



Persons at Risk		Employees, volunteers, visitors, contractors, members of the public, vulnerable workers, pregnant workers		
Hazard		Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)	Further Action	Date Completed
1	Exposure to COVID-19 - Contact with infected persons	<ul style="list-style-type: none"> Where possible, the same employees/volunteers will work shifts alongside the same people to minimise inter-household contact. A rolling 3 week rota is used in both areas and is adhered to where annual leave and staff absence allows. Customer contact details are obtained on entry or booking to allow for Test and Trace and kept in line with GDPR and Government tracing guidelines. Diners are reminded to maintain social distancing whilst using the Orangery and toilet facilities. Children must be supervised at all times and must not be allowed to wander around the Orangery or between tables. QR Codes are required below and have been displayed in the Orangery. We continue to take T&T details on booking. 	<ul style="list-style-type: none"> Review Government/ Public Health Guidance which is likely to change on a regular basis. Continue to review situation through SMT meetings Continue to monitor practicality of control measures 	<p>24/09/2020</p> <p>Weekly</p> <p>06/08/2020</p>
2	Exposure to COVID-19 – Contact with or inhalation of aerosols / airborne virus.	<ul style="list-style-type: none"> Staff and volunteers wear face masks at all times and aim to maintain a 2m social distancing where possible. Customers must wear face masks at all times, except when seated at their table to eat and drink. I.e. when entering, leaving, using the toilet. Tables have been removed to limit the number of customers who may eat inside and outside to ensure social distancing measures can be maintained. Only customers from the same household or support bubble are able to sit inside the cafe, due to the current social distancing rules and our available capacity/space. However, people from no more than 6 different households may share tables, adhering to social distancing, where we can accommodate them outside. A sneeze screen has been erected on the Orangery counter. Table service is mandatory and this includes for ordering food and paying for meals. One way system has been introduced for people entering and leaving the Orangery. Each table is assigned one staff/volunteer server to minimise cross-infection. Only 2 customers are permitted at a time into the Gift Shop to allow for social distancing. Signage displayed at the entrance. Face masks are a requirement in the gift shop. Doors and windows are left open whenever practicable to ensure good ventilation. An electric fan may be used behind the counter for ventilation in hot weather and for staff/volunteer comfort. However, doors and windows must remain open to ensure circulation of fresh air. 	<ul style="list-style-type: none"> Review Government/ Public Health Guidance. Continue to review situation through SMT meetings Continue to monitor practicality of control measures in terms of customers and work spaces 	<p>24/7/2020</p> <p>24/09/2020</p> <p>Weekly</p> <p>06/08/2020</p>

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3	Exposure to COVID-19 – Physical contact with virus or contaminated materials.	<ul style="list-style-type: none"> Customers must use hand sanitiser on entry to and leaving the Orangery. Staff and volunteers are provided with individual santiser bottles to allow for easier cleaning of hands during service where accessing a sink is not always practical. Orangery is cleaned daily with all surfaces and shared equipment with suitable cleaning materials. Tables, chairs, menus are cleaned thoroughly after each customer. Cutlery is given to each customer, there is no communal cutlery/condiments station. Contactless payments are encouraged to reduce handling of cash. Each table has a bucket containing condiments and sauces which are wiped down thoroughly between customers. Sugar packets are given out with each drink to limit cross contamination of packaging. Unused packets are disposed of whether used or not. Free biscuits are not given alongside drinks, to limit the number of unused and potentially cross-infected biscuits returning to the counter to be handed back out to other customers. Customers are discouraged from handling goods in the Gift Shop that they are not intending to purchase. Goods can be purchased as usual at the counter. Signage displayed at the Gift Shop entrance. 	<ul style="list-style-type: none"> Review Government/ Public Health Guidance. Continue to review situation through SMT meetings Continue to monitor practicality of control measures 	Weekly 06/08/2020
5	Property/Premises/Work Equipment – Risks to employees due to lack of maintenance, test and inspection.	<ul style="list-style-type: none"> No maintenance has been missed as a result of Covid-19. 	<ul style="list-style-type: none"> Review Government/ Public Health Guidance. Continue to review situation through SMT meetings Continue ongoing maintenance with contractors 	Weekly 06/08/2020

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8	Mental health and wellbeing	<ul style="list-style-type: none"> Have very open and regular communication to help employees and volunteers understand and feel comfortable on how their safety is being looked after and to allow them to express their concerns, but also to involve them in how things can be done differently if they feel current measure are not practicable. 	<ul style="list-style-type: none"> Review Government/ Public Health Guidance. Continue to review situation through SMT meetings Continue to maintain contact with employees and volunteers 	Weekly 06/08/2020
9	Training, instruction and supervision	<ul style="list-style-type: none"> All employees/volunteers returning to site are given an induction and sign an induction form. Specific guidance issued to all employees/volunteers on issues such as use of PPE and hand hygiene (including moisturising) Kitchen and front of house staff have been issued with procedures pertaining to their areas All concerns raised by staff and volunteers are given due consideration and changes are made when suggestions or comments are valid. 	<ul style="list-style-type: none"> Review Government/ Public Health Guidance. Continue to review situation through SMT meetings Continue to maintain contact with employees and volunteers 	Weekly 06/08/2020

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Links to Further Support & Sector Specific Information

The Health & Safety Executive (HSE) Coronavirus Advice Pages	https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm	
COVID Secure Workplaces – Restaurants, Pubs, Bars, Takeaways	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery	
COVID Secure Workplaces - Shops	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches	
Wellbeing and Mental Health During Covid-19	https://www.every-life-matters.org.uk/ https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19	

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