

Appendix 2

RISK ASSESSMENT TEMPLATES

Appendix 2.3

RISK ASSESSMENT TEMPLATE - SAFE OPENING AND OPERATION OF CARAVAN SALES AREAS

RISK ASSESSMENT TEMPLATE			
CORONAVIRUS/ COVID-19 SAFE OPENING AND OPERATION OF CARAVAN SALES AREAS			
Company Name:		Date of Issue:	
Park Name:		Name of Assessor:	
Date of Assessment:		Assessor's Signature:	
Persons consulted on the completion of this Risk Assessment:			
Name:		Job Title:	

HAZARDS – *What will cause or has the potential to cause harm?*

- 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 – *What could happen? What could the consequences of the hazards be?*

Contracting the virus causing illness or death.

PEOPLE AT RISK – *Who could be harmed? For example: staff, contractors and guests will be exposed to the hazards and risks above. Insert below the specific people at risk within these groups.*

- team members working on park
- third parties working on or delivering to park
- residents living on park.
- private caravan owners
- holidaymakers visiting park

LOCATION – *Where are the hazards located? Insert locations as appropriate for your park.*

- sales ground
- sales office

GENERAL CONTROL MEASURES – What are you doing to control the risks?

All the control measures identified below will, in combination, contribute to minimise the risks identified to an acceptable level.

Identify below whether the controls are in place and the individual responsible for the work.

No	Description	Yes	No	N/A	Responsible
1	Team members briefed on the facts regarding the virus from government websites (Appendix 1 of this guidance)				
2	Team members instructed in safe working procedures, such as social distancing and sanitising, to be followed whilst dealing with customers and other team members.				
3	Communications between team members/ management established (preferably electronically) to support social distancing measures.				
4	Media produced to enable virtual viewings to take place.				
5	Viewings arranged by appointment only and spaced to allow one hour between visits for accommodation to be ventilated.				
6	All internal and external doors fixed/wedged open as far as practical to avoid the need for hand contact during viewing and to maximise ventilation.				
7	Customers asked to confirm whether any member of their party is showing symptoms or has been asked to self-isolate before going ahead with any viewing				
8	Hand sanitiser provided at the entrance to the accommodation (or disposable gloves) and buyers and asked that they avoid touching any surfaces				
9	The number of people on a viewing restricted to only those in the immediate household of the buyer.				
10	Sales procedures/process reviewed to ensure social distancing can be maintained between staff and customers				
11	Sales team maintain minimum 2m distance from customers by: <ul style="list-style-type: none"> • Meeting outdoors if possible or re-organising layout of sales office in line with guidance here • Meeting potential customers at the accommodation i.e. not travelling in same vehicle. • Not entering the accommodation with the potential customers 				
12	Any frequent hand contact points cleaned between viewings				

GENERAL CONTROL MEASURES – What are you doing to control the risks?

All the control measures identified below will, in combination, contribute to minimise the risks identified to an acceptable level.

Identify below whether the controls are in place and the individual responsible for the work.

No	Description	Yes	No	N/A	Responsible
13	Deep clean of sales unit takes place after every 10 viewings or weekly whichever is the soonest				

SITE SPECIFIC ASSESSMENT

Consider your park and its particular circumstances.

Complete this table for any hazard, risk or control not included above and for any additional control measures in place or required.

No. ¹	Hazard	Risk	Control Measure	In place? Yes / No	Responsible
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Supporting Information:

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³ Continue numbering from previous table