

Annex A 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.

Annex A Risk Assessment							
<b>Location:</b> Cumberland Lodge			<b>Date Assessed:</b> 30 June 2020			<b>Assessed by:</b> Daren Bowyer	
<b>Task/Activity:</b> Office work (coronavirus)			<b>Review Date:</b> Daily & Weekly			<b>Reference Number:</b>	
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> </ul>	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>

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			<ul style="list-style-type: none"> <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 guidance.</p>				
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.
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		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.	4	2	8	

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	by a coronavirus sufferer		<p>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.</p> <p>Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p>				

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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	1	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</i></p>	4	2	8	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

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			<i>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>				

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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> </ul>	4	2	8	<p>Guest bedrooms to be for single occupancy only (unless guests are from same family)</p> <p>Conference room capacity to be reduced to enable 1m distancing at all times with additional mitigations e.g. guests sitting side-by-side. Where face-to-face meeting is required, 2 m spacing will be ensured.</p>

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			<ul style="list-style-type: none"> <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> <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>0</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</i></p>				Catering modified to allow social distancing and minimise guest contact with e.g. service utensils



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			<i>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>				
Taking meals at Cumberland Lodge			<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>				



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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

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)				

5. Almost certain / imminent

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

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government		Daren Bowyer or Ed Newell	
Reviewed and updated the risk assessment to incorporate any changes to the guidance		Daren Bowyer 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		Daren Bowyer or Ed Newell	

## Review Record

Date of Review	Confirmed by	Comments
30 June	Daren Bowyer	

## COVID-19 Re-Opening an Empty Building Checklist

Building Re-occupation Checklist				
	Yes	No	N/A	Action Required
<b>Statutory Checks</b>				
Is the five-yearly fixed wiring (electrical installation condition report) within date and rated as satisfactory?				
Is the gas safety certificate(s) in date for annual review?				
Plant rooms: Has all plant and equipment been suitably serviced?				
Has PAT testing been completed where relevant?				
Have all pressure vessels been examined as per the scheme of examination?				
<b>Fire Safety</b>				
Have you reviewed your Fire Risk Assessment (FRA)?				
Are boiler rooms and electrical cupboards free from combustible storage?				
Are skips and bins a safe distance away from your building(s)?				
Have you informed your Alarm Receiving Centre (ARC) of your re-occupation (where necessary)?				
Has the fire alarm system been serviced within the timescale outlined by the contractor?				
Has the fire alarm been tested weekly during the lockdown period?				
Is the fire alarm functioning correctly?				
Have all fire doors, maglocks, acoustic closing mechanisms and other associated equipment been checked for functionality?				
Are all fire extinguishers in place and free from defects?				
Have all fire suppression / sprinkler systems been suitably maintained and checked for sufficient pressure (where appropriate)?				
Have fire dampers been maintained (within the last 12 months)?				
Have the automatic smoke vents been maintained (within the last 12 months)?				
Has the lightning protection been tested and maintained (within the last twelve months)?				
<b>Emergency Lighting</b>				
Has the emergency lighting system been serviced (within the last 12 months)?				
Has the emergency lighting been tested monthly during the lockdown period?				
Is the emergency lighting system fully functional?				
<b>Building Security</b>				

