

NORTHWOOD HOUSE COVID-19 RISK ASSESSMENT FOR LAWN BAR & TEA GARDEN 2021 OPERATION (v2)

-For stage 3 of the Covid-19 Road Map for hospitality venues after 17th May 2021

RISK ASSESSMENT NUMBER	C-19_2021 v2	ASSESSOR	DJ COOL (MANAGER)	DATE	27 May 2021
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Describe the location where the activities are taking place	Northwood House- (Licensed lawn spaces, indoor toilet facilities)
Describe the activities taking place	Main Lawn- Beer garden open to the general public at specific trading hours St Mary's Lawn- Tea Garden open to the public at specific trading hours
Describe the equipment and / or substances being used	Beer garden: Lockable container bar serving alcoholic & non-alcoholic drinks on to lawns. Marquee shade cover (no walls) for bar shelter. Outdoor tables & chairs etc Tea Garden: Self-contained catering trailer (horse-box style) serving light refreshments with adjacent gazebo for cake display. Outdoor tables & chairs etc
Describe the people involved in these activities (others who may be affected)	Northwood House staff / volunteers and visiting customers.

This a specific Risk Assessment for managing the risks related to the Covid -19 virus in the Lawn Bar and Tea Garden at Northwood House in stage 3 of the Government's Road map after 17th May 2021. The following areas have been identified and assessed to reduce the risk of transmitting and catching the virus:

Section A: General Covid-19 Considerations:

- 1. Individuals with Covid-19 symptoms/Self isolating**
- 2. Individuals in clinically vulnerable groups**

Section B: Work place-related considerations for staff and volunteers working in the Lawn Bar and Tea Garden:

- 3. Arrival and departure from the workplace**
- 4. Moving around the building in non-public areas.**
- 5. Using shared kitchen, toilet facilities and common spaces**

Section C : Keeping customers and staff/volunteers safe in the workplace (Lawn Bar & Tea Garden)

- 6. Entry & Exit to venue**
- 7. Inside the venue: Moving around and customer seating**
- 8. Inside the venue: Customer service points-Container bar and catering trailers**
- 9. Inside the venue: Customer toilets**
- 10. Accidents/Emergencies**

This Risk Assessment has been produced following consultation with the individuals and then shared with them to ensure everyone understands the Covid-19 safety procedures that are being introduced to protect them from harm. The core principles of the assessment revolve around social distancing, handwashing and using shared spaces responsibly to reduce the potential spread of the virus.

Risk rating matrix:

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

It has been assessed that if none of the controls were implemented as listed in this document, then the risk of transmitting the Covid 19 virus in the work place (for all listed aspects) would be rated as **high** with a risk score of 12 based on the following:

Likelihood 3 (possible) X Consequence 4 (major- moderate to extreme illness for some people, with 15% chance of death*)

Current total UK population infection total: 283,757 recorded infections out of 65.65million UK population= 0.0043% have had the virus

**Current death rate 15% based on those who contract the virus as of 2nd July 2020- 283,757 recorded cases, 43,395 recorded deaths, weighted to most susceptible individuals in higher risk groups)*

By adopting the controls listed below the risk rating has been reduced in most cases to a score of 4 which is “low to moderate”.

Section A: General considerations

1: Individuals with Covid-19 symptoms or self-isolating

What is the risk: Individuals with possible Covid 19 symptoms coming to work at/visiting the venue & spreading the virus to other people.

Who's at risk/might be harmed: staff, volunteers, visitors to the Lawn Bar & Tea garden

Objective: Stop individuals coming to work/visit who either have Covid-19 symptoms or have been advised to stay at home by existing government guidelines.

