



Covid 19 Risk Assessment

Completed in consultation call with our Health and Safety Consultants Ellis Whittam

To be regularly reviewed and adjusted as relevant Government guidance and direction is disseminated.

Cumberland Lodge Covid 19 Risk Assessment							
Location: Cumberland Lodge			Date Assessed: 30 June 2020			Assessed by: Daren Bowyer	
Task/Activity: Office work (coronavirus)			Review Date: In line with Gov advice changes			Reference Number:	
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Working at Cumberland Lodge (General)	Contact with persons suffering from coronavirus	Employees Contractors Visitors	<p>All members of staff instructed to follow updated Living with COVID guidance March 2022 regarding self-isolating and adhere to advice given.</p> <p>Latest guidance will inform testing practices recommended.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p>	3	3	9	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Working safely during COVID-19 in offices and contact centres</p> <p>Control measures will be revised and updated when the latest government guidance is reviewed and published.</p> <p>Staff are encouraged to take the vaccination.</p> <p>Staff will continue to wear face covering.</p>

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Working at Cumberland Lodge (General)	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	Employees who are suspected to have coronavirus are asked to take a test and stay at home. Follow Living with COVID guidance March 2022.	3	3	9	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Working at Cumberland Lodge (General)	Disposal of waste that may be contaminated by a coronavirus sufferer	Employees Contractors Visitors	All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.	3	3	9	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

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Working at Cumberland Lodge (General)	Contracting and spreading of infection	Employees Contractors Visitors	<p>Basic infection controls should be followed as recommended by the Government:</p> <ul style="list-style-type: none"> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straight away. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Try to avoid close contact with people who are unwell. Clean and disinfect frequently touched objects and surfaces. Do not touch your eyes, nose, or mouth if your hands are not clean. No hot-desking. Offices arranged for social distancing and screens deployed where social distancing is more difficult. 	3	2	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>The Government has lifted all social distancing restraints. Cumberland Lodge staff will continue to follow social distancing and in addition staff will wear face coverings in all communal areas. We will encourage our guests to do the same wherever possible.</p>

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Cleaning Guest Rooms	Contracting and spreading of infection	Housekeeping	<p>Basic infection controls should be followed as recommended by the Government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces. • Do not touch your eyes, nose, or mouth if your hands are not clean. 	3	2	6	<p>In order to minimise contact with guests, rooms will be serviced between guests or if specifically requested by the guest during their stay.</p> <p>Normal provision of PPE for room cleaning.</p> <p>If guest has become ill with Covid symptoms during stay, room to be left and advice sought from PHE.</p>
Guests staying or visiting Cumberland Lodge	Contracting and spreading of infection	Staff and Guests	<p>Basic infection controls should be followed as recommended by the Government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces. • Do not touch your eyes, nose, or mouth if your hands are not clean. • No hot-desking. 	3	2	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Catering modified to allow social distancing and minimise guest contact with e.g. service utensils</p>

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			<ul style="list-style-type: none"> Offices arranged for social distancing and screens deployed where social distancing is more difficult. At check in, guests' room key cards will be sanitized and placed in envelopes for their collection. Screens will be emplaced where necessary e.g. at the reception desk 				

Risk Assessment Summary							
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Taking meals at Cumberland Lodge			<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces. • Do not touch your eyes, nose, or mouth if your hands are not clean. <p>Catering options have been revised to maintain social distancing in line with Government guidance and minimise risk of infection through use of shared utensils etc.</p> <p>Meals will be table service or tray collection only until such time as it is deemed safe to reintroduce buffets.</p>	3	2	6	

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Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

NB Severity has been set at '4 High'. Based on the general age and health of those involved and the known impact of Covid-19 on the 20-60 demographic which makes up the vast majority it could, arguably be set lower; however, since it is a deadly disease it could be set higher. A balanced view of the risk has been taken

Daily Monitoring Checklist

We will ensure that we have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government		Colin Baker or Ed Newell	
Reviewed and updated the risk assessment to incorporate any changes to the guidance		Colin Baker or Ed Newell	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available		Merrill Ryan or Colin Baker	
Identified and implemented the (new) recommended control measures		Colin Baker or Ed Newell	

Review Record

Date of Review	Confirmed by	Comments
30 June 2020	Daren Bowyer	

28 April 2021	Colin Baker	
6 October 2021	Colin Baker	
10 March 2022	Colin Baker	This risk assessment must be read in tandem with Living with Covid March 2022