Is there any damage to the structure, roof, windows or fixtures?				
Is the CCTV system functioning correctly?				
Is the intruder alarm functioning correctly?				
<b>Contractors</b>				
Have contractors been re-engaged (where possible)?				
Can contractors be controlled on site?				
Have measures been put in place to ensure contractors (and other visitors) with identified symptoms are not permitted entry to your premises?				
<b>Water Safety</b>				
Has your Legionella Risk Assessment been reviewed?				
Is there a re-commissioning plan (where necessary)?				
Has weekly flushing of all unused/little-used outlets (including external taps) been completed during lockdown?				
Have temperatures been checked against acceptable ranges?				
	Recorded temperature			
<i>Cold water storage tank (maximum 20°C)</i>				
<i>Hot water storage tank (minimum 60°C)</i>				
<i>Sentinel tap (furthest tap from the boiler – minimum 50°C)</i>				
Have all spray fittings been removed, descaled and replaced?				
Is Thermostatic Mixing Valve (TMV) maintenance up to date?				
Has the system been disinfected/chlorinated (including water tanks) where necessary?				
<b>Utilities</b>				
If any utilities have been temporarily shut off, have these been turned back on?				
<b>Equipment</b>				
Are all first aid kits in place, in date and fully stocked?				
Has the defib(s) been checked for safe operation?				
Has all equipment been switched on and checked for correct function?				
Are all necessary guards in place / undamaged?				
Has equipment been serviced or maintained as necessary by a competent person?				
Have the annual services been completed on all oil / electric boilers?				
Have all six-monthly LOLER checks been completed by a competent person?				
Have all window restrictors been checked to ensure they are in place and safe?				
<b>Staffing</b>				

Have risk assessments and plans been reviewed and agreed with vulnerable persons?				
Has your Lone Working Risk Assessment been reviewed?				
Are there sufficient staff on site to undertake safety-critical roles e.g. first aiders, maintenance, fire wardens?				
Is there sufficient supervision and support of staff?				
Does re-occupation need to be staged to maintain social distancing?				
<b>General</b>				
Has a pest control contractor visited the premises recently and are suitable controls in place?				
Is any asbestos likely to have been disturbed during lockdown?				
Has the insurance company been informed of the recommencing of activities within the premises?				
Has re-occupation been considered within the Business Continuity Plan?				
Can social distancing measures of at least two metres be observed, where reasonable, at all times?				
Has a COVID-19 Re-occupation Risk Assessment been completed to ensure controls are implemented to protect staff?				
Has the risk assessment been communicated to all staff to ensure their awareness of requirements?				
Have all areas to be occupied been deep cleaned?				
Do you have sufficient cleaning staff, stock and processes in place to ensure that your premises remain safe?				
Are there sufficient hand-cleaning facilities made available, such as soap and hot water or hand sanitiser?				
Do trees and boundary walls within your grounds appear visually safe?				
Have you reviewed your last General Risk Assessment (GRA)?				

Action required	By	Priority	Time scale	Completed



**CUMBERLAND LODGE CLEANING SCHEDULE 1**

**(Pantry & Coffee Room)**

Item	Person responsible	Cleaning product	Method	frequency	Appropriate PPE as indicated in the safety data sheet
<b>Sinks &amp; surfaces Worktops Walls/Tiles</b>	Shift Kitchen porter & Dining Room shift	Diversey D10 sanitiser	1) rinse thoroughly to remove all food debris 2) wash down area with hot soapy water 3) spray with sanitiser and wipe dry using paper kitchen towel	<b>Daily End of each shift</b>	<b>Thoroughly wash hands before &amp; after task</b>
<b>Dishwasher</b>	shift kitchen porter	Diversey D10 sanitiser	1) shut down machine to drain 2) empty filter of any food debris & replace 3) wipe round inside with hot water 4) spray the outside of machine with sanitiser and wipe dry using paper kitchen towel 5) switch back on for later shift or empty & off with hood up until next day	<b>Daily End of each shift</b>	<b>As above</b>
<b>Floors (pantry &amp; coffee room)</b>	shift kitchen porter & Dining Room shift	Clover DI degreaser	1) sweep up any food debris 2) fill bucket with hot water & add correct amount of detergent 3) Put out H&S wet floor sign 4) mop floor moving any moveable equipment out to get behind	<b>Daily End of late shift</b>	<b>As above</b>
<b>Shelving (above &amp; below counters)</b>	shift kitchen porter & Dining Room shift	Diversey D10 sanitiser	1) remove all stored boxes & equipment 2) wash down area with hot soapy water 3) spray with sanitiser and wipe dry using paper kitchen towel	<b>Weekly</b>	<b>As above</b>
<b>Fridge (coffee rm)</b>	shift kitchen porter & Dining Room shift	Diversey D10 sanitiser	1) remove all stored boxes & equipment 2) wash down area with hot soapy water 3) spray with sanitiser and wipe dry using paper kitchen towel	<b>Weekly</b>  <b>*continually sanitise touch points of fridge</b>	<b>As above</b>
<b>Rubbish bins</b>	shift kitchen porter & Dining Room shift	Diversey D10 sanitiser	1) remove rubbish bag & dispose of in correct external bin 2) wash down bin with hot soapy water 3) spray with sanitiser and wipe dry using paper kitchen towel	<b>Daily End of late shift</b>	<b>As above</b>

