RISK ASSESSMENT

CÉILE DÉ RETREAT PARCEVALL HALL March 23rd to 27th 2022

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| **Type** | **Hazard** | **Who is at risk?** | **Controls** |
| **Retreatant carries coronavirus upon arrival** | Cross-infection | Retreatants and staff | * bookings are only open to fully vaccinated retreatants
* retreatants are asked to carry out LFT before starting their travels and stay at home if the test is positive
* PH take temperature of retreatant before entering PH
* additionnal LFTs are available to retreatants
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| **Retreatant preparedness** | Unable to meet requirements, anxiety about visit, cross-infection | Retreatants and staff | * booking forms include Covid-19 awareness
* information sheet sent to retreatants in advance of arrival
* group leaders required to prepare and share risk assessment for their visit
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| **Risks of contamination during the retreat** | Cross-infection | Retreatants and staff | * retreatants all arrive on Wednesday and leave on Sunday
* retreatants remain within PH house and grounds throughout the retreat
* retreatants avoid contact with anyone other than retreatants and PH staff
* retreatants are encouraged to wash hands regularly, respect distancing as much as possible, bring their own hand-sanitiser
* regular airing of rooms, common rooms
* retreatants are asked to be wearing masks when in contact with staff
* retreatants are encouraged to wear masks when in close contact with each other
* each retreatant’s position on wearing masks in the meeting room will be respected
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| **Risks of contamination during the retreat** | Cross-infection | Retreatants and staff | * check-in list of retreatants
* paperwork retained for at least 21 days for use by NHS Track & Trace
* action to be taken outlined in protocol document below
* all retreatants have a copy of risk assessment
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| **PH public areas** | Cross-infection | Participants and staff | * regular disinfection of handrails, door handles, light switches, telephones, downstairs public toilet area, all commonly touched surfaces
* open waste bins replaced with closed bins, emptied at regular intervals
* instructions to guests to wash hands frequently and to avoid touching surfaces wherever possible given verbally and via notices around the building
* staff instructions to wash hands frequently, before and after serving food, touching surfaces, cleaning and eating reinforced daily by management team
* windows to be open wherever possible to increase air circulation.
* all non-fire doors propped open to reduce the need to touch handles and door surfaces
* hand sanitisers available at identified points around the Hall
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| **Meal times** | Cross-infection | Retreatants and staff | * retreatants to wear masks when entering or leaving dining room
* retreatants to wash and desinfect hands before meals
* retreatants to place plates and cutlery on trolley one by one as directed by member of staff
* retreatants are asked to not enter other than public areas
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| **Residential guest servicing** | Dangers of cross-infection | Retreatants and staff | * no staff to enter bedrooms when occupied by retreatants
* retreatants to strip beds and place linen and towels in bin bags provided
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| **Shared downstairs toilet facility**  |  |  | * free/engaged sign outside toilet area
* regular cleaning throughout the day
* cleaning schedule displayed
* liquid handwash and paper towels
* hand dryer out of use
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| **Retreatants or staff experiencing symptoms of Covid-19 during retreat** | Cross-infection | Retreatants and staff | * retreatant and staff advised to immediately tell the warden, deputy warden or another member of staff
* staff member to go home if well enough, otherwise PH will contact a health care professional. They are aware a test to be requested by them
* residential guests must self-isolate in their room. The retreatant should return home by private transport if well enough, but otherwise, PH will contact a health care professional.
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| **Extra check for participants at the end of the gathering** | Cross-infection | participants and staff | * LFT before leaving
* if symptoms appear within 7 days of returning home, Céile Dé organisers and PH are informed
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Protocols:

**Protocol for a retreatant developing symptoms**

The retreatant will be asked to self-isolate in their room, and if well enough to travel, arrange for private transportation home. (See booking form Ts&Cs). Meals will be left on a tray outside their door and there will be no direct staff contact. The usual Covid precautions re: distancing, cleaning and PPE will be followed. Other retreatants will be advised and return home as the majority of accommodation uses shared bathroom facilities.

All retreatants will be repsonsible for their own costs of extra accomodation and change of travel plans.

We **encourage** all retreatants to take an LFT before leaving Parcevall Hall, provided by Teinntean.

If the retreatant cannot return home (for example, if they do not have access to private transport) a healthcare professional and the local authority will be contacted. A member of staff will be on site at all times until the participant leaves. Costs of additional stay will be charged to the affected retreatant.

**Protocol if the retreat Teacher develops symptoms before the retreat starts and has to self-isolate**

There will be other teachers present at this gathering; should Sr Fionn develop symptoms before the retreat starts and the rest of the group be symptom-free, other teachers will be able to step in and take over.