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| Risk | CONTROL MEASURES TO CONSIDER | LOCAL APPLICATION OF MEASURES | PROGRESS TO DATE (SEPTEMBER) |
| contact with staff and guests who have Coronavirus  symptoms (or have someone in their  household who does) | * Do not come into work if  :   You have (COVID-19) symptoms, however mild. Disciplinary action will be taken to staff that do not comply   * Ensuring anyone developing those  symptoms during the work shift is sent  home, are essential actions to reduce  the risk of Covid-19 and further drive   down transmission of (COVID-19).   * If anyone in becomes unwell with  COVID symptoms during their shift they must be sent   home and advised to take a Lateral flow teat and (LFD) and PCR test –   * If the test (PCR) –taken within 2 days of  LFD test - is negative the employee can   return to work if not showing symptoms  – this also applies if the staff member is self  isolating due to a member of the  household who has since tested  negative and the staff member themselves are  not exhibiting any symptoms   * If a member of staff is awaiting collection, they  should be moved, if possible, to a room  where they can be isolated behind a   closed door. Ideally, a window  should be opened for ventilation. If it is  not possible to isolate them, move them  to an area which is at least 2 metres  away from other people. If they need to  go to the bathroom while waiting to be  collected, they should use a separate  bathroom if possible. The bathroom  must be cleaned and disinfected using  standard cleaning products before being  used by anyone else.  Speak to Imogene and Rob before returning to work | o Staff are made aware of what to do if they have symptoms or test positive- see Covid update  .  o Staff informed that they  must not enter the hotel with any symptoms;  o Staff will be told they must get  tested if they display symptoms of  coronavirus or are contacted by track and trace  The hotel provides staff with lateral flow tests so that they can test twice weekly  o Staff and should engage  with the Test and Trace process | o Staff to be reminded about  expectations  - covid update issued September 2021  o Full clean to be carried out if there is a case of covid whilst a member is on shift |
| Person becomes unwell with Covid-19  symptoms at work | o Move to a pre-designated room where  person can be isolated  .  o Ventilate the room if possible.  o PPE should be worn IE a mask  i .  o Cleaning regime after each usage of the  space. | o Staff given instruction on what to do  if a member of show symptoms at work    o Arrangements are in place for the  isolation of staff who may  develop COVID-19 symptoms during  the day while arrangements are  made for them to leave the premises o staff if needed should use  the disabled toilet, which will be cleaned after use, full ppe and fogger | o Review whether a COVID room is  permanently needed  - will use garden or lounge  o To monitor need  o Where a staff member has  waited with potential covid symptoms – room should be’ fogged’.’ |

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| RISK | CONTROL MEASURES TO CONSIDER | LOCAL APPLICATION OF MEASURES | PROGRESS TO DATE (SEPTEMBER) |
|  |  | o Windows should be opened  o PPE must be worn by staff |  |
| Identifying close contacts | o Close contacts will now be identified via  NHS Test and Trace and the hotel will no longer be expected to  undertake contact tracing. | o From 16 August 2021, vaccinated staff and under 18s if they are  contacted by NHS Test and Trace as  a close contact of a positive COVID 19 case.  o Instead, they will be advised to take a  PCR test. | o Covid update sheet advises what staff should do if they are a close contact |
| Outbreak of Covid-19 within the hotel | Staff affected identified- any staff member with symptoms do not come to work | o  o Protocol in place for how to manage  absent staff  Identify affected staff  Call NHS test and trace if not sure what to do | • Reduce functions and food capacity if needed to prioritise keeping hotel open  Worst case to close hotel for 10 days and deep clean  • |
| Communication with staff |  | o Staff will be informed  Covid update document circulated with most up to date advice and procedure | Keep up to date with guidance |
| Staff wellbeing affected by the working  experience. | o Staff risk assessment tool being used to  assess those in higher risk groups.  o Staff aware of risk assessment process  and able to contribute.  o Staff communication encouraged | o The hotel will endeavour to follow all government guidance | o Imogene and Robert available to discuss concerns |

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| RISK | CONTROL MEASURES TO CONSIDER | LOCAL APPLICATION OF MEASURES | PROGRESS TO DATE (SEPTEMBER) |
|  | o Defined wellbeing support measures for  staff. | o are pregnant;  o are clinically extremely  vulnerable (shielding);  o are exhibiting symptoms of  COVID-19 and are self  isolating;  o share a household with  someone who is self  isolating with COVID-19  symptoms;  o have been certified by  their GP as not able to  attend the workplace;  o are on sick leave.  o Consideration as to how work  patterns may need to be adjusted will  also be given to staff on a case by  case basis who are:  o clinically vulnerable – have  underlying health  conditions as defined in  the Government guidance;  o living with people who are  clinically vulnerable or  clinically extremely  vulnerable.  o We will continue to monitor  government guidance and update our  procedures as appropriate  o Staff meetings / briefings to be  virtual where possible  o Staff voice to continue for staff to air  views | Full wages paid to fully vaccinated staff or staff unable to be vaccinated (proof req) |

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| RISK | CONTROL MEASURES TO CONSIDER | LOCAL APPLICATION OF MEASURES | PROGRESS TO DATE (SEPTEMBER) |
|  | o Provide opportunities to talk about their  experiences/concerns. | o Imogene and Robert available to discuss options |  |
| First aid provision | o Ensure all staff know First Aiders on site  if less than normal.  o If provision is less than usual, minimise  hazardous activities which may result in  injury.  o Ensure a supply of PPE is available for  provision of first aid and use and dispose  of accordingly. | o A supply of face masks, gloves,  aprons and eye protection will be  maintained for use as necessary in  personal care situations where  contact is required, e.g. intimate care  needs, provision of first aid or if a  child becomes unwell with symptoms  of coronavirus at work and requires  personal care until they return home;  o Additional training needs on the use of PPE have been identified with  individual staff and training is scheduled to take place.  • We will follow latest guidance on the  wearing of face coverings; latest  guidance is that these should not be  necessary in school. Current  guidance is that they are not  required. However, if staff and  students wish to wear face coverings  this will be supported | o Actioned  o Digital thermometer, face mask, gloves, aprons |
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| 8. Monitoring |  |  |  |
| Control measures set out in this risk  assessment do not prove effective    Levels of compliance are inadequate | • Imogene will monitor the  application and effectiveness of the  control measures set out within this risk  assessment, and the level of compliance  by staff, visitors  • non-compliance will be addressed  immediately  • Regular communication with staff on the  outcomes of the  • | Staff encouraged to report any breaches of  health and safety protocol to Imogene or Robert | • Staff to be reminded in September under covid update doc |
| Staff to take Lateral flow test twice weekly- New tests are available from Reception- Tests to be reported to reception@woodlands-lodge.co.uk | • Anyone who tests positive using an LFD test will be asked to take a confirmatory  follow-up PCR test. It remains essential that anyone who gets a positive LFD  result self-isolates immediately, along with other members of their household, pending the confirmatory PCR result.  • If the PCR test is taken within 2 days of  the positive lateral flow test, and is  negative, it overrides the self-test LFD  test and the member of staff can return to work,  as long as the individual doesn’t have  COVID-19 symptoms. Speak to Imogene and Robert before work return  •If the PCR test is positive the member of staff needs to isolate for 10 days. | • It will be the hotels decision who is able to return to work  • • We would encourage all individuals to  take a PCR test if advised to do so. | •  • Staff testing at home  • Now become common practice  • Staff to be updated on changes in  September via covid update |