**CUMBERLAND LODGE CLEANING SCHEDULE 2**

**(Pantry & Coffee Room)**

Item	Person responsible	Cleaning product	Method	frequency	Appropriate PPE as indicated in the safety data sheet
<b>Ice machine</b>	Dining Room shift	Diversey D10 sanitiser	1) switch off machine at plug 2) remove & clean filter 3) dispose of all ice inside 4) spray with sanitiser and wipe round inside, door using disposable blue towel 5) repeat on all external areas of machine 6) turn machine back on 7) put ice scoop through dishwasher cycle	<b>Weekly</b>	<b>Unused clean disposable gloves Dispose of immediately after task</b>
<b>Wine storage fridge</b>	Bar staff / shift kitchen porter	Diversey D10 sanitiser	1) Remove all bottles & boxes of wine	<b>Monthly</b>	<b>Wash hands thoroughly before proceeding to handle wine bottles</b>

(x 3 including kitchen corridor)			2) Take out any lower shelves that may obstruct 3) Spray inside with sanitiser and wipe using disposable paper, dry with disposable blue towel 4) Spray the external door with sanitiser and dry with disposable blue towel		
<b>Drinking water taps</b>	Dining room shift & Night Porters	Aquadosa sanitiser	1) spray up & around dispense taps 2) leave for 10 mins to work before using 3) do not rinse away 4) clean cooler vents with brush provided 5) check water levels in cooler & top up as required	<b>AM &amp; PM</b> *sign of care log  <b>Weekly</b> *sign off care log	<b>Wash hands thoroughly before proceeding to handle wine bottles</b>
<b>Trolleys</b>	Shift Kitchen porter & Dining Room shift	Jangro Virucidal cleaner in spray format  <b>Dilute 60ml to 600ml warm water in a trigger spray bottle</b>	1) empty trolley of all items 2) wash down each shelf and handles with hot soapy water 3) dry off with disposable blue towel 4) spray with chemical & leave 5 minutes 5) wipe dry with disposable blue towel 6) respray & leave to air dry	<b>After use every service</b>	<b>Disposable gloves</b>  <b>Wear safety glasses when mixing chemical</b>
<b>Coffee Machine Bean to cup</b>	Night porters	Diversey D10 sanitiser Own cleaning tabs	1) spray front door with sanitiser and wipe dry using disposable blue towel 2) empty drip tray & put through dish washer cycle 3) follow the manufacturer's instructions to clean	<b>Daily (out of hours)</b>  <b>Wipe down high touch areas throughout day</b>	<b>Disposable gloves</b>
<b>Coffee bulk brewer</b>	Dining Room shift	Diversey D10 sanitiser Descal sachet	1) rinse out the inside with water to remove all ground coffee 2) spray the outside with sanitiser and wipe dry using paper kitchen towel 3) follow the manufacturer's instructions to descale 4) use pipe cleaner to clean inside level gauge	<b>After use</b>  <b>Monthly</b>	
<b>Milk Pergal Dispenser</b>	Dining Room shift	Diversey D10 sanitiser	1) wipe inside & out the unit with warm soapy water 2) dry off with disposable blue towel 2) spray the outside of unit with sanitiser and wipe dry using disposable blue towel 3) empty drip tray & put through dish washer cycle	<b>Daily</b> <b>End of shift</b>	