What risk controls are currently in place	Current Risk Rating			Are Further Controls Needed?	Date to be completed	Residual Risk Rating		
	L	C	R			L	C	R
<p>Individuals with the following symptoms told they must not enter the premises for work or to visit OR, if they develop the following symptoms while at the venue they must go home immediately:</p> <ol style="list-style-type: none"> 1. <i>New continuous cough</i> 2. <i>New shortness of breath</i> 3. <i>Temperature of 37.7 or higher</i> 4. <i>Anosmia-loss of or change in normal sense of smell or taste.</i> <ul style="list-style-type: none"> • <i>In the case of the workplace- signage has been displayed on the staff entry door and staff/volunteer given verbal instruction. Copies of this RA given to each person.</i> • <i>In the case of visitors: information displayed on website and social media pages pre-warning of the requirement not to visit. Signage displayed at lawn entry points enforcing message.</i> 	1	4	4			1	4	4

<p>Individuals who have been advised to stay at home under existing government guidance should not come into the venue to work or visit, those of which include:</p> <ol style="list-style-type: none"> 1. <i>Those that live in a household or share a support bubble with somebody with the Covid 19 symptoms and are self-isolating.</i> 2. <i>Those that have been told to self-isolate as part of the Government's track and trace service.</i> <p>In the case of the workplace- signage has been displayed on the staff entry door and staff/volunteer given verbal instruction to comply. Copies of this RA given to each person.</p> <p>In the case of visitors: information displayed on website and social media pages pre-warning of the requirement not to visit. Signage displayed at lawn entry points enforcing message.</p> <p>A nominated member from each visiting group will be required to leave their contact details upon entry in order to comply with Track & Trace regulations which we will keep securely for a minimum of 21 days.</p>	1	4	4					
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2: Individuals in clinically vulnerable or extremely clinically vulnerable groups: update from 2020

What is the risk: Heightened risk of severe Covid-19 related illness

Who's at risk/might be harmed: People in high risk or extremely vulnerable groups

Objective: To protect clinically and extremely clinically vulnerable individuals when community infection rates are high.

Clinically vulnerable individuals are defined as:

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure, chronic kidney disease, chronic liver disease, such as hepatitis, chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy, diabetes
- a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant women

Extremely Clinically vulnerable individuals have severe underlying health conditions and have received a letter from their GP telling them to shield themselves during the pandemic. They are at the highest risk from severe disease and death caused by Covid-19.

Some event volunteers do fall in to these categories and therefore careful assessment of their roles must be taken.

Section B: Work place-related assessment for staff and volunteers in non-public areas

3: Arrival and departure from the workplace

What is the risk: Spreading of the Covid 19 virus.

Who's at risk/might be harmed: Staff members, volunteers, office tenants

Objective: Maintain social distancing and ensure hand washing on arrival to limit the risk of spreading the virus to other people.

What risk controls are currently in place	Current Risk Rating			Are Further Controls Needed?	Date to be completed	Residual Risk Rating		
	L	C	R			L	C	R
<ul style="list-style-type: none"> Individuals advised not to use public or shared transport to or from work unless absolutely necessary (Mitigation should be taken as directed by the Government if this is unavoidable) Individuals to be given slightly staggered shift times to avoid arriving at the work place at the same time. Hand sanitiser station available in the staff entry lobby for sanitising hands which <u>must</u> be done on arrival to the building. Signage on display for everyone entering/leaving the main building via the "staff" back door to: <i>Encourage that hands must be thoroughly sanitised on arrival.</i> <i>That face coverings must be worn at all times when inside the building (unless persons have a declared exemption)</i> <i>Encourage that social distancing (1m+) must be followed at all times where possible while in the building.</i> <i>Encourage that regular handwashing is required for 20 seconds as one of the best ways of controlling the spread of the virus</i> <i>Encourage that people must cough or sneeze into a tissue and then bin the tissue</i> Daily enhanced cleaning schedule to include key entry pad, alarm keypad and door handles to 	1	4	4	<ul style="list-style-type: none"> Sign in and out record added for Tea Garden volunteers from the first weekend of opening 		1	4	4

5: Using shared kitchen, toilet facilities in non-public areas

What is the risk: Spreading of the Covid 19 virus.

