

THE DOWN INN

OPERATING DURING THE CORONAVIRUS PANDEMIC

<p>Risk Assessment of operating during coronavirus.</p> <p>Persons Affected: Staff, customers, contractors and other visitors.</p>		<p>Date of Assessment: March 2020 Reviewed: June 2020</p> <p>Name of Assessor: Steve Ruffell-Hazell of the Down Inn, Rebecca Knox and Emma Bavin of Southall Associates Ltd.</p> <p>NB: These control measures are in addition to site risk assessments which are held on Safety Cloud and remain applicable for other hazards.</p>
What are the Hazards?	How could people be Harmed?	Control Measures
<p>Coronavirus (Covid-19)</p>	<p>Most people are at risk from infection (staff, customers, visitors, etc.). The risk of developing serious illness following COVID-19 infection is, as we know, higher for vulnerable persons.</p> <p>The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions; pregnant women. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal.</p> <p>Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.</p>	<p>Government Advice:</p> <ul style="list-style-type: none"> ● Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice. ● All employees who are able to work from home should continue to do so where possible. A Home Working Risk Assessment is in place for staff undertaking any temporary work from home, where possible. ● Where working from home is not possible, every reasonable effort is made to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). ● Further mitigating actions available to us, based on guidance, include: <ul style="list-style-type: none"> ○ Further increasing the frequency of hand washing and surface cleaning. ○ Keeping the activity time involved as short as possible. ○ Using screens or barriers to separate workers from each other and workers from customers at points of service. ○ Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. ○ Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

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		<ul style="list-style-type: none"> ● All unnecessary travel is to be avoided. Therefore, the company have introduced an increased use of telephone calls, web conferencing, etc. for meetings where site attendance is not essential. ● All essential meetings on site will be observing 2m, or 1m with risk mitigation social distancing rules where 2m is not viable. ● All non-essential appointments on site have been postponed and necessary appointments will be evaluated taking into account current guidance as they occur. ● All training that requires congregations, fire drills and group exercises have been adapted and/or postponed to avoid social contact where possible. ● Written communication of the latest guidelines is communicated to both staff and customers inside and outside the venue through the display poster material, notices or information setting out behavioural requirements in order to keep everyone safe. ● Staff and customers who feel unwell must stay at home and should not attend the venue. This has been communicated to all staff and will be communicated to customers via signage on entrance to the venue. ● All staff have been issued with guidance on the measures and have completed an e-learning title in relation to infection control and the importance of social distancing. ● Employees are encouraged to not turn up and finish work at the same time to prevent congregations. The company is adopting a more flexible approach to time and attendance within the business to facilitate this. ● Max capacity numbers for indoor and outdoor seating areas have been calculated and the service adapted to accommodate this. ● Staggering bookings and entry times is implemented to avoid queues building up in surrounding areas. <p>Track and Trace:</p> <ul style="list-style-type: none"> ● The company supports the NHS Test and Trace and will aim to keep records of customers through the booking system with a main customer contact and number within the party.

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		<ul style="list-style-type: none"> ● Guest records will be kept for a minimum of 21days. ● Staff shift records will be kept for a minimum of 21days. ● Where contractors are to come to site to carry out statutory examinations, maintenance and repairs, this must be prearranged, contractors must confirm they are fit to work and not symptomatic and social distancing measures put in place. Records will be kept of contractor attendance. ● Where visitors (i.e. enforcement officers, auditors) attend the venue, they must confirm they are not symptomatic and social distancing measures put in place. Records will be kept of visitor attendance. ● Guests will be asked where they have travelled from and are going to on booking into the accomodation to ensure restricted movement is addressed if a guest has come from a location with quarantine measures. <p>Note: <i>Personal information should be held in accordance with Data Protection legislation. Persons who do not wish to provide their personal information are not required to by law. Therefore, you should aim to obtain and keep records, but only where possible with the individuals consent.</i></p> <p>Outbreaks in the Workplace:</p> <ul style="list-style-type: none"> ● In the event of a COVID-19 outbreak, The Down Inn will follow Government advice and as part of their plan have nominated a single point of contact (Steve Ruffell-Hazell) who will contact the local public health team in the event of an outbreak (more than one case of COVID-19 associated with the workplace). ● We will work closely with the local PHE health protection team, where required. <p>Self-Isolation:</p> <ul style="list-style-type: none"> ● The company is following government guidance on self-isolation. In the event of any staff member exhibiting symptoms they must self-isolate. Guidance on time scales changes is within the stay at home guidance. The latest advice is here: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection

