

BH&HPA

South Wales Touring Park : Risk Assessment

Coronavirus/COVID-19 Safe Park Re-Opening & Operation

Assessed By Hywel Davies on 11 Jun 2020, 00:00

PEOPLE

HAZARDS

a person with or carrying coronavirus coughing or sneezing on another person infecting them directly through inhalation, touching surfaces or objects contaminated with coronavirus and then touching the face

RISKS

Contracting the virus causing illness or death

PEOPLE AT RISK

team members working and/ or living on park, contractors working on park, friends or family visiting park to see residents/private owners, residents living on park, private caravan owners, holidaymakers on park

LOCATIONS

offices

buildings where people who do not live together could gather

staff off-duty areas and shared accommodation

person to person contact in public places and spaces

accommodation between occupants and any visitors

Description	Result	Responsible Person
Team members briefed on the facts regarding the virus from government websites (Appendix 1 of this guidance).	Yes	Hywel Davies & Cathrin Jones
A manager (and deputy) or the park owner with understanding and more detailed knowledge of coronavirus identified and trained.	Yes	
Team members instructed in safe working procedures, such as social distancing and hand sanitising procedures to be followed whilst dealing with customers and other team members.	Yes	
Written procedures for ill or vulnerable team members in place and communicated to all team members.	NA	
Communications between team members/management established (preferably electronically) to support social distancing measures.	NA	
Caravan owners and holidaymakers provided with information, guidance and park rules related to Coronavirus prior to arrival on park in line with BH&HPA Guidance: General considerations for reopening holiday parks. BH&HPA guidance (Appendix 3).	Yes	
Holiday makers required to confirm on check out that no-one has been ill in the accommodation and that the accommodation has been left ventilated.	Yes	email sent 3 days after guests leave. With a questionnaire.
Anyone (colleagues, visitors, etc.) showing symptoms of coronavirus (fever and/or new dry cough) instructed to self-isolate in accordance with current government guidance on this link.	Yes	
Adequate supplies of all personal protective equipment (PPE) in stock.	Yes	
Team members provided with, and instructed in wearing, suitable PPE minimum disposable apron and gloves when cleaning/ decontaminating areas.	Yes	
Access to the park can be adequately controlled e.g. a physical barrier.	Yes	By bookings only, and no visitors permitted.

Description	Result	Responsible Person
Park rules re: access, hygiene and social distancing adequately signed around the park.	Yes	
Procedures in place for meeting and greeting caravan owners and holidaymakers.	Yes	
Any areas of the park that may, when used, compromise the ability to social distance identified and either taken out of use, or, changes made to the way they are used e.g. a one-way system set up.	Yes	
Procedures in place detailing what areas on park will be cleaned/ decontaminated and the frequency.	Yes	
Disposable cloths, mopheads etc in stock to be used for cleaning/ decontamination.	Yes	
No social/group activities to be arranged or held on park. (Social distancing of 2m to be maintained at all times.)	Yes	
Schedule in place for checking essential park infrastructure prior to opening including arrangements for Legionella, electrical and gas safety.	Yes	
Third parties including contractors and suppliers sign-in arranged (including advice to keep a distance of 2m from colleagues, team members, and any caravan owners, holidaymakers or guests.)	Yes	Verbal advice given to any contractors on site.
Customers regularly updated on park measures to best manage the outbreak and the facts regarding coronavirus, from BH&HPA guidance (Appendix 3) and from Government websites.	Yes	
Hand washing and/or sanitising facilities in close proximity to entrances to, and exits from, buildings still in use.	Yes	
Team members who need to have contact with customers or caravan occupants (e.g. reception, essential maintenance or delivering gas bottles) instructed to maintain social distance of at least 2m.	Yes	
Team members instructed not to share any vehicles as far as possible. If this is unavoidable team members briefed as in BH&HPA guidance (Appendix 3)	NA	

Description	Result	Responsible Person
Maintenance team members instructed not to work alone in high risk activities.	Yes	
Hand washing/ sanitising facilities scheduled for checks to ensure a continuous supply of soap or hand wash gel of at least 60% alcohol and disposable towels.	Yes	
In buildings still used as a workplace, an area/room identified for team members who become ill whilst at work to be isolated (and call 111).	NA	
Welfare facilities such as staff rooms/ break areas or food prep areas identified for team members who have been instructed in safe use.	NA	
Symptomatic and diagnosed caravan occupants or team members instructed to completely selfisolate (usually at home).	NA	
Adequate number of closed/ lidded bins lined with disposable liners available for disposal of tissues and/ or paper towels.	Yes	
Pregnant team members advised to follow guidance from the Royal College of Obstetricians & Gynaecologists on this link.	NA	
Waste from cleaning/ decontamination: instruction that it must be double bagged and staff directed on disposal.	Yes	
Contactless payment in place	Yes	

Enter any additional information relevant to this Risk Assessment

"Team members" are Hywel and Cathrin (Brother and Sister) Both live on site, and separate houses.

It has been agreed that Hywel will deal with Guests, and keep a 2meter distance from remaining family members.

PPE items have all been bought.

Additional hand sanitisers placed in specific location around the park, ie taps, chemical emptying points and bin areas.

All pitches will be cleaned and sanitised between guests.

Actions

Action	Assigned To	Due Date	Status
--------	-------------	----------	--------

