

## MCG Cottage Access November 2021

The government guidance here

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

states that whilst most restrictions have been lifted, Covid cases are still high and we should remain cautious and respectful of others. According to the guidance here

[Hotels and guest accommodation - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](#)

there are three main ways in which Covid-19 can spread:

- Person to person contact by aerosols
- Person to person contact by droplets
- Surface transmission.

These all represent an infection risk to members and guests visiting our cottage (hut). The committee have considered these risks in relation to our cottage. Please follow the guidance below to reduce the risk to yourself and others.

1. To minimise the risk of spreading infection:
  - a. Stay away if you are, or suspect you might be, infected with Covid-19
  - b. Consider using a lateral flow test before attending
  - c. Let us know if you become infected shortly after visiting, so we can inform folk who attended at the same time
  - d. Swipe your card on entering the building, so we have a log of members present
  - e. Willingly and truthfully divulge your Covid-19 vaccination status to others who ask
  - f. Consider scanning our NHS track and trace venue check in QR code.
2. Reduce the possibility of aerosol transmission by increasing ventilation in our cottage:
  - a. Use the extractor fans in the kitchen and showers
  - b. Open windows and doors upstairs and down stairs – please dress up warm rather squander our expensive heating
  - c. Space yourself out amongst our 30 bunks, avoid sleeping head-to-head.
3. Reduce the possibility of droplet transmission by:
  - a. Spreading yourselves about within the space available – we now have three seating areas in our lounge
  - b. Wearing a face mask.
4. Reduce the possibility of surface transmission by:
  - a. Frequent hand washing including – we have installed liquid soap dispensers, paper hand towels and sanitiser dispensers
  - b. Cleaning surfaces after use – remember that we have no ‘cleaners’, all members must clean up after themselves
  - c. Sticking to the same bunk bed throughout your stay - it is very likely that any bunk will have been unoccupied for more than 72 hours before you use it.
5. A more detailed risk assessment will be found on the following pages.

## COVID-19 Health & Safety Checklist

This inspection checklist is intended to assist in identifying the risks to our organisation and the measures that are in place or need to be implemented in order to protect our members and guests and comply with health and safety legislation.

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| <b>Building / Nordrach cottage</b>                                 |
| <b>Address: Nordrach Cottage, Charterhouse on Mendip, BS40 7XW</b> |
| <b>Date of Inspection: November 2021</b>                           |
| <b>Inspection Undertaken by: Jason Kirby cottage warden</b>        |
| <b>Report issued to: committee</b>                                 |

| No  | Issues  | Y/N/NA | Comments  |
|-----|---|--------|---|
| 1.  | Where practicable, have members been requested to use sanitation?   | Yes    |   |
| 2.  | Can all members maintain the government guidelines for social distancing? These could include but are not limited to the following: kitchen / loos / library / bedrooms | Yes    |   |
| 2a  | Are you able to promote 2 meters distance?  | Yes    | Lounge divided into 3 areas.  |
| 2b. | Are members aware of the risks involved gathering together at our cottage   | Yes    | There will be a copy of this check list on M.C.G the web site. It will be notified to members. It will be displayed at the cottage. |
| 3.  | Has signage been displayed reminding members of the 2m social distancing measures around the building?  | Yes    |   |
| 4.  | Have members been notified before returning to MCG hut on any new procedures and rules.   | Yes    | Members notified of procedures and rules via mailing. This is to be updated, and will change as guidance changes.                   |
| 5.  | Have members been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.   | Yes    |   |

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|-----|---|-----|---|
| 6.  | Have members been instructed on social distance where practicable while at the hut?   | Yes |   |
| 7.  | Have members been notified on what to do if they are experiencing COVID-19 symptoms?  | Yes |   |
| 8.  | Has signage reminding members of the symptoms been displayed prominently around the building?   | Yes |   |
| 9.  | Are alerts from government departments e.g. Public Health England / HSE etc being sourced and shared with members?                                | Yes | See item 4.   |
| 10. | Have members been instructed to minimise travel when at the hut?  | Yes | Members encouraged to maintain distance from neighbours.  |
| 11. | Are you able to implement sufficient parking restrictions to maintain social distancing measures?   | Yes |   |
| 12. | Have you identified any members that are required to continue shielding?  | Yes | Members to self-identify if shielding required.   |
| 13. | Do you have sufficient PPE (as may be required) for certain tasks (face screens, masks and/or gloves)?  | Yes | Face masks available. Face shield available to a first aider. First Aid kit, checked and updated. |
| 14. | Has the entry and exits to the building been limited to the minimum number of points required?  | Yes |   |
| 15. | Have Swipe access points for ID Cards been considered? (Sanitised)  | Yes |   |
| 16. | Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?                              | Yes |   |
| 17. | Have appropriate hand sanitiser pump action containers been made available in every area and on main travel routes through the building/bedrooms? | Yes |   |

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| 18. | Is advisory hand washing signage displayed throughout the building, especially at entrances and exits and where people congregate?   | Yes |  |
| 19. | If appropriate, have you completed a deep clean of the property / site before returning?   | Yes | This will be done by members   |
| 20. | Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when the building is occupied?   | Yes | This will be done by members   |
| 21. | Are all hand contact points cleaned on a frequent basis throughout the day including, door furniture, handrails, IT equipment, desks, phones, taps, dispensers, toilets, canteen / food preparation areas? | Yes | Hand sanitisers and wipes provided for member's use throughout the building                        |
| 22. | Have you provided cleaning equipment for members to sanitise any area prior to and after use?  | Yes | Sterile wipes available in multiple locations. Shower spray and paper towels added to shower area. |
| 23. | Have persons undertaking the cleaning been instructed on method, frequency and required protective equipment?  | Yes | Lists to be displayed at key locations   |
| 24. | Have non-essential maintenance activities, e.g. window cleaning being postponed or scheduled for out of hour's visits?   | Yes | Maintenance activities booked in, on days for exclusive cottage maintenance use.                   |
| 25. | Fire Safety Systems / Emergency Lighting.<br>Has the statutory maintenance for systems been maintained?<br><br>Have you conducted pre-start checks on the systems?   | Yes | This is tested regularly and recorded in the fire log book   |
| 26. | Ventilation / Humidity / Lighting & Heating.<br><br>Are all systems functioning correctly?<br><br>Are maintenance processes / filter changes due?  | yes | Recently checked the vent in kitchen.<br>Encourage members to open windows and ventilate property. |

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| 27. | Legionella Controls.<br>Have you flushed through taps and showers prior to reoccupation?                              | yes | Temp checks have been completed  |
| 28. | Bins empty  | yes | To be done by members  |
| 29. | Have you sufficient coverage of first aid and fire extinguishing equipment for all hours of operation?                | Yes |  |
| 30. | Have first aid personnel received revised information in respect of treating casualties during the Covid-19 pandemic? | Yes | Updated document next to all First Aid Stations. Including thermometers, face masks, gloves will be provided |
| 31. | Have you taken action on Covid-19 updates and guidance  | Yes | Regular meetings   |
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|     |   |     |  |

Bill Chadwick MCG Secretary – 27<sup>th</sup> November 2021