Updated June 29th 2020

Continual reassessment policy in place.

Organisation name:  Glyngynwydd Wedding Barn and Cottages

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
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| Spread of Covid-19 Coronavirus | * Staff * Visitors * Customers * Suppliers * Cleaners * Others on site   Vulnerable groups  such as pregnant, the elderly and those with existing underlying health conditions. | Staff Considerations  Limit exposure and contact. | **Further Considerations:**  Consider resources to facilitate this. DSE survey/ equipment. Keep distance. |  |  |  |
| Vulnerable Groups  Encourage those shielding or in higher-risk groups to keep away from the premises. | **Further Considerations:**  Re-assign tasks  Develop low traffic areas where employees can work independently |  |  |  |
| At work  Adequate parking.  Hand sanitising areas. | **Further Considerations:**  Adequate parking for employees  Guidance to staff regarding policies. |  |  |  |
| Work Area/ Social Distancing  Social distancing in the workplace wherever possible. If not, other controls in place.  Social Distancing:  The number of persons in any work area have been reduced to comply with the 2-metre rule.    Work schedules have been reviewed including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.  Conference calls to be used instead of face to face meetings.  One way system implemented and reinforced with visual guides. | **Further Considerations:**  Use tape to mark out 2m distance at entry points.  Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.  Management checks to ensure this is adhered to.  Limit workers on site.  Redesign working environment to prevent face-to-face working.  Open additional points of access and egress to the building to enable directional flow and movement of people. Doors and windows open where possible to aid ventilation. |  |  |  |
| Good Hygiene   * Hand washing facilities with soap and water in place. * Stringent hand washing taking place. * Hand washing guidance communicated to staff * <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> * Drying of hands with disposable paper towels. * <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/> * Staff encouraged to protect the skin by applying emollient cream regularly * <https://www.nhs.uk/conditions/emollients/> * Gel sanitisers in any area where washing facilities not readily available | **Further Considerations:**  Staff and visitors to be reminded to wash their hands for 20 seconds on a regular basis (including destination hand washing on arrival) with water and soap and the importance of proper drying with disposable towels.  Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.    To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.gov.uk/coronavirus>    Keep up to date with Government advice specific to self catering accommodation -  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation>  Keep aware of Visit Britain Covid guidelines.  <https://www.visitbritain.org/business-advice/get-ready-reopen> |  |  |  |
| Information and Guidance  We will keep informed of developments and Government advice  Employees will be notified of key findings of RA before returning to work |  |  |  |  |
| Cleaning  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, plugs, handrails, keys using appropriate cleaning products and methods. | **Further Considerations:**  Rigorous checks will be carried out by owners to ensure that the necessary procedures are being followed.  Increased cleaning regime implemented. Regular emptying of bins. |  |  |  |
| Wearing of Gloves  Adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. | **Further Considerations:**  Staff to be reminded that wearing of gloves is not a substitute for good hand washing. |  |  |  |
| Respiratory Protective Equipment (RPE)  Not required in this setting. Face coverings, aprons and gloves to be worn. | **Further Considerations:**  N/A |  |  |  |
| Symptoms of Covid-19  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.    If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. | **Further Considerations:**  Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.    Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. |  |  |  |
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| Mental Health  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. | **Further Considerations:**  Regular communication of mental health information and an open door policy for those who need additional support are recommended. |  |  |  |