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		<ul style="list-style-type: none"> ● Staff will not be permitted to return to work until a negative COVID-19 test result has been gained or adequate self isolation has taken place in line with guidelines. ● The Company will make efforts to survey all returning employees to determine if they are self-isolating based on them being classified as a vulnerable group or likelihood of being in a vulnerable group via a health surveillance questionnaire or copy of letter from Government. Employees defined as vulnerable groups or shielding – should strongly be advised and supported if possible to stay at home and work from there. If they cannot work from home they should be granted appropriate leave. ● The Company will ensure employees self-isolating or shielding are made aware of the importance of adhering to current government guidelines. ● Where staffing levels may be reduced due to absences within the company the manager on site will undertake an assessment of the necessary controls to operate the business with a reduced capacity and seek guidance from Southalls, where required. ● The Company will undertake enhanced deep cleaning, in line with the emergency cleaning procedure, in the event of any staff member or customer being confirmed as having coronavirus. <p>Consultation:</p> <ul style="list-style-type: none"> ● On-going communication and consultation will take place with all employees regarding the measures in place and any updates following revisions to the Government guidance. ● Where concerns are raised by staff, these will be logged and reviewed. Where additional measures for consideration can be adequately implemented in line with current guidance the Company will aim to do so and will seek advice from Southalls, where required.

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		<p>Adding Delivery of Food:</p> <ul style="list-style-type: none"> • The local authority will be notified of any significant changes to the food operation. • The company will adhere to new Government guidelines The Government has announced a relaxation of planning rules to assist pubs and restaurants during the coronavirus pandemic. For the next 12 months premises who were not previously, will now be able to operate as takeaways providing hot food and drink. Further information on relaxing planning rules can be found on the Gov.uk website. • Alcohol will only be offered where this is permitted within the licence activities. <p>Cleaning, Disinfection and Ventilation:</p> <ul style="list-style-type: none"> • The Government guidance for cleaning of non healthcare settings should be followed-https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings. • The frequency of disinfection will be increased to the start, end and throughout service, all high-touch surfaces such as work surfaces, tables, chairs, switches, door handles, push plates on doors, toilets, hand towel dispensers, taps, etc. are included. • Enhanced cleaning is in place for busy and common areas following the government non-clinical cleaning guidance. • A check on the supply of cleaning products will be completed daily ensuring there is a good supply. • Sanitisers are checked to comply with BS EN 1276 and/or BS EN 13697 and that staff are adhering to the correct contact time. • Cleaning chemical levels are checked daily to ensure adequate availability throughout the venue. • Hand Sanitiser is provided at 60% + alcohol content as recommended by Public Health England and is available throughout the venue. • Welfare and changing facilities are cleaned in line with cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of

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		<p>personal items and that social distancing is achieved as much as possible. Staff are to only bring essential and minimal belongings to work.</p> <ul style="list-style-type: none"> • The Company will undertake enhanced deep cleaning, in line with the emergency cleaning procedure, in the event of any staff member or customer being confirmed as having coronavirus. • All crockery and glassware is to be washed in a dishwasher or glasswash between uses. Temperature checks to be recorded daily. • Rooms should be well ventilated with windows opened where possible to allow fresh air circulation. • All outdoor areas, with particular regard to covered areas, have sufficient ventilation. • Sufficient time is allocated between bookings and room allocations to allow for effective cleaning between guests. • Disposable PPE will be worn for cleaning operations and pot wash operations to include gloves and aprons.
<p>Coronavirus (Covid-19) Enhanced Controls for Site, Staff and Customers</p>	<p>Spread of virus due to insufficient hygiene and social distancing measures.</p>	<p><i>The company will continue to work to the controls within the venue risk assessments whilst implementing social distancing measures and additional COVID-19 controls as laid out in this risk assessment and venue procedures.</i></p> <p>Travel to the Venue:</p> <ul style="list-style-type: none"> • Wherever possible staff should travel to the venue alone using their own transport. Where this is not possible and public transport is used, social distance guidelines and face covering guidance should be followed, this has been communicated to all staff. • Staff who are required to stay away from home in accommodation will do so via a central log and will make sure any overnight accommodation meets social distancing guidelines.

