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| **COVID-19** | | | |
| **Activity** | **Personnel Affected** | **Hazard** | **Primary Control Measures** |
| General | All | Spread of Covid 19 to others | No person with suspected Covid 19 symptoms should come on site. |
|  |  |  | Any Hilltop staff with Covid 19 symptoms must not come into work and follow Hilltop’s illness reporting procedure. |
|  |  |  | All Hilltop staff temperatures will be taken on arrival (non-contact forehead temperature gun) and recorded. Staff asked about any recent COIVD symptoms. |
|  |  |  | Any Hilltop staff living in a household with a person showing Covid 19 symptoms should isolate for 10 days or when that person receives a negative test (which ever is the sooner). (According to the current government and medical advice) |
|  |  |  | Hilltops staff are advised to wash/sanitised clothing/uniform each day to minimise transference. |
|  |  |  | Any suspected cases must be reported to the duty instructor, who then immediately informs the duty manager. |
|  |  |  | Staff who show symptoms will be sent home to self-isolate and asked to arrange a PCR test |
|  |  |  | Clients that show symptoms should be placed in an isolation room with en-suite facilities. The isolation procedures should be followed. |
|  |  |  | Children placed in the isolating room will be monitored by visiting staff until transport can be arranged. If visiting staff have need to be closer than 2 metres they must wear correct PPE and limit this time. PPE will be cleaned or disposed of after use. |
|  |  |  | No children or adults from isolating families should attend Hilltop |
|  |  |  | No unnecessary visitors to be allowed on site. |
|  |  |  | Any visitors onsite will provide or have means of providing contact details to allow tracking in case of infection. |
|  |  |  | All deliveries to be left in a designated area and relevant recipient to be informed. |
|  |  |  | Fire procedures in place have been updated in line with COVID-19 guidelines. |
|  |  |  | Follow all relevant signage around the site and grounds to help avoid contact with other onsite bubbles. |
|  |  |  | Visiting group leader will be asked to sign to confirm that they checked for any Covid 19 symptoms or illness within their group, or family bubbles, before departing their school. |
|  |  |  | Visiting group leader will be required to hold onto group information for 21 days after visit. |
|  |  |  | Visiting group leader to report any COVID symptoms/ positive tests from any group members that attended Hilltop up ten days after visiting. |
|  |  |  | Groups larger than circa 30 will be advised to split into smaller group bubbles. |
|  |  |  | If there is more than one positive PCR test reported. The NHS track & trace and North Norfolk district council should be informed by Hilltop. |
|  |  |  | All Hilltop Staff will complete Lateral Flow Tests twice a week, and report results to NHS Test & Trace & their line manager. |
| Occupying Buildings | All | Spread of Covid 19 to others | Hilltop housekeeping team to clean and sanitise rooms in the centres prior to occupancy. |
|  |  |  | All visiting adults will be required to sanitise their hands & be temperature checked on arrival before entering the buildings/accommodation. |
|  |  |  | All children will be required to sanitise hands on arrival before entering buildings/accommodation. |
|  |  |  | Visitors should only occupy areas of the buildings and use the facilities that are designated to their ‘group bubble’ and not enter any other areas. Designated areas will be clearly demonstrated on arrival. Where this is not available additional protective measures will be taken. |
|  |  |  | Regular hand washing with soapy water and sanitising hands will be encouraged. |
|  |  |  | Visiting adults and employees should maintain 2m distance where possible. If this is not possible they should wear a face covering. |
|  |  |  | Rooms to be aired everyday by opening doors and windows (not Fire Doors). Air Circulating system will be in use throughout the centres. Heating to be adjusted accordingly. |
| Bedrooms |  | Spread of Covid 19 to others | Rooms will be cleaned sanitised prior to occupancy. Cleaning will only be carried out in bedrooms during occupancy, in a situation where there is an urgent requirement. |
|  |  |  | Bedrooms to be allocated within their group bubbles. Pillows to be positioned top and tail between beds to aid with social distancing between children |
|  |  |  | Adults will be assigned their own bedrooms and dedicated wash facilities |
|  |  |  | Only client/s who are sleeping in a bedroom are permitted to enter that room. |
| En-suite toilet, shower facilities |  | Spread of Covid 19 to others | Toilets shower facilities designated to specific individuals, normally room groups or bubbles. |