Who's at risk/might be harmed: Staff members, volunteers

Objective: Maintaining social distancing when using communal facilities. Enforcing other Covid-19 guidance

What risk controls are currently in place	Current Risk Rating			Are Further Controls Needed?	Date to be completed	Residual Risk Rating		
	L	C	R			L	C	R
<ul style="list-style-type: none"> Stagger break times while on shifts to reduce pressure on communal facilities. Hand sanitiser available in place at staff kitchen and toilet, which must be used upon entry (signage enforced). Staff and volunteers to use designated staff toilets only and not the public toilets. Signage enforcing the 1m+ social distancing guidelines is achieved as much as possible in enclosed communal spaces. That face coverings must be worn at all times when inside the building when staff are using toilet and kitchen facilities (unless persons have a declared exemption). Signage to encourage that thorough handwashing is required after using toilets and kitchen facilities, highlighting good technique. Adequate hand drying facilities are available at all hand washing points, with a preference for paper hand towels over electrical hand driers to avoid the spread of airborne particles. More regular emptying of refuse bins in communal areas and toilets as part of enhanced cleaning schedule. Communal staff kitchen facility with hot drinks facility and fridge opened in the House bar to reduce interaction with other building users (tenants). 	1	4	4	•				

Section C : Keeping customers and staff/volunteers safe in the work place (Lawn Bar & Tea Garden)

In each of the following areas the risks and objectives are:

What is the risk: Spreading of the Covid 19 virus.

Who's at risk/might be harmed: Staff members, volunteers, visitors

Objective: Implement full list of measures to minimise the risk of transition and protect the health of customers and staff/volunteers based on the latest published Government advice

6: Entry & Exit to venue

What risk controls are currently in place	Current Risk Rating			Are Further Controls Needed?	Date to be completed	Residual Risk Rating		
	L	C	R			L	C	R
<p><i>In the case of customers:</i></p> <ul style="list-style-type: none"> • Maximum group size permitted to enter is now 30 including children. <i>-Signage enforced</i> • Staff/steward must ask the group leader how many persons are attending in their particular group. • The entry point to the lawn spaces are managed by staff and customers must not enter without permission from a staff member/steward. <i>-Signage enforced</i> • A limited number of tables and floor "picnic style" spaces may be available for pre-booking, but most are available on a first come-first served basis and then a "one group in-one group out" policy will be adopted to control the safe capacity of the lawn spaces. • A safe queueing area outside each entrance will be clearly marked, with customers asked to queue patiently and in a socially 	1	4	4	<ul style="list-style-type: none"> • New Test & Trace QR code to be used as alternative way to sign in to venue by Island residents with the NHS Test and Trace App New ones downloaded 12th May 2021 		1	4	4

<p>distanced fashion, with a minimum of 2m between individuals not in “a family or social groups”.- <i>Signage enforced, with painted markings on the tarmac path to indicate safe 2m distances to guide customers.</i></p> <ul style="list-style-type: none">• In the queueing area adjacent to the entry gates 2m line markings sprayed on the pavement as “social distancing” guides.• An A1 sized sign at each entry point to enforce the main rules about visiting the venue. Staff/Stewards to refer all visitors to read the signage to confirm they have read the rules of entry in to the venue.• Individuals with Covid-19 symptoms or self-isolating must not enter ”- <i>Signage enforced</i>• Upon entry all customers must sanitise their hands”- <i>Sanitiser station provided at entry point and signage enforced</i>• Every person entering the venue must adhere to the Track & Trace regulations. They must either check in using their smart phone to scan the venue specific QR Code or add their full name, address and telephone number to the Entry Register *. Customer details will be kept securely for a minimum of 21 days. <i>Signage enforced</i> (*Note: customer to complete the “Track and Trace register” after sanitising their hands.)• The entry table that has the Track and Trace Register with be sanitised and wiped down regularly by Lawn Stewards with cleaning materials provided. Paper towel to be disposed of in bin near table and emptied regularly.• Customers to receive a printed drinks/food								
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menu upon entry (disposable after each use) to save need for having permanent table menus).