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		<p>Social Distancing and Personal Hygiene:</p> <ul style="list-style-type: none"> ● Managers to ensure social distancing can be practiced and that adequate welfare facilities are available. ● Layout of seating areas at the venue have been revised to allow for social distancing in line with guidance (2m between tables). ● Where social distancing guidance of 2m cannot be achieved, 1m with risk mitigation will be implemented. ● Social distancing floor markings will be implemented throughout the venue. This will include marking of working areas and stations in the kitchen and preparation areas. ● Areas with limited space such as the dry store, walk in fridge, etc. will be accessed on a “one-in one-out” policy. ● Hand sanitising stations and bottles have been installed around the venue for staff and guest use. ● All staff at the venue are given instruction on personal hygiene and how to reduce the risk of transmission of COVID-19. ● Staff have been advised by management regarding common control measures such as sneezing into a tissue or elbow and not just into hand, followed by immediate disposal of tissue and frequent hand washing. ● All staff have been informed to follow the Government's guidance on handwashing and ensure hands are washed on a regular basis. ● Non-essential physical work that requires close contact between staff will not be carried out. ● Tasks will be planned to minimise contact between staff. ● Staff are supported in using face coverings safely if they choose to wear one. They are instructed to: <ul style="list-style-type: none"> ○ Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it. ○ When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. Change your face covering if it becomes damp or if you've touched it. Continue to

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		<p>wash your hands regularly. Change and wash your face covering daily. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. Practise social distancing wherever possible.</p> <ul style="list-style-type: none"> ● Signs and posters are used around the site to advise of good face covering techniques and standards. ● Reusable PPE will be thoroughly cleaned after use and not shared between staff. ● Single use PPE will be disposed of so that it cannot be reused. ● Staff are informed to clean and disinfect their equipment at the beginning and end of each shift. ● Limit on the amount of staff allowed in changing areas encouraging social distance guidance (2m apart as much as possible). ● Stagger break times where possible making areas available for staff to take their breaks. Staff are to maintain social distancing during breaks. ● Staff are asked to bring pre-prepared meals and refillable drinking bottles from home. ● Discourage staff from using other staff members phones, work tools and equipment, cups and drinking or eating vessels when possible. If necessary, clean and disinfect them before and after use. ● Avoid physically greeting others, including colleagues and customers, such as shaking hands and nudging elbows. This also applies to drivers making deliveries and collecting food from site. ● Customers are prevented from congregating at points of service. ● Kitchen and bar staff are allocated working stations following social distancing measures. <p>Managing Service of Food and Drink:</p> <ul style="list-style-type: none"> ● Food handlers will be encouraged to wash hands frequently throughout the day for at least 20 seconds. Turn the tap off with a paper towel to prevent hands becoming recontaminated.

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		<ul style="list-style-type: none"> ● Room service should be provided for diners who can stay in their rooms to ensure social distancing. ● Table service only provided. Adapted the operational style to a seated only model with no vertical drinking allowed either the inside the venue. Guests may stand in outside areas should a distancing permit. ● The carvery service has been postponed, all food offerings via menu and plated table service. ● Reduced service criteria has been implemented to limit interactions. Staff must stand back maintaining social distancing where possible when interacting with guests. ● The maximum internal table capacity is capped at 10 persons, from no more than 2 households. This will be communicated with customers upon booking. ● Persons from more than two households are permitted to dine outdoors with the maximum table capacity of 6 persons. ● Bar or counter service is postponed, preventing customers from remaining at the bar or counter after ordering. All ordering done via table service. ● Minimising customer self service of food, cutlery and condiments to reduce risk of transmission: <ul style="list-style-type: none"> ○ Providing only disposable condiments or cleaning non disposable condiment containers after each use. ○ Where cutlery is usually displayed and supplied, this will be removed and supplied on request. ○ Trays, tables, card machines etc. will be regularly cleaned and disinfected throughout the day. ● Customers will be asked to remain at a table where possible. ● Contactless payments are encouraged, where possible. ● Service to food and drinks has been adjusted to minimise staff contact with customers. Staff will work in designated areas with designated tables where possible. ● Contact between kitchen staff and front of house staff is minimised.

