



**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.

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 government guidance on self-isolating and adhere to advice given.</p> <p>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>• All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>If a person becomes ill in a shared space, these should be cleaned by following current <a href="#">guidance</a>.</p>	4	2	8	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="#">Working safely during COVID-19 in offices and contact centres</a></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	<p>Employees who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to self-isolate.</p>	4	2	8	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Self isolation will now depend on whether the individual has had two vaccinations or have symptoms of Covid. Assessments will be made for each person individually to gauge possible contact time with infected persons.
Working at Cumberland Lodge (General)	Contact with packages or items handled by persons who may have been exposed to coronavirus	Employees Contractors Visitors	All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.	4	1	4	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
	Disposal of waste that may be contaminated by a coronavirus sufferer		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.	4	2	8	

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			Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.				
Overseas travel by employees	Import/export of coronavirus leading to illness/ill-health	Employees	<p>Overseas travel should be prohibited except in essential cases. If travel is essential, employees should review the latest FCO advice before travelling. Border entry restrictions may prevent travel regardless of how essential it is.</p> <p>Employees must comply with any local restrictions and quarantine orders from local authorities when operating overseas.</p> <p>Employees who have returned from overseas should review the latest guidance from the FCO. Depending on which country, they may need to self-isolate, even if they do not show any symptoms. Employees who have returned from other countries should self-isolate if they start showing symptoms of coronavirus.</p>	4	I	4	<p>FCO advice will be reviewed regularly.</p> <p><a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></p>

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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"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straight away.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently touched objects and surfaces.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>• No hot-desking</li> <li>• Offices arranged for social distancing and screens deployed where social distancing is more difficult.</li> </ul> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p><i>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</i></p>	4	2	8	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>As from July 19<sup>th</sup> the Government will lift 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"> <li>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>Put used tissues in the bin straight away.</li> <li>Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>Try to avoid close contact with people who are unwell.</li> <li>Clean and disinfect frequently touched objects and surfaces.</li> <li>Do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul>	4	2	8	<p>In order to minimise contact with guests, rooms will be serviced between guests and not during short stays.</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"> <li>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>Put used tissues in the bin straight away.</li> <li>Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>Try to avoid close contact with people who are unwell.</li> <li>Clean and disinfect frequently touched objects and surfaces.</li> <li>Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>No hot-desking</li> </ul>	4	2	8	<p>Guest bedrooms to be for single occupancy unless agreed with client.</p> <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"> <li>• Offices arranged for social distancing and screens deployed where social distancing is more difficult.</li> <li>• At check in, guests room key cards will be sanitized and placed in envelopes for their collection.</li> <li>• Screens will be emplaced where necessary if 2m face-to-face distancing is not possible, e.g. at the receptions desk</li> <li>• Temperature screening has been introduced. Guest will not be permitted access if they show a temperature of 38<sup>o</sup> or above.</li> </ul> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p><i>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</i></p>				

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<p>Taking meals at Cumberland Lodge</p>			<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straight away.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently touched objects and surfaces.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean</li> </ul> <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 et.</p> <p>Meals will be table service or tray collection only until such time as it is deemed safe to reintroduce buffets.</p>				

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	<input type="checkbox"/>	Daren Bowyer or Ed Newell	
Reviewed and updated the risk assessment to incorporate any changes to the guidance	<input type="checkbox"/>	Daren Bowyer or Ed Newell	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available	<input type="checkbox"/>	Merrill Ryan or Colin Baker	
Identified and implemented the (new) recommended control measures	<input type="checkbox"/>	Daren Bowyer 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	