### CUMBERLAND LODGE CLEANING SCHEDULE 3

#### (Dining Room & Bar area)

Item	Person responsible	Cleaning product	Method	frequency	Appropriate PPE as indicated in the safety data sheet
<b>Tables, chairs, highchairs and all high touch areas (door handles, light switches) including hot counters and tray rail</b>	Dining Room shift	Jangro Virucidal cleaner in spray format  <b>Dilute 60ml to 600ml warm water in a trigger spray bottle</b>	1) Wash down all surfaces with warm soapy water 2) dry off with disposable blue towel 3) spray chemical & leave for 5 minutes 4) wipe down with disposable blue towel 5) Respray & leave to air dry	<b>After use every service</b>	<b>Disposable gloves &amp; apron to be worn throughout shift</b>  <b>Wear safety glasses when mixing chemical</b>

<b>Trays &amp; rack trolley</b>	Dining Room shift	Jangro Virucidal cleaner in spray format	1) empty trolley & trays of all items 2) put each tray through dish washer 3) wash down each shelf of trolley with hot soapy water 4) dry off with disposable blue towel 5) spray with virucidal leave for 30 seconds 6) wipe down with disposable blue towel	<b>After use every service</b>	
<b>Trolleys</b>	Dining room shift	Jangro Virucidal cleaner in spray format	1) empty trolley of all items 2) wash down each shelf and handles with hot soapy water 3) dry off with disposable blue towel 4) spray with chemical & leave 30 seconds 5) wipe dry with disposable blue towel	<b>After use every service</b>	
<b>Dining Room Carpet area  Wooden floor</b>	Dining Room shift	Jangro Virucidal cleaner  <b>*Only use correct allocated mop head. To be washed on hot cycle at the end of the shift</b>	1) sweep up any food debris  2) vacuum moving furniture to get underneath  3) dilute 125ml to 5 litres warm water into a clean bucket 4) Place safety sign to prevent slips 5) mop floor moving any equipment out to get underneath & behind 6) leave to air dry 7) remove safety sign	<b>Daily End of shift</b>  <b>Daily</b>  <b>Daily End of AM shift</b>	<b>Wear safety glasses when mixing chemical</b>
<b>Bar &amp; lounge area (including shelves)</b>	Bar staff & Dining Room shift	Jangro Virucidal cleaner in spray format	1) Remove all glasses/bottles 2) Wash down all surfaces with warm soapy water 3) dry off with disposable blue towel 4) <b>spray chemical &amp; leave for 5 minutes</b> 5) wipe down with disposable blue towel 6) Respray & leave to air dry	<b>Weekly</b>	<b>Disposable gloves</b>
<b>Bar fridges</b>	Bar staff	Jangro Virucidal cleaner in spray format	1) switch off & empty fridges 2) <b>spray chemical &amp; leave for 5 minutes</b> 5) wipe down with disposable blue towel 6) Respray & leave to air dry	<b>Weekly</b>	<b>Disposable gloves</b>

#### CUMBERLAND LODGE CLEANING SCHEDULE 4

##### (Housekeeping)

Area	Cleaning product	Appropriate PPE as indicated in the safety data sheet
<b>Bathroom (change over)</b> <ul style="list-style-type: none"> <li>• Remove all used towels &amp; bath mats (including rubber mat)</li> <li>• Replenish toiletries</li> <li>• Wash down bath &amp; side panels and thoroughly dry</li> <li>• Wash shower screens and thoroughly dry</li> <li>• Wash sink &amp; pedestal and thoroughly dry</li> <li>• Clean, dry &amp; buff up tiles - remembering behind towel rails</li> <li>• Clean &amp; wipe and thoroughly dry the sink shelf</li> <li>• Empty bathroom bin, wet wipe clean</li> </ul>	Jangro Virucidal cleaner in spray format leave 5 minutes wipe clean with blue disposable towel, respray & leave to air dry	<b>Disposable gloves &amp; apron throughout shift</b>