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		<p>Staff Toilets:</p> <ul style="list-style-type: none"> ● Toilets used by staff will be cleaned down after each use, clear guidance displayed for staff to adhere to. <p>Entertainment:</p> <ul style="list-style-type: none"> ● Government guidance will be followed around entertainment to ensure legal requirements and restrictions are upheld, and viability of entertainment with maximum audience numbers are in place within social distancing guidelines. ● No gatherings of more than 30 people should take place. And only up to 30 persons where the event falls a part of the restrictions 'accepted lists'. ● No live entertainment to take place. ● Music will be kept to an appropriate level to avoid guests and staff from having to speak louder and so they remain appropriately distanced whilst conversing. <p>Reception and Guest Arrival:</p> <ul style="list-style-type: none"> ● Collateral and complementary items have been reduced to a minimum. ● Make clear in pre-stay communications the extra measures that are being taken, to offer reassurance. ● Make sure all reception staff, guests and visitors have access to a sanitiser at the desk and that staff use this between serving guests. ● Reception desks should be organised so that staff can be the current distance level away from guests as much as possible. ● Floor markings or other physical indicators, where implementation is appropriate and achievable, will be used to act as visible reminders of current distancing requirements. ● When guests sign documents and use the chip and pin machine, reception staff should step back to keep their distance. Any pens or machines that are used should be disinfected before the next guests, and staff should sanitise their hands.

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		<ul style="list-style-type: none"> • If staff help guests with luggage, they should keep the required distance apart from guests whilst collecting luggage and either take it to the room before the guest arrives there or knock on the door, step back and leave the luggage at the door. After handling luggage, staff should wash their hands or use a hand sanitiser afterwards. • Central room key deposit box placed in lobby for disinfection or room keys. <p>Conference and Banqueting: <i>Awaiting update - not permitted as of the 4th July. Guidance to be monitored. No gatherings of more than 30 people. Only gatherings permitted between 6 and 30 people where the event is detailed in the exemptions of the associated legislation.</i></p> <p>Events and Weddings:</p> <ul style="list-style-type: none"> • Only gather in slightly larger groups of up to 30 for major life events, such as weddings. • Only gather in groups of more than 30 for a specific set of circumstances that will be set out in law. • Not hold or attend celebrations (such as parties) where it is difficult to maintain social distancing when gathering in the group sizes advised. <p><i>Receptions and Parties are not permitted. Guidance to be monitored.</i></p> <p>Bedrooms:</p> <ul style="list-style-type: none"> • Pens, notepaper, guest directories and table talkers will be removed from all hotel rooms. • Where applicable the company may remove floor rugs, fabric decorations. • Touch points will be cleaned regularly and between guests. • Hairdryers will be properly disinfected after each guest use. • Iron, ironing board and extra pillows, blankets and sundries will be provided only upon request.

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		<ul style="list-style-type: none"> ● Disposable, individually wrapped, cups and stirrers for tea and coffee will be made available in the room. Any crockery or glassware used will be disinfected between uses in the dish and glass washers. <p>Room Service:</p> <ul style="list-style-type: none"> ● Guests will be asked to order room service over the telephone. ● Guests will be advised on the procedure of delivering food to their room and know that staff will have to operate social distancing and that room service trays will not be brought into the room. ● Staff must wash their hands before picking up the room service tray to take to the guests. ● If you can, use butlers' trays which can be left off the floor next to the door, or think of other ways to protect the order, for example a small light table, or a folding luggage rack both of which have been disinfected first. ● Staff should knock on the door and leave the tray outside the door and step away. The guest can then pick the tray up, and the staff can remove the tray stand or table etc. The staff member should wash their hands immediately afterwards. ● Avoid any paperwork. ● If the guest wants to tip, then this should be done on the bill. Minimise the handling of cash. ● Make clear whether guests are expected to retain their tray in the room, for later collection, or to leave the tray outside their door, for collection. ● Where guests are advised to leave trays outside their doors for collection, a system will be in place to ensure regular, timely collection, to reduce clutter of corridors and reduce cross-contamination risks. ● When trays are picked up, they must be taken to the relevant area and disinfected. Crockery and cutlery to go in the dishwasher. ● Any linen used must be used in line with new housekeeping standards.

