for hand washing. Hand wash and sanitiser provided.</p>	<p>Hand sanitiser located around site. Signage about closing lid to flush, cleaning and hand washing Staff to check, clean and tidy every hour Cleaning materials provided for customer use if desired in between staff cleaning - Monitoring during the day on top of hourly cleaning - reacting to issues / complaints ASAP</p>	<p>AW/Phoenix Team</p>	<p>AUG 20</p>	<p>Daily</p>

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Use of art and crafts material in yurt and log cabin.	<p>Staff Volunteers Visitors Students</p> <p>Use of paints, brushes, pens, paper, wood, project materials causing spread of virus through sharing of resources.</p>	<p>Resources to be kept clean and in good, safe working order after each use. Users to be issued with set resources to use for each project. Each user to be issued with resources needed for individual project.</p>	<p>All resources to be disinfected before and after use. Disposable resources to be used where applicable. Disposable table coverings to be used to be disposed of at the end of an activity. No personal belongings such as own pens and paints/paint brushes to be brought in to be used on site. Hand sanitiser to be placed on work tables and around areas being used for projects Staff to encourage frequent use of hand sanitiser following use of any resources.</p>	<p>AW SJ</p>	<p>AUG 20</p>	<p>Daily</p>
Not enough training given and/or a lack of understanding of how to minimise and control covid19 risks on site.	<p>Visitors Volunteers Staff</p>	<p>Government advice sought and safety precautions implemented on site. Staff meetings held weekly following government update about covid19. All staff to take responsibility for monitoring own symptoms and for using hand sanitiser and cleaning products. Site has been updated with new hand sanitisers across the yard, covid track and trace and new medical grade cleaning solution is to be used throughout the day.</p>	<p>Essential guide to coronavirus and how to minimise risk booklet has been issued to staff and is being adhered to across the site.</p>	<p>AW Phoenix Team</p>	<p>AUG 20</p>	<p>Daily</p>