| Communal toilet, shower facilities |  |  | Hilltop housekeeping team to clean and sanitise prior to occupancy, and at least 2 times per day during visit. |
|  |  |  | Clients to report any requirements for additional cleaning/sanitising to a member of hilltop staff. |
|  |  |  | Toilet lids to be closed when flushing to minimise droplet spread. Signs will be placed to remind of this. |
| Hilltop Staff Accommodation |  | Spread of Covid 19 to others | All showers to be used by as few people as possible to minimise transference. These are to be kept clean and wiped down after each use. |
|  |  |  | Rooms to be aired every day to minimise infection (windows open, Air circulating system to be switched on) |
| Instructional & Activity |  | Spread of Covid 19 to others | Group meetings to be held outside. Using current government guidelines for COVID-19. |
|  |  |  | Social distancing to be adhered to on all activities where possible. Should this not be achievable, Instructors will wear face coverings/face shields. |
|  |  |  | PPE & activity equipment will be sanitised/cleaned before use on activity sessions. |
|  |  |  | Hand washing/sanitising to be encouraged before & after activities. |
|  |  |  | Face touching will be discouraged during activity sessions. |
|  |  |  | Long hair to be securely tied back. |
|  |  |  | Staff and visitors to adhere to outdoor one-way system |
|  |  |  | Singing/chanting/shouting to be discouraged during sessions. |
|  |  |  | During break times staff to follow current social distancing guidelines. |
|  |  |  | Staff meetings to be held outside when possible or within a controlled indoor environment. Using current government guidelines for COVID-19. |
| Catering |  | Spread of Covid 19 to others | Hand washing at regular points throughout the day. |
|  |  |  | Screens are fitted between kitchen and dining room at serving hatches. |
|  |  |  | Wearing of face coverings and use of gloves when preparing & serving food. |
|  |  |  | Kitchens will be regularly cleaned and sanitised before, during and after shift/sittings. |
|  |  |  | Dining rooms will be cleaned/sanitised after each meal sitting. |
|  |  |  | Dining rooms to be secured after all shifts. |
|  |  |  | Rota to allow for minimum numbers for physical distancing. |
|  |  |  | Break times to be taken in ‘staff bubbles’ only, and following social distancing guidelines. |
|  |  |  | Staff meetings to be held outside when possible or within a controlled indoor environment. Using current government guidelines for COVID-19. |
| Maintenance |  | Spread of Covid 19 to others | Only essential maintenance tasks to be carried out while accommodation is occupied. |
|  |  |  | Should essential maintenance be required the relevant social distancing guidelines will be adhered to, relevant PPE to be worn and areas sanitised, on completion of task. |
|  |  |  | Hand washing/sanitising at regular points throughout the day. |
|  |  |  | Tools to be sanitised and returned to stores after use. |
|  |  |  | Staff meetings to be held outside when possible or within a controlled indoor environment. Using current government guidelines for COVID-19. |
|  |  |  | Break times to be taken in ‘staff bubbles’ only, and following social distancing guidelines. |
| Housekeeping |  | Spread of Covid 19 to others | Rota to allow for minimum numbers for physical distancing. |
|  |  |  | Cleaning/sanitising of cloths, mop heads, dish towels etc, after use. |
|  |  |  | Cleaning/sanitising of other essential cleaning equipment after use. |
|  |  |  | Overalls, masks, gloves will be worn during cleaning duties |
|  |  |  | Hand washing at regular points throughout the day |
|  |  |  | Break times to be taken in ‘staff bubbles’ only, and following social distancing guidelines. |
|  |  |  | Staff meetings to be held outside when possible or within a controlled indoor environment. Using current government guidelines for COVID-19. |
| Office/reception |  | Spread of Covid 19 to others | Cleaning of all office equipment, furniture and doors at regular intervals. |
|  |  |  | Recording contact details of all visitors allowing tracing in event of infection. |
|  |  |  | Staff meetings to be held outside when possible or within a controlled indoor environment. Using current government guidelines for COVID-19. |
|  |  |  | Guest keys will be sanitised with a disinfectant before arrival and on immediately on departure |
| Vehicles |  | Spread of Covid 19 to others | Hilltops vehicles, exterior handles to be clean/sanitised after use and vehicles to be sanitised regularly. |
|  |  |  | Individuals to sanitise hands before entering vehicle |
|  |  |  | Adults to wear face masks to be always worn in vehicles. Windows to be open to allow ventilation |