

What are the hazards?	Who might be harmed and how?	What are we doing to control the risks?
<p>The Spread of COVID 19, Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Visitors • Guests • Contractors • Delivery people • Anyone else who physically comes into contact with our business <p>The above groups may be harmed by the inhalation of airborne viral particles through proximity to others with Coronavirus symptoms or through contact with surfaces and objects previously contaminated with Coronavirus.</p>	<p>General</p> <p>Staff to be provided with comprehensive training and an updated guidebook with emphasis on hygiene, cleanliness and prevention.</p> <p>Staff to be provided with Personal Protective Equipment.</p> <ul style="list-style-type: none"> • Disposable protective gloves to be used but not treated as an alternative to regular and thorough hand washing. They are to be changed in the same circumstances as when you should wash your hands. Training to be provided on how to safely remove and dispose of gloves after use. • Face masks to be offered to all staff members but to be made clear that they are not compulsory as per government guidelines but are available at personal discretion. Training to be provided on how to wear, remove and dispose of masks. <p>Hand washing</p> <p>Employees and visitors to be reminded on a regular basis to wash their hands thoroughly for 20 seconds with water and antibacterial soap and the importance of proper drying with disposable towels.</p> <p>Alcohol based sanitizer stations to be located around the premises.</p> <p>Staff will also be reminded to catch coughs and sneezes in tissues. Follow, ‘Catch it, bin it, kill it’, and to avoid touching mouth, nose, eyes and face with unclean hands. Tissues will be made available throughout The Hall for staff and guests to use along with additional bins with lids for safe disposal of tissues. Bins will be emptied frequently.</p> <p>Posters and notices are on display reminding customers and staff to wash their hands at regular intervals and to how do so effectively and to enforce the use of hand sanitizer.</p> <p>Cleaning</p> <p>In addition to our already high standards of cleanliness, additional deep and routine cleaning will take place throughout The Hall, throughout the day.</p> <p>Surfaces and high touch points such as door handles, light switches and bannisters are to be cleaned and disinfected regularly throughout the day.</p>

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		<p>Rigorous checks will be carried out by the duty managers to ensure that the necessary procedures are being followed.</p> <p>Social Distancing</p> <p>The number of guests, staff and site visitors will be restricted and controlled by monitoring booking numbers and staff rotas.</p> <p>Where possible staff will be advised to work from home and to conduct meetings via video call rather than face-to-face.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both inside the workplace and outside it.</p> <p>Clear and prominent signage to be displayed in both public areas and in back of house areas.</p> <p>One way systems to be in place in public and back of house areas.</p> <p>Protective screens to be placed at reception.</p> <p>Guests will be informed of policies prior to arrival so that they know what to expect.</p> <p>Arrival times for guests will be staggered to avoid congestion at peak times.</p> <p>Staff arrival times will also be staggered. Staff changing rooms and toilet facilities to be provided on a one in one out system.</p> <p>Management to check regularly that social distancing rules are being adhered to. All front of house staff to aid in this where possible.</p> <p>Where social distancing cannot be adhered to, staff will be split into small units to minimise contact with others.</p> <p>Bar counter service to be halted until further notice. Drinks and food to be ordered and served at tables or</p>

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		<p>to bedrooms.</p> <p>Emphasis to be made on contactless payments or card payments where this is not possible.</p> <p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid 19 and was recently on our premises, the management team will contact the public health authority to discuss the case, identify the people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Ensure regular communication between managers and staff to reassure and support employees in a fast changing situation.</p> <p>Staff will be temperature checked at the start of their shift. Staff, contractors and visitors will be asked to complete a health questionnaire.</p> <p>Vulnerable team members with underlying health issues are encouraged to speak directly with the management team.</p>