

Purpose of this document:

This COVID19 Risk Assessment has been undertaken to examine risks associated with COVID-19 and the measures which Lox Lane conference centre is able to put in place to minimise that risk.

- The risk being considered will be the risk of catching COVID-19 and becoming ill and/or passing the virus on to others.
- Transmission of COVID-19 (**COVID-19 may be spread by people who are not showing symptoms**)
 - from person-to-person between people who are in close contact with one another (within about 6 feet); through respiratory droplets produced when an infected person coughs, sneezes, or talks, shouts, sings.
 - from touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.
- The main symptoms of coronavirus are:
 - a high temperature – this means you feel hot to touch on your chest or back
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
 - a loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/#symptoms>
- Those at risk are staff & volunteers living on-site, guests, visitors and contractors
- This risk assessment should be read alongside the general Lox Lane risk assessment document as well as the existing policies and procedures. Other related documents are 'Lox Lane procedure for COVID-19 illness' and 'Conditions of booking' (General & Covid-19)
- Guidance used to inform this risk assessment: **Working safely during coronavirus (COVID-19), Hotels and other guest accommodation** last updated 22 June 2021; **Working safely during coronavirus (COVID-19), Restaurants, pubs, bars and takeaway services** last updated 21 June 2021; **COVID-19: cleaning in non-healthcare settings outside the home**, updated 16 Oct 2020; **Coronavirus (COVID-19): Organised events guidance for local authorities** last updated 17th June 2021; **(COVID-19) Coronavirus restrictions: what you can and cannot do**, updated 21st June 2021; **Face coverings: when to wear one, exemptions, and how to make you own**, updated 22 April 2021

Area of focus	Risk level	Control measures to be considered	Actions taken	Risk level	Review and any changes
Preparing the building and facilities	High	<ul style="list-style-type: none"> Assess the Lox Lane premises and how it will operate against the government's COVID-19 secure guidelines in order to put actions in place to <i>minimise</i> the risk of COVID-19 Review general Health & Safety Policy to see if any actions need to be taken after the closure of the site 	<ul style="list-style-type: none"> Premises inspected before guests return to check compliance with general risk assessment, including; <ul style="list-style-type: none"> All taps run to ensure flushing of system Fire alarms and fire exits checked 	Low	
Arrival and departure	Med	<ul style="list-style-type: none"> Steps to minimise contact between guests and guest and staff/volunteers 	<ul style="list-style-type: none"> Guest will be given information on arrival and departure in advance. Key will be left in the doors of rooms booked to limit interactions 	Low	
Emergency evacuation	Low	<ul style="list-style-type: none"> Evacuation routes are confirmed, and signage accurately reflects these. Consider if any changes to plans are required to maintain social distance 	<ul style="list-style-type: none"> Emergency evacuation procedure will remain the same 	Low	
What accommodation can be used	Med	<ul style="list-style-type: none"> All private rooms with en-suite shower facilities can be used 	<ul style="list-style-type: none"> Bedrooms/self-contained units can only be occupied by members of the same household 	Low	
Hygiene		<ul style="list-style-type: none"> Encouraging everyone on-site to increase the frequency of their handwashing as a COVID-19 preventative measure 	<ul style="list-style-type: none"> Provide supplies of soap and hand sanitiser to support frequent hand washing Signs are displayed to support hand hygiene and respiratory hygiene 	Low	
Social distancing/ Group sizes	High	<ul style="list-style-type: none"> 2 metres or 1 metre with risk mitigation (where 2m is not viable) Mitigations include sitting people side to side rather than face to face to reduce transmission, and increased 	<ul style="list-style-type: none"> Signs are displayed to support and encourage social distancing The guidance states that you can meet in a group of 6 (or a larger group of any size from 2 households) indoors in indoor 	Med	