<ul style="list-style-type: none"> <li>Wipe and thoroughly dry the towel rail</li> <li>Fold towels &amp; bath mat layout for new arrival</li> <li>Clean toilet with correct product &amp; brush</li> <li>Wipe round all of toilet (top, lid, seat, bowl, base &amp; pipes)</li> <li>Replenish toilet rolls</li> <li>Mop bathroom floor and under baths moving any equipment out to get behind</li> <li><b>Only use correct colour coded mop head, which is to be washed on a hot cycle at the end of the shift</b></li> </ul>	<p>Clover Scaleit neat direct into toilet basin &amp; scrub with toilet brush</p> <p>Jangro Virucidal cleaner 1) dilute 125ml to 5 litres warm water into a clean bucket 2) mop area 3) leave to air dry</p>	<p><b>Wear safety glasses when mixing chemical</b></p>
<p><b>Bedroom (change over)</b></p> <ul style="list-style-type: none"> <li>Change sheets, pillow cases &amp; duvet covers</li> <li>Spot clean any carpet &amp; soft furniture marks/stains</li> <li>Vacuum</li> <li>Check wardrobe &amp; drawers to ensure no lost property if room vacated</li> <li>Replenish tea tray, change cups, damp wipe kettle &amp; tray</li> <li>Empty bedroom bin, damp wipe clean</li> <li>Damp wipe all hard surfaces</li> <li><b>Extra attention to touch points; damp wipe door handles, cupboard &amp; drawer knobs, light/lamp switches, safe keypad, hairdryers</b></li> <li>Polish mirrors</li> <li>Check all lightbulbs are working</li> <li>Leave safe door open if room vacated</li> <li>Brass (windows &amp; doors)</li> <li>Finish with air freshener</li> <li>Enter any issues into maintenance book daily before you finish your shift (ensure full details)</li> </ul>	<p>Jangro carpet spot &amp; stain remover</p> <p>Jangro Virucidal cleaner in spray format leave 5 minutes wipe clean with blue disposable towel respray &amp; leave to air dry</p> <p><b>Dilute 60ml to 600ml warm water in a trigger spray bottle</b></p> <p>Clover C3 washroom cleaner for mirrors</p> <p>Metaglynt/Brasso Jangro A7 air freshener</p>	<p><b>Wear safety glasses when mixing chemical</b></p>
<p><b><u>Housekeeping weekly checklist</u></b></p> <ul style="list-style-type: none"> <li>Cobwebbing</li> <li>In corridors - dust all areas including pictures</li> <li>Damp wipe - skirting boards and dado rails</li> <li>Wash toilet brush &amp; holder in allocated blue bucket</li> </ul> <p><b><u>Housekeeping monthly checklist</u></b></p> <p><b>Bedrooms</b></p> <ul style="list-style-type: none"> <li>Laundry - Wash mattress &amp; pillow under protective covers</li> <li>Descale kettle, shower head &amp; taps</li> <li>Hoover under beds &amp; any other furniture</li> <li>Hoover inside wardrobes &amp; drawers</li> <li>Wipe down lamp shades with correct sponge</li> <li>Wash paintwork remember behind doors</li> </ul> <p><b>Bathrooms</b></p> <ul style="list-style-type: none"> <li>Wash all paintwork</li> </ul> <p><b>Corridors</b></p> <ul style="list-style-type: none"> <li>Damp wipe down all white work</li> <li>Wipe scuff marks off doors</li> </ul>	<p>Jangro Virucidal cleaner in spray format leave <b>5 minutes</b> wipe clean with blue disposable towel respray &amp; leave to air dry</p> <p>Diversey R8 descaler</p> <p>Jangro Virucidal cleaner in spray format leave 5 minutes wipe clean with blue disposable towel respray &amp; leave to air dry</p>	<p><b>Disposable gloves</b></p> <p><b>Disposable gloves &amp; apron throughout shift</b></p>
<p><b><u>Housekeeping quarterly checklist</u></b></p> <ul style="list-style-type: none"> <li>Laundry - Wash duvets &amp; pillows</li> </ul>		<p><b>Disposable gloves &amp; apron</b></p>