- Customers referred to the Smart phone Table ordering app as the preferred method of ordering and paying for drinks from the bar when table service is in operation when this available.

Signage enforced

- Stewards to enforce social distancing and other key messages verbally on entry.
- Once all the designated tables and grass seating is taken in the venue, no other customers are permitted to enter the venue and a "one group in-one group out" policy enforced by stewards.

General Note:

-Children under 18 will not be permitted to enter unless with a parent or guardian.

-A "Challenge 25" policy is adopted at the venue with regards to alcohol and other strict conditions are imposed to minimise behaviour that would jeopardise the public safety measures we have put in place. We reserve the right to refuse entry to the venue or to eject anyone unable to provide photo ID (passport or driving licence) if so requested, or if they appear to be intoxicated or are exhibiting behaviours and/or actions that are not permitted by the measures set out here.

-Well behaved dogs on leads welcome.

Exit:

- Customers to exit via the designated exit point adjacent to the entry point with one way system. Pedestrian barriers or similar demarcation to keep ingressing and egressing customers apart. This allows the one group in-one group out policy to be monitored correctly by the entry steward.

In the case of the workplace (Staff/SIA Guards/ Lawn Stewards):

- Staff/SIA/Stewards to maintain 2m distance from customers and other stewards as they enter.
- If the entry point is in a covered gazebo/marquee with more than 50% of enclosed wall space, a face covering must be worn at all times.
- Sanitiser available for regular hand sanitisation at covered entry point.
- Staff/SIA/Stewards to carefully monitor tables and grass seating spaces to ensure rules are being observed.
- Staff/SIA/Stewards to clear down tables after each group leaves, disposing of plastic glasses, paper menus and other rubbish using black bin liner. Hands should be washed/sanitised after each table has been cleared. Tables and seating to be sprayed down with designated food sanitiser, left for 1 minute and then wiped over with a paper towel before another group is permitted to sit at the table.
- Staff/SIA/Stewards do not need to wear a face covering while working outside and if

<p>2m social distancing is maintained between each other and or customers, although face coverings are provided and can be used if required.</p> <ul style="list-style-type: none">• Staff/SIA/Stewards to also sanitise hands immediately after contact with 1) Track and Trace Register and pen.... 2) If requesting customer ID (for Challenge 25 purposes)• Staff/SIA/Stewards to monitor queuing area and enforce social distancing measures verbally if customers not respecting the guidelines.• Staff/SIA/Stewards to monitor that signage is in place and refer customers to the A1 entry board, asking them to read it before entry so they understand the rules in place to keep everyone safe.• Staff/SIA/Stewards to ensure all visitors sanitise their hands upon entry and sign in by one of the designated methods for Test & Trace if they are over 16 years of age. Failure or refusal to sign in will result in refusal to enter the venue.• Venue Staff/SIA/Stewards reserve the right to inform the police and/or the Local Authority should customers not respect the Covid regulations. Any such reporting should be done via the site Duty manager.• Customers to be told that in the case of a Covid regulation breach that this reporting policy is in place and that penalties and fines can be issued for those who do not comply with the regulations.								
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7: Inside the venue: Ordering, moving around and customer seating in the Covid Roadmap Stage 3 (17th May 2021)

What risk controls are currently in place	Current Risk Rating			Are Further Controls Needed?	Date to be completed	Residual Risk Rating		
	L	C	R			L	C	R
<p><i>In the case of customers (monitored by stewards-enforced by signage)</i></p> <ul style="list-style-type: none"> No more than 30 people may sit together outside at tables or in designated picnic style spaces. <i>Note: Outside spaces also include marquees and covered spaces with less than 50% wall space covered in.</i> No more than 6 people from any two households/support bubbles are permitted to sit inside a building or enclosed space. <i>(This is in regards to the Tea Room using the Drawing room in inclement weather)</i> Groups sitting out of doors at tables or picnic style must have a minimum of 2m space between other adjacent groups/ individuals. Individuals should not move between tables (and between groups) or grass spaces once allocated by steward. Groups or individuals not to leave their table or grass seating space unless to use the toilets facilities or to exit. If moving to the toilet customers to follow directional signage and maintain a minimum 2m social distancing from other customers and stewards. Tables should not to be moved around by 	1	4	4		By opening on 17 th July 2020	1	4	4