		<p>use of hand sanitiser.</p> <ul style="list-style-type: none"> • People should continue to socially distance from those they do not live with wherever possible. • Be aware of pinch points, so that we avoid 	<p>hospitality venues such as restaurants. This can be applied to the Dining room during mealtimes, allowing 6 people round tables.</p> <ul style="list-style-type: none"> • It is safer to meet outdoors – so groups are encouraged to meet outdoors as much as is feasible 		
Use of face coverings	High	<ul style="list-style-type: none"> • From 8 August, face coverings have been <i>required by law</i> to be worn in many public indoor settings (there are valid exemptions for some individuals and groups to not wear a face covering) 	<ul style="list-style-type: none"> • Where possible gatherings of people will be outdoors to avoid the need for masks to be worn • When indoors in the public spaces guests will need to wear masks • Mask can be removed when seated at a table at meal times • Children under 11 do not need to wear face coverings • Staff in close contact with guests (for example those serving in the kitchen) should wear masks 	Low	
Catering	Med	<ul style="list-style-type: none"> • Working safely during coronavirus (COVID-19), Restaurants, pubs, bars and takeaway services guidance to be used to inform all planning for serving food to groups • Guidance says "If your venue does not serve alcohol, customers can order and collect food and drink from a counter. They must consume food and drink while seated at a table" 	<ul style="list-style-type: none"> • The Caterer and Lox Lane Administrator will work together to ensure the guidelines for food service are followed in all aspects of the catering • Cutlery will be placed on the tables and we will minimise the use of shared condiments • Guests will be permitted to collect food from the counter • Guests may sit with 6 people at the dining tables • All guests and staff must maintain social distancing when entering the Dining room, moving round the room and collecting their food • Group organiser to be involved in managing the flow of people into the Dining room, 	Low	

			<ul style="list-style-type: none"> Masks to be worn until guests are seated at the tables 		
Ventilation	Med	<ul style="list-style-type: none"> Opening windows and doors in public areas where possible to encourage ventilation 	<ul style="list-style-type: none"> Where possible windows and doors should be left open for increased ventilation (whilst considering security etc.) 	Low	
Activities		<ul style="list-style-type: none"> Singing and raised voices are considered to increase the risk of spreading Covid-19 	<ul style="list-style-type: none"> Groups will be asked to avoid singing or shouting indoors If groups want to sing it is suggested they do so outdoors 		
Cleaning & waste disposal	High	<ul style="list-style-type: none"> Ensuring cleaning contractors follow government guidance on cleaning and handwashing guidelines Provide cleaners with a cleaning checklist to be followed (with particular regard for all frequent touch points such as light switches and door handles) when the guests vacate Consider removing items from rooms that are not likely to be needed by guests 	<ul style="list-style-type: none"> Ask guests to air the rooms during their stay where possible and to strip beds/bag up linen on departure Provide cleaning products, disposable gloves and aprons for the cleaners Dispose of routine waste as normal Laundry can be washed as normal Clean and disinfect anything used for transporting laundry with the usual cleaning products <p>Cleaners should follow the following process:</p> <ul style="list-style-type: none"> Ensure the room is ventilated whilst cleaning Follow the cleaning checklist provided and sign when completed Wear the appropriate protective clothing - gloves, apron Prepare the area to be cleaned by reducing the load – remove waste, remove dirty linen and towels and carry out any initial cleaning required (i.e. load dishwasher, clear out fridge for leftovers, clear surfaces, etc.) Bedding & Linen: Use gloves to remove dirty linen carefully directly into bags (if it 	Low	

