



Health and Safety e Solutions

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Risk Assessment Form

Name of Organisation:	Northumbria Community.
Area of Activity:	Generic Covid19 Risk Assessment

Activity Undertaken:	Reopening Nether Springs Retreat
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Completed by:	Sheona Della-Fort	Date:	11/05/2020
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Quality Assurance Check by (the competent person):	Craig Ford	Date:	19/10/2020
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STEP 1 What are the hazards?	STEP 2 Who might be harmed and how?	STEP 3 Existing controls	STEP 4 Any further controls required?	Person Responsible:
<p>The hazard being assessed here is: COVID-19.</p> <p>NOTES: This is a generic risk assessment which identifies the main areas of risk and the proposed control measures.</p> <p>This generic risk assessment</p>	<p>Staff, volunteers & guests. (Indirectly, the families of staff, etc.).</p> <p>Infection from contaminated surfaces i.e. door handles table resources and other equipment.</p>	<p>All surfaces will be disinfected on a regular basis. (Door handles, light switches and tables will be cleaned after meals). Guests have toilet facilities in their own room and staff toilets are kept separate and cleaned regularly.</p> <p>As per Government advice, staff and guests are</p>	<p>Guests will no longer be picked up in the business vehicle for transport to and from Nether Springs.</p>	<p>Sheona Della-Fort, Catherine Askew and Carolyn Howard</p>

will be supplemented with specific risk assessments which consider the risk on an individual basis (information is currently being amassed).

A separate RA will be completed which considers “high touch areas” which may need extra cleaning and also areas of close proximity such as the stairs.

Infection from close contact with other persons.

encouraged to travel to our premises in their own vehicles – of course this is at their own discretion/cost. Staggered arrival times are implemented for retreatants to minimise contact with other guests.

Minimise shared equipment and resources and ensure that all equipment & resources are appropriately sanitised whether shared or not.

Seating in indoor communal areas will be allocated to a specific person or bubble/family.

All persons will be required to wash their hands upon entry to the premises, and throughout the duration of the day in accordance with UK Government Guidance – every 2 hours and as necessary. Posters and hand sanitising stations provided and NHS contact tracing app displayed in main foyer.

Soap and individual hand paper towels will be

		<p>provided.</p> <p>Hand gel/sanitiser will be available.</p> <p>Face coverings should be used upon entry and when ever moving around communal areas. Face coverings can be removed when seated and do not need to be used by guests in their rooms/area.</p> <p>Guests will be served meals at tables and they will be socially distanced according to government regulations. Individual condiments will be given to each guest for their own personal use to minimize transfer of virus.</p> <p>Appropriate disposal of soiled cleaning materials and PPE. Hazard waste disposal will be deployed if guest/staff member becomes unwell.</p> <p>There will no longer be communal gatherings for prayer, worship or creative</p>		
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activity. Wifi has been installed in guest rooms so that they can participate online with daily prayers and meditations.

All persons will need to confirm upon arrival and on a daily basis that they feel well and have not had any contact with (when restarting the service and for guests arriving – for the previous 14 days) anyone who may have had Covid19 signs/symptoms or anyone that has been diagnosed as having Covid19

Staff and guest should actively monitor their own health and that of others around them and immediately remove themselves or inform management if they think someone else is becoming ill. Details are also contained in the resource pack in the guest rooms,

All persons will be asked to adhere to the Government Social Distancing/Cleanliness Guidance at all times.

Wherever possible the minimum 2 metre guidance will be observed. If this is not possible then the maximum distance will be maintained, the duration of this will be kept to an absolute minimum and some other form of mitigation will be employed such as screens or PPE.

For refreshment periods beverage making facilities are now available in the guest rooms.

Guest laundry will be collected laundered according to current government regulations and wearing face coverings.

Wherever possible ventilation will be maximised by opening windows, doors or through extraction (consider where air is extracted to).

When weather and activities permit we will endeavour to utilise the open spaces we have immediately adjacent

		<p>to the premises (separate RAMS are available for all of our outdoor activities).</p> <p>Guests are advised to sanitise hands and wear a mask in the library and return browsed books into a box where they will be kept for 72 hours.</p> <p>Payment for donations, books and other resources will be taken in the office by staff wearing PPE on a scheduled day.</p> <p>Mental Health of staff and volunteers is supported by staying in contact during furlough arrangements. This is currently done on a weekly basis on a Wednesday after a prayer meeting.</p> <p>Office staff x 4 will continue to regularly clean and sanitize their surroundings including the toilet.</p>	<p>Mental Health First Aid training to be completed by all staff and some key volunteers so that they can support each other and guests who are here on retreat.</p>	
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Completion Date:	08/06/2021
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STEP 5

Keep the assessment under review.

For a new activity, review in the first 6 weeks.

If satisfactory, review again at least annually, or sooner if there are any changes.

Schedule Review Date:	Last reviewed – 22 nd july 2021. To be reviewed in accordance with our own organisational ethos following this date.
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Follow this link to the Health & Safety Executive's "[Five steps to risk assessment](#)".