<p>customers and should only be repositioned by staff or stewards to make sure 2m social distancing is observed between adjacent groups.</p> <ul style="list-style-type: none">• Tables will be initially spaced out at the start of each day to ensure a minimum 2m social distancing is maintained between individual groups. <i>(All tables centres need to be 5m apart to maintain the correct distancing). Some tables may get moved together over the day, but staff will ensure that the safe spacing remains between different groups.</i>• Particular attention made to children who must be closely supervised by parents or guardians so they remain seated or within their designated grass seating area- - <i>Stewards to enforce verbally if required</i>• No singing, dancing, shouting and overly raised voices permitted on the lawn spaces to reduce airborne transmission of virus. (Background or live music to be played at appropriate level to mitigate this)• In the Roadmap Stage 3 (from 17th May until further notice) all customers must order, pay for and consume food and drinks from their table. <p>A QR table service App for smart phone based ordering will be implemented for this purpose, with orders taken to table by staff members or stewards.</p> <p>For customers unable to order in this manner, staff are able to take orders and payments manually at the customers table and bring the drinks out to the customers</p>								
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table from the bar. For this style of service customers are encouraged to pay contactless card.

In the case of the workplace (Lawn Staff/ Stewards):

- Staff/stewards to maintain a minimum 1m+ distance from customers and other stewards as they manage the lawn spaces and table service. A face covering must be worn when serving customers at a table unless a minimum of 2m social distance can be maintained.
- Hand sanitiser available for regular hand sanitisation at lawn entry points and bar service areas.
- Staff/stewards to clear rubbish from tables after each group leaves (in normal circumstances) disposing of rubbish in to black plastic sack. Once cleared of all rubbish tables and chairs must be sprayed over with food sanitiser spray, left for 1 minute before wiping over with paper towel (disposed of in black sack).
- Hands must be sanitised after clearing glasses or rubbish from group tables. Staff are encouraged to wear blue nitrile gloves for additional protection while clearing tables.
- No new group permitted to sit at table until this cleaning procedure has been completed.
- If rubbish does build up on a table, staff/stewards may at their discretion clear the table while the customers are present,

<p>but a face covering must be worn to mitigate the risk of being less than 2m from customers at any given time to perform this task and the task must be performed as quickly as possible.</p> <ul style="list-style-type: none">• Once full, black sack to be tied and double bagged and taken to general waste bin for disposal.• After any table clearing/clean down has been performed, hands (gloved or bare) should be sanitised (to prevent heightened risk of accidentally touching face while working)• Staff /Stewards will be trained to meet our licencing regulations. Staff can and will challenge any customer to meet our "Challenge 25" requirements where alcohol is being ordered, served and consumed at tables by requesting photo Identification. Staff must wear a face mask due to heightened risk of having closer contact with customer of less than 2m to perform the task. Hands to be sanitised after the task has been performed.• If wearing a face covering, persons must be mindful not to touch and adjust the covering unless absolutely necessary...and to sanitise hands before and afterwards if they do. This to include after putting on and taking off the covering/shield.• Change face covering if it becomes damp or wet, disposing of black general waste bin.• If the face covering is disposable, discard it at the end of the shift in to a black general waste bin.• Visor-style see-through face shields should								
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be sprayed over with sanitiser and wiped clean at the end of each shift.								
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8: Inside the venue: Customer service points-Container bar and catering trailers:

What risk controls are currently in place	Current Risk Rating			Are Further Controls Needed?	Date to be completed	Residual Risk Rating		
	L	C	R			L	C	R
<p><i>In the case of customers (monitored by stewards-enforced by signage)</i></p> <p><i>All Control measures regarding customer queueing have been removed until further notice as table service only is in operation from 17th May 2021.</i></p> <p>Strict arrangements have been put in place to manage the outside service points for take away drink and food to consume on the lawns to ensure social distancing and good hygiene procedures are observed.</p> <ul style="list-style-type: none"> • Queueing system put in place using pedestrian barriers/ rope & posts/signage to create one-way system to food/drink order points. • Queuing to take place outside in open air in respect of Tea Garden trailer and Catering trailer at Lawn Bar ... and in respect of Lawn bar under an open sided marquee canopy with 3 high open walls and good airflow to help mitigate risks. • Social distancing enforced in queuing area with 2m line markings sprayed on grass and signage on pedestrian barriers or posts as guidance. • Customers to sanitise hands upon entering the queue, with hand sanitiser in place for all queue lines- Signage enforced • 2m social distancing guidance on pedestrian 	1	4	4		By opening on 17 th July 2020	1	4	4

~~barrier - Signage enforced~~

- ~~At point of service~~
 - ~~-signage to prevent customers coming to food service/payment point without being called by service counter staff.~~
 - ~~-customers should stand away from the counter by 1m unless paying or taking food from counter. A line will be marked on the grass to encourage this distancing.~~
 - ~~-customers to pay by contactless payment if possible.~~
 - ~~-customers to exit in the one-way system and head straight back to their table or grass seating area with their food and drink.~~
 - ~~-Catering trailers to provide food on eco-friendly disposable plates with eco-friendly disposable cutlery and drinks stirrers.~~
 - ~~-catering trailers to provide condiments where required in sachets to prevent customers touching bottles~~
 - ~~-bar to provide drinks in disposable plastic glasses where possible, although prosecco and champagne maybe served in glass flutes if plastic alternatives aren't available.~~
 - ~~-Stewards to check that sanitiser bottles in queueing areas are replenished as required.~~

In the case of the workplace for the container bar and food preparation areas for the Tea Garden:

- Consideration given where possible to rota staff to work in teams on the same times/shifts on a regular basis to help form a work bubble.
- Consideration given where possible (especially regarding volunteers in Tea Garden) to rota persons in "partnering" to

<p>shift patterns where individuals from the same household or social bubble work together on the same shift or on adjacent work stations.</p> <ul style="list-style-type: none">• Staff working in covered or inside work stations (container bar/ entry marquee/ prep kitchen/dishwasher room) must wear a face covering at all times and maintain a minimum 1m+ distance from other team members where ever possible. <i>Signage enforced</i>• Sanitiser available for regular hand sanitisation in all staff work areas/stations. Hands must be sanitised when starting and finishing shifts and after serving each customer. <i>Signage enforced</i>• Staff to encourage customers to use the bar table service App for ordering and paying for bar drinks/snacks.• Staff to encourage customers to pay by contactless means where the table service App is not used or if the service not available to avoid increasing risk of transmission from paper money or coins.• Service staff to work at same work stations while preparing drinks/food and not to swap stations unless unavoidable.• Staff to regularly clean their work stations, till points, card readers, mobile tablets etc with designated sanitiser/cleaner spray, wiping over with paper towel, disposing of								
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<p>towel in black general waste bin.</p> <p>Note: Work stations, kitchen and prep areas should be thoroughly cleaned in accordance with normal Health & Hygiene requirements as well as in regards to Covid-19 specific control measures.</p> <ul style="list-style-type: none">• Service staff may choose to wear nitrile gloves while serving customers, but if regular hand washing and sanitisation is being done, then this isn't a stipulation.• Once full, any black sacks from bins to be tied and double bagged and taken to general waste bin for disposal.• When wearing a face covering/shield, staff/volunteers to be mindful not to touch and adjust the covering unless absolutely necessary...and to sanitise hands before and afterwards if they do. This to include after putting on and taking off the covering/shield.• Change face covering if it becomes damp or wet, disposing of black general waste bin.• If the face covering is disposable, discard it at the end of the shift in to a black general waste bin.• Visor-style see-through face shields should be sprayed over with sanitiser and wiped clean at the end of each shift • In back of house/kitchen/prep areas one way systems should be adopted where possible to help manage social distancing measures.								
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<ul style="list-style-type: none">• Moving stock/deliveries:• Always wash/sanitise hands thoroughly after moving stock from a stock room to the service point and visa versa.• Always wash/sanitise hands thoroughly after taking delivery of stock and moving it the stock room. • Third Party concessionaires:• Must comply to all the risk controls adopted by this Risk Assessment.• Must carry out their own Risk Assessment of their own catering unit and operation to ensure the safety of customers and staff and provide a copy to Northwood House Management.								
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9: Inside the venue: Customer Toilets

