



## **Revision to Lawn Bar and Tea Garden Covid Risk assessment**

*25<sup>th</sup> July 2021*

Following the stage 4 Covid road map lifting of restrictions, Northwood House Charitable Trust Company Ltd will continue to meet its obligations as a Covid-responsible venue in regards to its customers and staff.

Covid-19 remains a high risk to the population, especially for the unvaccinated, so we will be keeping a majority of or Stage 3 control measures in place, but with a change of emphasis from enforcement to strongly recommended/encouraged in the “spirit” of the guidance provided by the Government in its **Six Covid Priority Action Points** as listed on the Gov.Uk website (July 2021) and as provided in writing in Appendix 1 below. To reduce and continue to mitigate against the risk for Covid-19 infection in this next period, we will be applying the following control measures:

### ***For our customers:***

1. Not permitting entry for those with Covid-19 or are self-isolating.
2. Strongly encouraging all customers to “check in” with the NHS Test and Trace App or by using our entry register.
3. Strongly encouraging all customers to sanitise their hands upon entry.
4. Continuing to operate with bar and tea garden table service only with no counter queuing and unnecessary mixing of persons in close proximity for long periods of time, even with our predominantly outdoor operation. This will limit the capacity of the venue to the seating available which is less than half of the standard capacity under normal operational conditions.
5. Providing a staff member to monitor and control admissions to encourage the “check in” process and to give guidance on our mode of operation in regards to Covid Responsibility. Also, to prevent admission if the venue reaches capacity.
6. Providing single use disposable menus for each customer group and encouraging them to order through our on-line menu where available (for the Lawn Bar only).
7. Strongly encouraging visitors to wear a face covering to enter the main building to use the toilets and to remain socially-distanced while inside. A one-way system of customer flow will be in operation inside, with hand-sanitiser points at the door.
8. Strongly encouraging visitors to wash their hands thoroughly after using the toilet in line with standard hygiene and covid risk reduction measures.

9. Our team will thoroughly sanitising and wiping tables between customer groups with approved Covid approved products.
10. Providing enhanced regular cleaning of toilets and touch points in the building
11. Encouraging customers to take responsibility for keeping themselves safe, by staying socially distanced from others while visiting where possible and moving away from others if they feel uncomfortable.
12. Providing appropriate signage at the admission to clearly state our policies. See appendix 2 for details.

***For our staff and volunteers:***

1. Not permitting them to come to work if they have Covid-19, showing symptoms or are self-isolating for any reason. This applies to persons that have been “pinged” via the Test and Trace App and have informed us of that.
2. Asking them to continue formally checking in and out of the workplace for Test and Trace purposes.
3. Strongly encouraging them to take regular lateral flow tests and submitting the results to us. There is a particular focus on those who have not been fully vaccinated, where providing a regular test results is an obligation.
4. Asking them to continue to remain vigilant with regular hand sanitisation while working and when entering and exiting the building for work.
5. Strongly recommending that they wear a face covering while on shift outside and in particular while serving customers. Staff working in the container or gin bar are also encouraged to wear a face covering while working inside, but these are well ventilated work spaces where risks are reduced, so it has been assessed as non-obligatory.
6. Asking them to wear a face covering while working inside the main building during public open times and encouraging them to wear a face covering at other times if they wish to do so.
7. Provide enhanced twice daily cleaning of staff communal areas and toilets through our cleaning contractor.
8. Providing all PPE for staff and volunteers to use to help them protect themselves.

## Appendix 1:

Taken directly from the Covid Priority Action points for events and venues from the Gov.UK website

<https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>

Covid Priority Action points

Six steps to protect yourself, your staff and your customers during coronavirus (COVID-19).

- 1. Complete a health and safety risk assessment that includes risks from COVID-19.** This should consider the points below in the rest of this guidance. It should also take into account any reasonable adjustments needed for staff and customers with disabilities. You should share your risk assessment with your staff. You can find more information in the section on [risk assessments](#) and [HSE guidance](#). There is additional advice for event organisers in the [section on event planning](#).
- 2. Turn people with COVID-19 symptoms away.** Staff members or customers should self-isolate if they or someone in their household has a new, persistent cough; a high temperature; or loses/has changes to their sense of taste or smell, even if these symptoms are mild. They must also self-isolate if they or someone in their household has had a positive COVID-19 result, or if they have been told to self-isolate by NHS Test and Trace. If you know that a worker is self-isolating, you must not ask or make them come to work. It is an offence to do this. You can find more information in the [section on reducing risk to workers](#).
- 3. Provide adequate ventilation.** You should make sure there is a supply of fresh air to enclosed spaces where there are people present. This can be natural ventilation through windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both. You should identify any poorly ventilated spaces in your premises and consider steps you can take to improve fresh air flow in these areas. In some places, a CO2 monitor can help identify if the space is poorly ventilated. Heritage

locations should take into account the preservation of the building or artefacts displayed. You can find more information in the [section on ventilation](#) and the [HSE guidance on ventilation and air conditioning during the COVID-19 pandemic](#).

4. **Clean more often.** Increase how often you clean surfaces, especially those that are touched a lot. Heritage locations should ensure cleaning materials and schedules are appropriate for historic surfaces and materials. You should ask your staff and customers to use hand sanitiser and clean their hands frequently, and provide them with advice to promote good hygiene. You can find more information in the [section on managing your facility or event setting](#).
5. **Enable people to check in at your venue.** You are no longer legally required to collect contact details, however doing so will help to support NHS Test and Trace to reduce the spread of the virus. You can enable people to check in by providing an [NHS QR code poster](#), though you do not have to ask customers to check in or turn them away if they refuse. If you display an NHS QR code, you should also have a system to collect (and securely store) names and contact details for those who ask to check in but do not have the app. You can find more information in the [section on reducing risk to customers](#).
6. **Communicate and train.** Keep all your workers, contractors and visitors up-to-date on how you're using and updating safety measures.

**Appendix 2: Entry signage for Lawn Bar- see attached link:**

[https://www.dropbox.com/s/2syrht3sp2wgrlp/Lawn%20Bar%202021%20Coves%20Week%20\\_Welcome-guidance%20board%2058cm%20x%2083cm%20%28nearly%20a1%29-01.jpg?dl=0](https://www.dropbox.com/s/2syrht3sp2wgrlp/Lawn%20Bar%202021%20Coves%20Week%20_Welcome-guidance%20board%2058cm%20x%2083cm%20%28nearly%20a1%29-01.jpg?dl=0)