<p><b><u>Public toilets (daily morning &amp; night)</u></b></p> <ul style="list-style-type: none"> <li>Toilet basins thorough clean with toilet brush</li> <li>Urinals thorough clean with toilet brush</li> <li>All sinks, pedestals and hard surfaces thorough damp wipe</li> <li><b>Extra attention to touch points flush handle, door handles, light switches, hand-dryer</b></li> <li>Mop floor area moving any equipment out to get behind, leave to air dry.</li> <li>Monthly throw away urinal screen &amp; insert new into each urinal</li> </ul>	<p>Clover Scaleit neat direct into toilet basin &amp; scrub</p> <p>Blu away in spray format for urinals, work well into the soiling leave for 5 minutes then wipe away excess with blue disposable towel leave to air dry</p> <p>Jangro Virucidal cleaner in spray format leave 5 minutes wipe clean with blue disposable towel respray &amp; leave to air dry</p> <p>Safety sign in place Blu Away: dilute 1:1 part tepid water Once finished empty solution into urinals, do not flush away Remove safety sign</p> <p>Ocean mist urinal screen</p>	<p><b>Continue to wear Disposable gloves &amp; apron</b></p>
<p><b><u>Staircase banisters &amp; lift buttons (high touch areas)</u></b></p> <ul style="list-style-type: none"> <li>Damp wipe all banisters daily (<b>wash down weekly with warm soapy water to prevent sticky build-up of chemical</b>)</li> <li>Damp wipe all door handles &amp; switches</li> <li>Damp wipe internal &amp; external hand rail and floor buttons at lift</li> <li>Refill guest-accessible sanitising wipes by lift</li> <li>Empty pedal bin by lift</li> <li>Mop internal lift</li> </ul>	<p>Jangro Virucidal cleaner in spray format <b>leave 5 minutes</b> wipe clean with blue disposable towel respray &amp; leave to air dry <b>Spray onto cloth to clean light switches</b></p> <p>Jangro Virucidal cleaner 1) dilute 125ml to 5 litres warm water into a clean bucket 2)leave to air dry</p>	
<p><b><u>Government guidelines for cleaning a bedroom following a guest with suspect coronavirus has departed</u></b></p> <ul style="list-style-type: none"> <li>Where possible If the room can be kept closed &amp; secure for 72 hours after guests departure</li> <li>Follow normal practice of cleaning using same cleaning products</li> <li>Dispose of PPE – double bag keep aside for 72hrs before throwing</li> <li>Wash hands with soap &amp; water before resuming further duties</li> </ul>	<p><b>wash down hard surfaces with warm soapy water</b> Jangro Virucidal cleaner in spray format <b>leave 5 minutes</b> wipe clean with blue disposable towel respray leave to air dry</p>	<p><b>Disposable gloves &amp; apron</b></p>

**CUMBERLAND LODGE CLEANING SCHEDULE 5**

**(Conference rooms)**

Item	Person responsible	Cleaning product	Method	frequency	Appropriate PPE as indicated in the safety data sheet
<b>Drinking water dispensers</b>	Night porters	Aquadosa sanitiser	1) spray up & around dispense taps 2) <b>leave for 10 minutes</b> to work before using 3) do not rinse away	<b>Nightly</b>	<b>Disposable gloves</b>

