

THE DITCHLEY FOUNDATION

RA85 – COVID-19: Providing a Safe Working Environment Risk Assessment

<u>SITE ADDRESS</u> : The Mansion, Ditchley Park, Chipping Norton, OX7 4ER	
<u>Subject</u> : In line with Government guidance, to provide a safe working environment for staff and occasional visitors to site during the Covid-19 crisis.	<u>Can hazard be removed?</u> no
<u>Location of Hazard:</u> Foundation buildings, grounds and vehicles	
<u>Who is at Risk?</u> All staff and visitors on site	
<u>Hazard Description, with Risks:</u> Risk of contracting Covid-19 virus, through direct contact with infected person, or indirect transmission via materials and surfaces.	
<u>Hazard Severity [HS]</u> : Score 1-5 (<i>Could cause injury or damage – Most likely event</i>) <i>Minor Injury/Damage 1, Lost Time Injury 2, Serious Injury/Damage 3, Critical Injury 4, Death 5</i> Score = 5	
<u>Risk Probability [RP]</u> : Score 1-5 (<i>The likelihood of this happening</i>) <i>Remote 1, Unlikely 2, Reasonable chance 3, Probable 4, Certain 5.</i> Score = 2	
<u>Risk Factor</u> : 1-6 [<i>Low</i>]. 7-16 [<i>Medium</i>] 17-25 [<i>High</i>]. HS x RP = 10 (Medium)	
<u>Controls</u> : All staff and visitors on-site must follow Government guidelines on safe working practices of social distancing and hygiene procedures. <ul style="list-style-type: none">• Executive team and Bursary office staff resident off site will work remotely from home, except on days when it is essential to be on-site.• Office staff intending to work on-site will inform the House Manager in advance, who will record and circulate the schedule for all-staff reference.• Face to face desks will be fitted with Perspex screens.• Staff based in the central hot-desk area of the Executive offices, or the main Bursary office, should ensure they choose to work from desks located at the recommended safe distance of 2 metres apart.• All staff should maintain safe distances of 2 metres when using communal areas (eg, tea-making facilities) or when traversing the house, hallways and stairs, being mindful of others' location.• Operational staff will work alone or in family groups, or will ensure a safe distance of 2 metres is maintained in situations where lone-working is not possible/practical.• Operational staff will work on a rota and be allocated set work areas to further minimise contact with others (eg Domestic team will work in their dedicated areas only, following the safe working practice guidelines issued).	

- The use of face coverings* will not be mandatory but may be worn at times when staff are working in closer proximity than 2 metres (eg Maintenance team, when working on narrow scaffolding).
- *Face coverings will be available for use at other times if staff member feels they are particularly 'at risk' (eg driver of minibus may request passengers wear face coverings).
- *Face coverings are not a replacement for the other ways of managing risk.
- The door-entry keypads, door handles, locks, toilet flushes, taps and other communal/high-use 'touch points' will be cleaned at very regular intervals by the Domestic team.
- Staff and visitors must also take responsibility for cleaning and hygiene by using hand sanitisers at the points of entry to the house, wiping down keyboards, telephones, door handles after use, and regularly washing hands with soap and hot water.
- Supplies of cleaning and sanitising essentials will be monitored by the Domestic team, but all staff should be vigilant in checking availability and report back if supplies run low.
- Where installed, auto-release door retainers will be used to prop open doors, including fire doors, to reduce number of doors being touched.
- Contractors and other visitors to the house should sign into the Visitors book for security/safety purposes, using a single-use pen. To avoid congestion at points of entry, only the lead of each party should sign the book.
- All visitors to site must be made aware that their contact details will be retained for 21 days after their visit and shared with NHS Test & Trace if requested. A Test & Trace form is available by each visitors' book, to be completed by the lead of each party. Completed copies should be handed to the Bursary for secure storage.
- Separate toilets, access staircases and routes around the mansion will be allocated to operational staff and contractors, to further minimise contact.
- If working alone, staff should carry a radio to maintain contact with colleagues.
- Staff who normally use public transport will use accommodation on site or will be required to wear a face covering if being transported to the train station via a works vehicle.
- The large minibus will be used for all journeys with passengers, to ensure safe distances are maintained between driver and passenger.
- Minibus door handles, steering wheel etc will be sanitised after each use.
- Staff will avoid sharing tools or vehicles (tractors etc) wherever possible; tools and vehicles should be wiped down/sanitised before use by next person.
- Staff displaying any symptoms (headache, dry persistent cough, high temperature etc) should self-isolate immediately, for 10 days.
- If contacted by NHS Test and Trace, staff should follow procedures as outlined in Staff Memo of 15 July 2020.

Staff Meals (resuming end August 2020)

- Break and lunch times will be staggered to reduce pressure on staff room
- Staffroom table will be configured to allow correct social distancing
- Food to be served in takeaway boxes with disposable cutlery
- If metal cutlery is required, it will be individually wrapped
- Self-service of food will not be permitted.
- Use of condiment sachets or individually portioned condiments only

Kitchen Operation

- Kitchen team, with support from House Manager, to ensure government guidance on cleaning food preparation and food service areas is followed.

Events at Ditchley Park

- For a risk assessment which addresses particular control measures to be followed during events in the mansion, see RA90 Covid-19 Safe Environment for Visitors and Guests.

Additional Controls [Precautions] needed :

Perspex screen to be installed between driver and passengers in minibus, using a fitter with the appropriate installation competencies to ensure continuity of insurance cover

<u>Assessed by:</u>	<u>Copied to:</u>	<u>Written:</u>	<u>Revision date (s):</u>
Tracey Wallbank, House Manager	Mike Montagu, Bursar	30.03.2020	12.05.2020 05.08.2020 To be reviewed on a regular basis, as the situation dictates