

Health and Safety Risk Assessment Form

Assessment of:	Covid 19					
Location:	Dolgoch, Ty'n Cornel	Date of assessment:	12/08/2021			
Completed by:	Colin Hughes, Richard Hollins. Reviewed by Andrew Phillips	Review Date and Sign:	2021		2022	2023

Hazard (something with the potential to cause harm)	Risk (how could the hazard cause harm, and who could it harm)	Control Measures (what is required to reduce the risk)	In Place (Y/N)	Action Owner	
Covid 19 infection	Contamination of building surfaces	<u>Cleaning</u> <ul style="list-style-type: none"> Detailed cleaning instructions issued to all wardens in advance Wardens to clean hostel thoroughly in between bookings, particularly frequently touched areas e.g. door handles, lights. Where there is shared occupancy wardens to clean shared areas daily Wardens to ensure good ventilation of any shared spaces. Provision of Covid compliant cleaning materials and PPE Regular monitoring of PPE and cleaning materials to ensure adequate supplies. All hand towels removed, paper towels provided in kitchen and toilets 	Y	Frances	
	All visitors		Y	Wardens	
			Y	Wardens	
			Y	Wardens	
			Y	Hostel managers	
			Y	Hostel managers	
			Y	Hostel managers	
	Contamination from used PPE and rubbish		<u>Safe disposal of PPE and used cleaning materials</u> <ul style="list-style-type: none"> Paper towels composted Other PPE bagged in general rubbish Rubbish and recycling to be removed from hostel 	Y	Wardens
	All visitors and wardens			Y	Wardens
		Y	Wardens		
	<u>Hand washing</u> <ul style="list-style-type: none"> Signs to instruct frequent hand washing Drying of hands with own towel Disposable paper towels provided Gel sanitisers in any area where washing facilities not readily available. 	Y	Hostel managers		
Cross contamination by visitors		Y	Hostel managers		
		Y	Hostel managers		
		Y	Hostel managers		
		Y	Hostel managers		

Health and Safety Risk Assessment Form

	<p>Contamination of bedding All visitors</p>	<p><u>Making/stripping beds</u></p> <ul style="list-style-type: none"> • Hostellers to make own beds • Duvet covers, pillow cases, bottom sheet to be changed after each visit • Instructions provided to hostellers on removal of bedding to include bagging of all items prior to transport to laundry facilities. • Instructions supplied to Sue for her safety 	<p>Y Y Y Y</p>	<p>Wardens Wardens, under instruction from Frances. Marilyn</p>
	<p>Spread of virus between individuals Warden and all visitors</p>	<p><u>Occupancy</u></p> <ul style="list-style-type: none"> • No sharing of sleeping accommodation by mixed households • Hostel bookings limited to single occupancy by one household or, where household is small, one additional booking may be accepted at Dolgoch. • Segregated toilet and shower facilities. • Increased ventilation in any shared facilities • No unbooked visitors, updated on website <p><u>Warden-visitor interactions</u></p> <ul style="list-style-type: none"> • Wardens advised to maintain social distancing from visitors, to use the available space (including outdoor space) appropriately to manage risk of transmission, and to wear mask in communal areas. • Hazards to be reviewed as winter approaches, particularly at Ty'n Cornel where the common room is the only heated space and there will be few alternatives to sharing the room for several hours. 	<p>Y Y Y Y Y Y</p>	<p>Gill/Janet Gill/Janet Wardens Wardens Gill/wardens Wardens, under instruction from Frances. Trustees and hostel managers</p>
	<p>Volunteers</p>	<p><u>Social distancing</u></p> <ul style="list-style-type: none"> • Reduce number of volunteers in any work area • Maintain social distancing where possible • Where not possible, reduce activity time to minimum, use back to back or side-to-side working, use face masks, increase ventilation. 	<p>Y Y Y</p>	<p>Hostel managers Hostel managers Hostel managers</p>