What risk controls are currently in place	Current Risk Rating			Are Further Controls Needed?	Date to be completed	Residual Risk Rating		
	L	C	R			L	C	R
<p><i>In the case of customers (monitored by stewards-enforced by signage)</i></p> <ul style="list-style-type: none"> • Arrangements put in place to manage the Northwood House public toilets inside the main building to ensure social distancing and good hygiene procedures observed. • Entry/Queue management system put in place using pedestrian barriers to allow one way flow to toilets (“stay to right) once inside main building from Rotunda or tea room side. • Building entry signage to enforce one way flow and 1m+ social distancing inside. • Building entry signage to tell customers to sanitise hands before entering the building with hand sanitiser (sanitiser at entry points) • Building entry signage to tell customers to wear a face covering to enter the building. • Building entry signage to tell customers to wash hands thoroughly after using the toilets. <p>Inside the toilet corridor -Signage directs customers in, but states that no more than 3 persons may enter either toilet area at one time.</p> <p>Inside toilets -customers permitted to enter appropriate</p>	1	4	4		21/8/2020	1	4	4

<p>toilet if less than 3 persons inside either the gents or ladies toilets- signage enforced. If more than 3 persons inside either room, signage to state that one person should wait outside for a person to exit before re-entering)</p> <ul style="list-style-type: none">-disabled toilet is designed only for use by one person and thus has a maximum limit already in place. However, a disabled person may need the assistance of a carer, so on these occasions that is permitted.-1m+ social distancing, enforced face-covering, thorough handwashing techniques encouraged while in toilet areas. Signage enforced-Enhanced cleaning to be undertaken on periodic basis by cleaning contractor during open periods. Spraying over and wiping down with designated santiser & paper towels: taps, sinks, hand driers, toilet bowls, flush handles and any other touch points.-cleaner to check that hand towels are topped up <ul style="list-style-type: none">• Lawn Stewards to check that sanitiser bottles in queueing areas are replenished as required. <p>In the case of the workplace:</p> <ul style="list-style-type: none">• Staff/Stewards to maintain minimum 1m+ distance from customers and other stewards if they are required to manage the rotunda and corridor spaces.• Staff/Stewards to wear face mask/shield at all times while inside the building.								
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<ul style="list-style-type: none">• Sanitiser available for regular hand sanitisation (at toilet entry point).• Stewards to use designated sanitiser/cleaner spray, leaving for one minute on surfaces before wiping over with paper towel, disposing of towel in black plastic sack.• Change nitrile gloves for new pair after cleaning, disposing of old pair in black sack. Sanitise hands between glove change.• Once full, black sack to be tied double bagged and taken to general waste bin for disposal.• Steward to sign a toilet cleaning register and time of clean• When wearing a face covering/shield, stewards to be mindful not to touch and adjust the covering unless absolutely necessary...and to sanitise hands before and afterwards if they do. This to include after putting on and taking off the covering/shield.• Change face covering if it becomes damp or wet, disposing of black general waste bin.• If the face covering is disposable, discard it at the end of the shift in to a black general waste bin.• Visor-style see-through face shields should be sprayed over with sanitiser and wiped clean at the end of each shift								
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10: Emergencies and first aid

What is the risk: Spreading of the Covid 19 virus.