<b>Tables &amp; hard surfaces</b>	Night porters	Jangro Virucidal cleaner in spray format  <b>Dilute 60ml to 600ml warm water in a trigger spray bottle</b>	1) Wash down exposed surfaces with warm soapy water 2) dry off with disposable blue towel 3) spray virucidal cleaner & <b>leave for 5 minutes</b> 4) wipe down with disposable blue towel 5) Respray & leave to air dry	<b>Nightly</b>	<b>Disposable gloves</b>  <b>Wear safety glasses when mixing chemical</b>
<b>Table cloths</b>	Housekeeping/ maintenance teams Night Porters		1) remove all cloths from tables 2) place in laundry basked in Mews kitchen for laundry 3) laundry staff to collect & wash 4) return to clean cloth stock	<b>At the end of a groups stay</b>	<b>Disposable gloves</b>
<b>Chairs</b>	Night Porters	Jangro Virucidal cleaner in spray format	1) Spray virucidal cleaner onto yellow sanitiser micro cloth 2) give chair a wipe over especially <b>high touch area arms &amp; back</b> 3) cloth to go to laundry for hot cycle was after use	<b>Nightly</b>	<b>Disposable gloves</b>
<b>Trolleys</b>	Housekeeping Night porters	Jangro Virucidal cleaner in spray format	1) empty trolley of all items 2) wash down each shelf with hot soapy water 3) spray virucidal cleaner & <b>leave for 5 minutes</b> 4) wipe down with disposable blue towel 5) Respray & leave to air dry	<b>After use</b>	<b>Disposable gloves</b>
<b>Coffee Machine Bean to cup</b>	Night porters	Jangro Virucidal cleaner in spray format  Own cleaning tablet	1) carefully spray front door with virucidal cleaner and wipe dry using disposable blue towel 2) empty drip tray & put through dish washer cycle 3) follow the manufacturer's instructions to clean 4) empty bin	<b>Daily (out of hours)</b>  <b>Wipe down high touch areas throughout day</b>	<b>Disposable gloves</b>  <b>Leave sanitiser wipes for guests use</b>
<b>Mews Kitchen area</b>	Night porters	Jangro Virucidal cleaner in spray format	1) Wash down all hard surfaces with warm soapy water 2) dry off with disposable blue towel 3) spray virucidal cleaner & <b>leave for 5 minutes</b> 4) wipe down with disposable blue towel 5) Respray & leave to air dry	<b>Nightly</b>	<b>Disposable gloves</b>
<b>Audio &amp; visual equipment (laptops, mouse, remotes etc)</b>		<b>Sanitising/ disinfectant wipes</b>	1) all equipment to be wiped down with sanitising wipe 2) 1 wipe per piece of equipment 3) leave to air dry 4) <b>leave wipes out for guests to clean equipment as they go</b>	<b>Nightly</b>	<b>Disposable gloves</b>
<b>Staircase banisters, light switch, door handles (high touch areas)</b>	Housekeeping Night Porters	Jangro Virucidal cleaner in spray format <b>leave 5 minutes</b> wipe clean with blue disposable towel respray & leave to air dry <b>Spray onto cloth to clean light switches</b>	Damp wipe all high touch areas door handles, light swiches  <b>Wash down bannister weekly with hot soapy water to prevent sticky build-up of chemical</b>	<b>Daily morning &amp; night</b>	<b>Disposable gloves</b>

<b>Public toilets</b>	Housekeeping & Night Porters	<p>Clover Scaleit neat direct into toilet basin &amp; scrub</p> <p>Blu away in spray format for urinals, work well into the soiling <b>leave for 5 minutes</b> then wipe away excess with blue disposable towel leave to air dry</p> <p>Jangro Virucidal cleaner in spray format <b>leave 5 minutes</b> wipe clean with blue disposable towel respray &amp; leave to air dry</p> <p>Safety sign in place Blu Away: dilute 1:1 part tepid water Once finished empty solution into urinals, do not flush away Remove safety sign</p> <p>Ocean mist urinal screen</p>	<ul style="list-style-type: none"> <li>• Toilet basins thorough clean with toilet brush</li> <li>• Urinals thorough clean with toilet brush</li> <li>• All sinks, pedestals and hard surfaces thorough damp wipe</li> <li>• <b>Extra attention to touch points flush handle, door handles, light switches, hand-dryer</b></li> <li>• Mop floor area moving any equipment out to get behind, leave to air dry.</li> <li>• Monthly throw away urinal screen &amp; insert new into each urinal</li> </ul>	<b>Daily morning &amp; night</b>	<b>Disposable gloves &amp; apron</b>
<b>Floors</b>	Night porters	<p>Jangro Virucidal cleaner</p> <ol style="list-style-type: none"> <li>1) dilute 125ml to 5 litres warm water into a clean bucket</li> <li>2) put out safety sign</li> <li>3) mop area</li> <li>4) leave to air dry</li> <li>5) remove safety sign</li> </ol>	<p>Vacuum thoroughly moving furniture &amp; equipment to get underneath &amp; behind</p> <p>Mop floors where required</p>	<b>Daily</b>	<b>Wear safety glasses when mixing chemical</b>