Employers with five or more employees must have a written health and safety policy and risk assessment. It is important you discuss your assessment and proposed actions with staff or their representatives. You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities. For further information and to view other example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| Spread of Covid-19 Coronavirus | * Staff * Visitors * Customers * Suppliers * Cleaners * Others on site   Vulnerable groups  such as pregnant workers, the elderly and those with existing underlying health conditions. | Visitor Considerations  Limit exposure and contact between people and surfaces. | **Further Considerations:**  Consider resources to facilitate this. DSE survey / equipment. Keep distance. |  |  |  |
| Vulnerable Groups  Encourage those shielding or in higher-risk groups to keep away from the premises. | **Further Considerations:**  Liaise with client on needs of any vulnerable guests. |  |  |  |
| Arrival  Adequate, distanced parking.  Hand sanitising areas at entrance  Signage to aid flow of visitors and avoid crossover.  2 car park spaces for registrars, separate route to ceremony room. Separate area designated for interviews. | **Further Considerations:**  Adequate parking for visitors, direct visitors onto site. |  |  |  |
| Visitor Areas / Social Distancing  Social distancing on site wherever possible. If not other controls in place.  Social Distancing:  Seating arrangements will comply with the 2-metre rule. Adhere to back to back / side to side where possible. Communal areas to have 2m markings.    Staggered arrival times.  Conference calls to be used instead of face to face meetings.  Socially distanced use of toilet facilities where possible with signage and queue markers at 2m.  One way system implemented and reinforced with visual guides.  Family groups allowed to sit together.  Follow guidance on DJs / live music / catering and best practice for ordering drinks at the bar to maintain social distance and limit potential for airborne spread.  Limit numbers seated to keep 2m distance.  Wedding barn 41 capacity  Ceremony room 20 capacity (+ 15 outside structure) | **Further Considerations:**  Use tape to mark out 2m distance at entry points.  Visitors to be reminded of the importance of social distancing.  Management checks to ensure this is adhered to.  Signage to enforce 2m rule.  Reduce congestion in high movement areas.  Regular checks to ensure adherence.  Open additional points of access and egress to the building to enable directional flow and movement of people. Doors and windows open where possible to aid ventilation.  Keep up to date on latest advice.  Reassess as guidance on 2m rule changes. Adjust seating plans to keep maximum distance between guests. |  |  |  |
| Good Hygiene   * Hand washing facilities with soap and water in place. * Stringent hand washing taking place. * Hand washing guidance communicated to visitors. * <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> * Drying of hands with disposable paper towels. * <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/> * Gel sanitisers in any area where washing facilities not readily available   All seat covers / table cloths to be washed between use.  Cleaning record for communal areas, kitchens and toilets. Bins emptied, surfaces, door handles, light switches cleaned and disinfected.  Deep clean of all cottages and communal areas when guests have left including antibacterial room spray.  Remove soft furnishings / cushions / books / information sheets. | **Further Considerations:**  Visitors to be reminded to wash their hands for 20 seconds on a regular basis (including destination hand washing on arrival) with water and soap and the importance of proper drying with disposable towels.  Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.    To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.gov.uk/coronavirus>    Posters, leaflets and other materials are available for display.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>    Posters to be displayed at entrance and strategically throughout the building to remind employees of controls: hand washing/ 2 metre rule/ symptoms of COVID-19 |  |  |  |
| Information and Guidance  We will keep informed of developments and Government advice |  |  |  |  |
| Cleaning  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, remote controls using appropriate cleaning products and methods. | **Further Considerations:**  Rigorous checks will be carried out by owners to ensure that the necessary procedures are being followed.  Increased cleaning regime implemented. Regular emptying of bins. |  |  |  |
| Wearing of Gloves  Not necessary for guests and visitors. | **Further Considerations:**  Keep under review. |  |  |  |
| Respiratory Protective Equipment (RPE)   * Not assessed as required. Gloves and masks to be used where required. | **Further Considerations:**  Keep under review and assess as required. |  |  |  |
| Symptoms of Covid-19  If anyone becomes unwell with a new continuous cough or a high temperature on site they will asked to leave and advised to follow the stay at home guidance.  Liaise with client to check with their guests and advise them not to attend if symptoms exist    Record contact details for all guests though the client so there is a record if contact tracing is required. Details to be kept for 4 weeks. | **Further Considerations:**  Keep monitoring Government advice and amend as necessary.  Keep in communication with clients throughout the lead up to the event and during. |  |  |  |
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