Who's at risk/might be harmed: Staff members, volunteers, visitors being treated for first aid or providing treatment

Objective: Mitigating Covid risks when applying first aid to an injured person. Reminding that the preservation of life in emergency situations take priority over covid-19 related guidance.

What risk controls are currently in place	Current Risk Rating			Are Further Controls Needed?	Date to be completed	Residual Risk Rating		
	L	C	R			L	C	R
<ul style="list-style-type: none"> In the event of first aid provision, fire or an emergency situation the individuals are made aware that they don't have to comply with social distancing guidelines if it would be unsafe to do so or it would cause a heightened risk to life. If administering emergency first aid and social distancing is not possible, individuals to mitigate some risk by using PPE if available and practical to do so including disposable gloves and face coverings. Individuals to thoroughly wash for 20 seconds or more hands immediately after administering first aid to a patient. Record of patient to be keep in first aid book as normal but may be used to assist with track and trace if required. 	2	4	8	<ul style="list-style-type: none"> Face masks to be added to all company first aid kits to mitigate risk. Check first aid kit for standard PPE stock 		2	4	8

11: Additional Covid-secure measures.

What is the risk: Spreading of the Covid 19 virus.

Who's at risk/might be harmed: Staff members, volunteers & visitors

Objective:. To further enhance the venues Covid-secure measures to protect other team members and visitors from the risk of Covid infection and transmission.

What risk controls are currently in place	Current Risk Rating			Are Further Controls Needed?	Date to be completed	Residual Risk Rating		
	L	C	R			L	C	R
<p>All staff/stewards encouraged to submit evidence of a negative Covid-19 Rapid Lateral Flow test every week before the start of their first rota shift in a hospitality/customer facing role. This is not official Charity policy and will not be enforced as a control measure, but in the spirit of increasing Covid security, Staff will actively be encouraged to do so, especially if they haven't received their full Covid-19 vaccinations. Unvaccinated persons are at a higher risk of catching and transmitting the virus to others, so any additional precautions such as taking a regular Rapid Lateral Flow Test are an important part of reducing infection rates.</p> <p>The submission of a negative result to be done by email/text to the management team on a pro-active basis.</p>	1	4	4	<p>Note: The charity will not be responsible for supplying Rapid Lateral Flow test kits to staff, but encourage staff to order them directly from the NHS Website at:</p> <p>https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</p>				

Although not compulsory and official staff policy, it will be very much in the spirit of increasing our Covid Security, especially from persons who have not yet been fully vaccinated against the virus who stand the highest risk of getting infected and transmitting the virus to other people.

Note:

The Rapid Lateral Flow tests to be conducted at home by staff members at least 2 hours prior to the start of the first shift of the week, with the result forwarded to the email: administrator2@northwoodhouse.org where the record will be kept.

In line with government testing policy, a positive test must be reported immediately through the NHS website and also to Northwood House Management. That person must then self-isolate and not come to work for that first shift. A full Covid Test must be then be taken and should a positive test result be confirmed, that person must then follow the current Government regulations for infected persons and not come back to work until further notice.

If a negative full test is reported (with evidence) then that person is allowed to come back to work for their next shift.

<p>Staff & volunteer Training</p> <p>A full debrief/training on all the Covid secure measures to be completed with all staff and volunteers prior to the re-opening of the venue.</p> <p>Tea Garden Volunteers: Debrief took place on 18th May 2021. Set of guide notes issued. With declarations signed to say that they received instructions from Darren Cool, (venue manager)</p> <p>Lawn Bar Debrief scheduled to take place on 27th May 2021. Set of guide notes issued. With declarations signed to say that they received instructions from Darren Cool, (venue manager)</p>								
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ASSESSOR SIGNATURE	<i>DJ Cool Esq</i>		
MANAGER	DJ Cool	MANAGER SIGNATURE	<i>DJ Cool Esq</i>
REVIEW DATE	1 st August 2020, or as government guidelines dictate if sooner.		