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<p>Coronavirus (Covid-19) Enhanced controls for Housekeeping</p>	<p>Spread of virus due to insufficient hygiene measures.</p>	<ul style="list-style-type: none"> ● The government guidance on cleaning of non clinical areas is to be referred to at all times: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings ● There should be only 1 staff member gaining access to linen rooms and cupboards at a time. ● Where guests are present in rooms which need to be cleaned or serviced, the guest should be asked to leave the room to allow for cleaning to maintain social distancing. ● PPE must be worn when servicing rooms (to include disposable gloves, apron, mask). ● Upon completion of cleaning, our bedrooms will be hygienically sealed ready for guest arrival. ● Hand sanitiser will be placed at entry points in all departments. ● Particular attention will be paid to the cleaning and disinfection of key touch points including: <ul style="list-style-type: none"> ○ Light switches ○ Door handles and knobs ○ Clothes Hangers ○ Drawers ○ TV remote controllers ○ Phones ○ Kettles or coffee machines ○ Safety latches and vision glass ○ Luggage rack ○ Curtains ○ Shower handles ○ Toilets and roll holders

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		<ul style="list-style-type: none"> ○ Sinks ● Disposable cloths or paper roll and disposable mop heads are used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings in line with the government guidelines. ● Staff have been advised to avoid creating splashes and spray when cleaning. ● When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. ● Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. <p>Housekeeping in areas where there is a suspected or confirmed case:</p> <ul style="list-style-type: none"> ● Where there is a COVID-symptomatic guest, the hotel will agree to the next steps with the guest at the earliest opportunity, ensuring no onward risk of infection to other guests or staff. ● Where there has been a confirmed or suspected infection in a room, leave the room secure and unoccupied for 72 hours to significantly reduce the risk of the virus surviving on surfaces. Staff access will be restricted not allowing anyone to enter the room and a sign to advise the room is “Out of action.” ● Following the 72 hour period, a full clean and disinfection will take place. ● The non clinical guidance for cleaning is to be followed where there is suspected or confirmed contamination, and should be replicated across all common areas. ● The emergency cleaning procedure will be followed. ● Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal in line with the government guidance.
<p>Coronavirus (Covid-19) Enhanced controls for Laundry</p>	<p>Spread of virus due to insufficient hygiene measures.</p>	<p>Laundry:</p> <ul style="list-style-type: none"> ● Enhanced handling procedures of laundry to prevent potential contamination of surrounding surfaces, to prevent raising dust or dispersing the virus. Do not shake laundry. ● Laundry bins are used for collection of used general venue laundry.

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		<ul style="list-style-type: none"> ● Staff uniforms are taken home by staff for laundering. ● All uniforms must be washed at temperatures above 60°C or higher, or use a laundry sanitising agent if the fabrics cannot be washed at high temperatures. Where high temperature and sanitising agents are not available, staff should leave uniforms in a sealed bag in a safe place for 72 hours and then wash as normal. ● All venue laundry must be washed at temperatures above 60°C or higher. ● Staff must not change into their uniform before arriving at site and a good supply of clean uniform should be available at site. ● The venue will continue to use commercial laundry services. ● Uniforms and staff clothing must be washed after each shift. ● Where staff are washing their uniforms at home, they should ensure they are washed and stored separately from other household laundry. <p>Removal of Linen:</p> <ul style="list-style-type: none"> ● PPE must be worn by Housekeeping staff. ● Staff must remove linen carefully without taking care as not to shake bedding and duvets as much as possible. ● In the event that there is a confirmed case of COVID in a guest room, an enhanced clean down and linen removal procedure is in place. <p>Linen Collections (Contracted Laundry Services):</p> <ul style="list-style-type: none"> ● All used linen and towelling must be stored prior to collection in agreement with the laundry service contractor. ● Fogging machines are used by the contractor to disinfect and sanitise our laundry cages and both the cabs and loading areas of delivery vehicles. ● Where possible, linen will be picked up and dropped off at designated locations.
Deliveries to Sites by Suppliers	Spread of virus due to insufficient hygiene measures.	<p>Deliveries of Food and Sundry Supplies:</p> <ul style="list-style-type: none"> ● The company will liaise with the suppliers regarding the safe delivery of goods to site.

