

Hazards & Effects	Affecting Whom	Controls
<p>The potential that Site Team Members remain unaware of risks and interim processes leading to bad practice and increased risk of infection</p>	<p>Staff/Campers/Contractors</p>	<p>All site team members briefed of interim operational procedures as agreed by Greenfields house and adapted for site</p>
		<p>All site team members are a party to the site specific risk assessment</p>
		<p>The Holiday Site Manager takes lead responsibility for ensuring communication to staff and campers on site and compliance and resolution of issues</p>
		<p>Procedures are documented and available to all staff, and audited by regional managers</p>
<p>The potential that campers remain unaware of interim on site processes leading to bad practice and increased risk of infection</p>	<p>Staff/Campers</p>	<p>All campers receive pre arrival communications from the Club detailing on site controls and procedures they must adhere to</p>
		<p>All campers receive information packs on site</p>
		<p>All staff able to respond to queries and provide guidance</p>
		<p>On site signage reinforcing good practice</p>
		<p>On site markers detailing social distancing where required</p>
		<p>No non-camping visitors allowed on site</p>
<p>The potential Site staff are left struggling with new issues leading to poor resolution/guidance or advice</p>	<p>Staff/Campers/Contractors</p>	<p>The Holiday Site Manager liaises with their immediate line manager for support and clarification of areas of doubt</p>
		<p>Clarifications/best practice shared across network by regional management</p>
		<p>Risk assessments and guidance updated as new issues and controls identified</p>

		Regular communication maintained between sites/network and Greenfields house
The potential that Contractors and workmen called to site remain unaware of controls	Staff/Campers/Contractors	Normal sign in process must take place and they must be told to await staff attention before entering site
		On site controls to be explained to the contractor
		If needing to visit pitch or area of site, staff to escort ensuring distancing
		Any contractor/worker not adhering to safe practice to be asked to leave site. Line manager to be notified
The potential that Staff and Campers fail to social distance increasing risk of person to person infection	Campers/Staff/Contractors	Guidance and signage in place reinforcing social distancing guidance
		A "no-contact" check in process is adopted at sites as per interim COVID19 operational guidance issued
		Shop/office/reception to remain closed to campers
		High touch/contact play areas closed
		Rec rooms/information rooms etc closed to minimise interaction and exposure
		In facilities selected urinals/cubicles/sinks closed off to increase social distancing space
		"One way" entry/exit adopted where possible
		Markers set at areas where campers may frequent e.g. water points, to reinforce social distancing
		Planned pitching (no choice of pitch) to enable management of camper separation - campers taken to pitch
		Standard 6 meter rule enforced
		No site visitors to campers allowed
Large group/social camping bookings not taken		
Intruders/trespassers found on site increasing risk of infection	Campers/Staff/Contractors	Staff to challenge person politely asking them to leave and reminding that the site is a closed environment and the importance of social distancing
		If no cooperation, refer to line manager for support and advice

		Retain social distance when dealing with issues
		Clean areas where intruder has been
Contractors and workmen called to site unaware of controls	Staff/Campers/Contractors	Normal sign in process must take place and they must be told to await staff attention before entering site
		Controls to be explained to the contractor
		If needing to visit pitch or area of site, staff to escort ensuring distancing
		Any contractor/worker not adhering to safe practice to be asked to leave site. Line manager to be notified
The potential that surfaces and high touch areas retain the virus increasing risk of infection spread through touch contact	Campers/Staff/Contractors	Reinforcement of good hygiene (e.g. hand washing) through communication and signage
		Campers encouraged to carry own sanitisers/paper towels
		Extra cleans introduced to facility blocks (or facility blocks or part thereof closed to use) using recommended cleaning products
		Regular wipe downs introduced to all high touch areas such as doors/keypads/water points
		Doors propped open where possible to avoid need to use keypads or handles
		Mops etc removed to avoid cross contamination between campers from the handle
The potential that staff become exposed to virus on surfaces or cleaning implements when cleaning	Staff	Extra PPE provided and must be worn when cleaning or wiping down; Facemasks/visors/goggles/overalls or apron/disposable gloves
		Overalls/aprons washed after cleaning use
		Paper towels & disposable gloves double bagged and binned safely after use
		Mops/cloths etc washed daily
The potential that close working with colleagues increasing the risk of person to person contamination	Staff	Social distancing to be maintained as per guidance.
		Wearing of masks to prevent spread where appropriate
		Staff to work in fixed pairings/groups to reduce contact
		Office to be cleaned for next person after use

		Shared facilities to be cleaned for next person after use
		Signage to reinforce behaviours
		All staff are briefed and have access to the operational guidance and risk assessment
		Wearing and washing of PPE enforced by HSM
		Additional sanitisers and paper towels provided for staff use
The potential that camper behaviour undermines controls through lack of cooperation	Staff/Campers	Behaviour is addressed by Holiday Site Manager in the first instance with a reminder of importance of social distancing and responsible behaviour
		If not resolved the matter is referred to the line manager with a view to having the uncooperative camper being asked to leave site for the benefit of all
The potential that staff behaviour undermines controls through lack of cooperation	Staff/Campers	Behaviour is addressed by Holiday Site Manager in the first instance with a reminder of importance of social distancing and responsible behaviour
		If not resolved the matter is referred to the line manager and HR with a view to having the uncooperative member of staff being asked to leave site for the benefit of all
Camper presents themselves with symptoms	Staff/Campers	Advise to leave site and self isolate at home
		Deep clean areas they have frequented
		Maintain separation at all times
		Notify line management
		(note; full govt. guidance regarding isolation/quarantine should be followed)
Staff presents themselves with symptoms	Staff/Campers	Advise to leave site and self isolate at home
		If not possible discuss on site isolation with line manager
		Notify those they have been in contact with
		Deep clean areas they have frequented
		Notify line management

		(note - full govt. guidance regarding isolation/quarantine should be followed)
--	--	--