			<p>has not been stripped by guests)</p> <ul style="list-style-type: none"> • Linen should not be shaken in case viruses are dispersed through the air. Ensure it is removed from the room prior to cleaning. • Clean pillow and mattress protectors should be used for each changeover • Pillows and duvets should be rotated (removed and left bagged for 72 hours between uses) or sprayed with fabric disinfectant spray • Remove gloves and dispose of them after stripping beds. Wash hands. Apply clean gloves before putting the clean linen on the beds. • The same applies to towels, bathmats, tea towels and any other removable linen items. • Disposal of waste: waste of any kind should be placed in a plastic bag, tied and removed from the room and disposed of in an external bin. • Hazardous waste should be disposed of according to government or council guidelines • Clean using general cleaning products – or hot soapy water • Where possible put all crockery, cutlery, glassware through the dishwasher • Alternatively wash in hot soapy water • Disinfect using appropriate products and ensuring it is left on the surface for the required time to kill the virus • Use SurSol Fabric Disinfectant Spray on soft furnishings if turnover is less than 72 hours • Wash hands fully after the removal of protective clothing. Hand sanitiser can be used if hot running water is not available. 		
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			<p>For groups staying</p> <ul style="list-style-type: none"> • Display signs/posters to encourage frequent handwashing • Guests asked to wipe down the shared bathroom in the Farmhouse after any use • Regular wiping of frequently touched surfaces encouraged during the stay, e.g. door handles and light switches • Cleaning supplies easily available for this purpose 		
Use of PPE	Low	<ul style="list-style-type: none"> • The Government advises that when managing the risk of COVID-19, additional PPE (beyond what you usually wear) is not beneficial. COVID-19 needs to be managed through social distancing, hygiene, not through the use of PPE. Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. The role of PPE in providing additional protection is extremely limited. 	<ul style="list-style-type: none"> • When cleaning it will not be necessary to wear PPE or clothing over and above what would be usually used 	Low	
NHS Test and Trace		<ul style="list-style-type: none"> • We must display the official QR code poster • We must ask every visitor aged 16 or over to check into the venue or provide contact details • Keep any data collected for 21 days and provide it to NHS Test and Trace if they ask for it 	<ul style="list-style-type: none"> • Poster is displayed • Organiser to make the list of all guests available for 21 days after the visit, so that is available if required 		
Handover of	Med	<ul style="list-style-type: none"> • Ensure handover of keys can be done 	<ul style="list-style-type: none"> • Clean keys before putting them into doors 	Low	

keys		in a socially distanced way, ensuring keys are cleaned	of booked rooms prior to the guests arrival		
Safety of staff & volunteers	Med	<ul style="list-style-type: none"> Follow the Covid-19 safe workplace guidelines in order to ensure the safety of staff and volunteers working (and living) at Lox Lane 	<ul style="list-style-type: none"> Covid-19 safe workplace guidelines adhered to Keep contact with the guests to a minimum, adhering to social distancing guidelines 	Low	
Response to suspected/ confirmed case of COVID 19	High	<ul style="list-style-type: none"> If a member of staff or guest at Lox lane becomes unwell there will be a procedure in place which is understood by everyone If they are seriously ill we will call 999 Otherwise they will be advised to get tested by ringing 111 or going to; www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/ Note: The person will get an email, text or call from the NHS Test and Trace service if they test positive. They will be asked where they have been recently and who they have been in close contact with. If social distancing and cleaning schedules have been observed at Lox Lane this should not affect those who were in the building at the same time as the infected person. All surfaces that the symptomatic person has come into contact need to be cleaned and disinfected. If more cases are confirmed, Public Health England's local health teams will conduct a rapid investigation and will advise us on the appropriate action to take. 	<ul style="list-style-type: none"> Information sent out in advance to guests ask people not to come to the site if they are suffering any of the symptoms of Covid-19 The 'Lox Lane procedure for Covid-19 illness' describing the steps to be taken if someone becomes unwell whilst on-site will be followed. This includes the cleaning and waste disposal procedures necessary 	Low	

Communication	High	<ul style="list-style-type: none"> • Ensuring accurate and clear communication with Guests, Staff, Volunteers, Visitors, Delivery drivers, contractors • Providing information to guests before their stay, advising them of all the measures taken to minimise the risk of COVID-19 • Sharing the results of this risk assessment with all relevant parties 	<ul style="list-style-type: none"> • Provide COVID-19 guidance for guests in advance of their arrival, to include; <ul style="list-style-type: none"> ○ the measures undertaken to ensure Lox Lane is COVID-19 secure ○ the advice on social distancing and increased hygiene ○ how to find & access their rooms ○ actions to take before leaving • Make this risk assessment document available in paper form or by email 	Low	
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