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		<ul style="list-style-type: none"> ● All deliveries should be arranged working with the delivery driver for the safe acceptance of food and maintaining social distancing measures. ● Deliveries should be in working hours where someone at site is able to accept the delivery from the door to prevent third parties entering site. ● A revised rejections procedure will be followed with suppliers where food is handled and needs to go back to the supplier. ● Delivery notes, invoicing should be sent on via email where possible to the site so they do not need to handle paperwork. ● Cleaning procedures for goods and merchandise entering the site is in place and to include shared equipment used for collection such as temperature probes and trolleys. ● Drop-off points will be designated and arranged prior to the delivery. This area is signposted. ● Where deliveries are usually completed by the delivery company such beer drinks which are usually dropped to the cellar in a safe system of work, this should be discussed with the delivery company to ensure any safe system is adapted where possible and mitigation if it is not possible to maintain 2m social distancing. ● Gloves must be worn when handling deliveries, once delivery is done, dispose of the outer packaging, remove gloves and wash hands thoroughly for 20 seconds.
<p>Coronavirus (Covid-19) Enhanced controls for Grounds and Maintenance</p>	<p>Spread of virus due to insufficient hygiene measures.</p>	<p>General Maintenance:</p> <ul style="list-style-type: none"> ● Routine Service and maintenance checks have continued whilst the site has been closed. ● Internal maintenance personnel are supplied with the required PPE. Contracted maintenance personnel will be encouraged to provide their own PPE when attending site. ● Where maintenance is required in occupied rooms, the maintenance personnel will ask the guest to vacate the area so they can work and keep to social distancing guidance. ● All maintenance equipment and any items handled will be cleaned and disinfected before and after use with alcohol wipes.

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		<ul style="list-style-type: none"> Suppliers and contractors coming to site to carry out routine checks will be advised of the on-site procedures and asked to comply with the government guidance and company procedures. A pre-attendance checklist may be required before access is agreed.
Coronavirus (Covid-19) First Aid	Insufficient first aid due to staff shortages, concerns of first aiders administering first aid.	First Aid: <ul style="list-style-type: none"> First aid cover is sufficient to support the business during the pandemic period. Where required, persons will obtain a 3 months extension for first aid certificates which expire on or after the 16th March 2020 when retraining cannot be accessed. If your first aid training has been interrupted by the coronavirus outbreak, it can be restarted at a later date following discussion with your provider. Ensure that there is enough PPE for first aiders to utilise including gloves, disposable aprons, masks if required. When dealing with first aid incidents, always be aware of the risks to yourself and others. Wear gloves or cover hands when dealing with injured persons, particularly those with open wounds. Cover cuts or grazes on your hands or arms with a waterproof dressing. Always dispose of all medical waste safely in a medical waste bin. Give early treatment by ensuring that you wear appropriate PPE such as gloves, a disposable apron. Masks can be worn if deemed necessary by the first aider. In the unlikely event of cardiac arrest, do not perform rescue breaths on the casualty https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/ <ul style="list-style-type: none"> Do not place your face close to the casualty to hear for breathing. Watch the chest If possible, lay a towel or similar over the nose and mouth. Ensure that CPR is performed using chest compressions and if possible an defibrillator if available and trained to do so.
Coronavirus (Covid-19) Fire Safety	Insufficient fire safety provisions due to staff shortages, concerns of what to	Fire Safety:

What are the Hazards?	How could people be Harmed?	Control Measures
	do in the event of a fire and usual fire checks.	<ul style="list-style-type: none"> ● Interim measures addressing fire safety management will be of a temporary nature in response to the current Covid-19 situation. Once business as usual commences the fire safety measures should again be reviewed, and normal procedures implemented, if deemed appropriate or revised to ensure they are suitable and sufficient for the establishment. ● Fire Marshall provision will be reviewed. If additional Fire Marshals are required, newly appointed Fire Marshals will be asked to undertake the e-learning on Safety Cloud. ● Hand sanitiser will be provided on the main fire exit doors and/or at fire assembly points and employees encouraged to use hand sanitiser when re-entering the building. ● Social distancing will be maintained at the assembly point where an alarm is triggered – this will be led by the fire marshals and all staff have been informed about maintaining social distancing in the workplace. ● Usual in house testing of the fire alarm / emergency lighting will continue. ● Planned 6 monthly fire drills will be postponed until more Government guidance is given on the COVID-19 situation. All staff will be advised on any changes to fire evacuation procedures. ● Fire doors will not be propped open, even as a measure to minimise surface contact. Door handles and touch points will be cleaned on a daily basis as per government guidance.

Please contact Southalls in the event any of the controls within this risk assessment require updating or changing so amendments can be recorded.