**CUMBERLAND LODGE CLEANING SCHEDULE 6**

**(Offices)**

Item	Person responsible	Cleaning product	Method	frequency	Appropriate PPE as indicated in the safety data sheet
<b>All Surfaces &amp; Worktops</b>	Night Porters	Jangro Virucidal cleaner in spray format	<ol style="list-style-type: none"> <li>1) spray virucidal cleaner &amp; <b>leave for 5 minutes</b></li> <li>2) wipe down with disposable blue towel</li> <li>3) Respray &amp; leave to air dry</li> </ol>	<b>Nightly</b>	<b>Disposable gloves</b>

		<b>Dilute 60ml to 600ml warm water in a trigger spray bottle</b>			<b>Wear safety glasses when mixing chemical</b>
<b>Personal Keyboard Mouse Phone Radio Photocopier printer Fan Portable heater etc</b>	User needs to be responsible for the cleaning of their own equipment	<b>Sanitising/ disinfectant wipes</b>  *keep packs airtight to prevent drying out	1) all equipment to be wiped down with sanitising wipe 2) 1 wipe per piece of equipment 3) leave to air dry 4) <b>leave wipes out for staff to clean equipment as they go</b>	<b>Daily End of each shift</b>	<b>Disposable gloves</b>
<b>Floors</b>	Night Porters	na	Vacuum thoroughly moving furniture & equipment to get underneath & behind	<b>Nightly</b>	
<b>All Door &amp; window handles</b>	Night Porter & staff member	<b>Sanitising/ disinfectant wipes</b>  *keep packs airtight to prevent drying out	1) Thoroughly wipe down & around door handle with sanitising wipe 2) 1 wipe per office door 3) leave to air dry 4) <b>leave wipes out for staff to clean their office door as they go</b>	<b>Nightly</b>	<b>Disposable gloves</b>
<b>Rubbish bins</b>	Night Porter	Jangro Virucidal cleaner in spray format  <b>Dilute 60ml to 600ml warm water in a trigger spray bottle</b>	1) remove all rubbish in bin & dispose of in correct external bin 1) spray virucidal cleaner & <b>leave for 5 minutes</b> 2) wipe down with disposable blue towel 3) Respray & leave to air	<b>Daily End of late shift</b>	<b>Disposable gloves</b>  <b>Wear safety glasses when mixing chemical</b>



## Annex D

### **Guest Confirmation**

We are very much welcoming guests back to Cumberland Lodge but recognise that as we adjust to the necessary restrictions resulting from the Covid-19 Pandemic, the experience will be different from normal. We want our guests to feel both safe and comfortable, confident that we have taken the steps necessary to keep both them and our staff safe and well. We are therefore sharing with you our reopening plan together with the Risk Assessment on which it has been based. This was prepared in consultation with Ellis Whittam, our Health & Safety advisors, and will be reviewed and adjusted in the light of any changing Government policy and guidance. We would welcome your feedback and will gladly discuss with you any changes or additional measures you feel are necessary.

We would ask you to impress upon your delegates the need to comply with all health and safety requirements but particularly at this time those related to hygiene and social distancing.

No-one with symptoms of Covid-19 should attend events at Cumberland Lodge and any guest who develops symptoms while staying with us must alert us immediately, self-isolate and follow any advice we receive from PHE.

Please sign and return this form before the start of your event.

Name:

Representing (Organisation or Group):

I confirm I have read and understood Cumberland Lodge's Reopening Plan and Risk Assessment and that I/we are content that the measures contained therein are appropriate and acceptable to our group in protecting both us, other guests and Cumberland Lodge staff from Covid-19.

We undertake to follow social distancing rules and the instructions of Cumberland Lodge staff.

No member of our group will attend the event if showing symptoms of Covid-19.

We will alert Cumberland Lodge staff and follow their directions if any member of the group should start displaying symptoms of Covid-19 while staying at Cumberland Lodge.

Signed: