

PARCEVALL HALL

Measures in addition to those normally in place based on Covid-19 controls - 2m / 1m+ social distancing; restricted meeting of households/bubbles

Type	Hazard	Who is at risk?	Controls
Guest or staff member with symptoms or testing positive for Covid-19	Cross-infection	Guests and staff	<ul style="list-style-type: none"> - Check-in list of guests & Staff rotas: Paperwork retained for at least 21 days for use by NHS Track & Trace
Guest groups - Exceeding government guidelines of limits for indoor gatherings	Cross-infection	Guests and staff	<ul style="list-style-type: none"> - Guests advised in advance of arrival of current guidance for meeting of households / bubbles - Staggered arrival times
Guest preparedness	Unable to meet requirements, anxiety about visit, cross-infection	Guests and staff	<ul style="list-style-type: none"> - Booking forms include Covid-19 awareness - Information sheet sent to guests in advance of arrival - <i>If /when guidelines permit groups</i> - group leaders required to prepare and share risk assessment for their visit
Public areas	Cross-infection	Guests and staff	<ul style="list-style-type: none"> • Regular disinfection of handrails, door handles, light switches, telephones, public toilet area, all commonly touched surfaces • Closure of library, tea bar, honesty bar and shop • Removal of all paper and flyers, magazines, guest

			<p>information</p> <ul style="list-style-type: none">• Removal or taping off of antique furniture which can't be disinfected• Open waste bins replaced with closed bins, emptied at regular intervals• Soft furnishings in public areas disinfected daily• Instructions to guests to wash hands frequently and to avoid touching surfaces wherever possible given verbally and via notices around the building• Staff instructions to wash hands frequently, before and after serving food, touching surfaces, cleaning and eating reinforced daily by management team• Windows to be open wherever possible to increase air circulation.• All non-fire doors propped open to reduce the need to touch handles and door surfaces• Guest and staff journeys in place to and from all rooms in the Hall• Hand sanitisers available at
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			<p>identified points around the Hall</p> <ul style="list-style-type: none"> • One person at a time In the vestry
Chapel	Cross-infection	Guests and staff	<ul style="list-style-type: none"> • Maximum of 8 people + celebrant
Services	Cross-infection	Guests and staff	<ul style="list-style-type: none"> • Services overseen by Chaplain, and conducted in compliance with Church of England guidelines
Location: Kitchen Area including veg prep room			
FOOD PREPARATION	Cross-Infection	Guests and staff	<ul style="list-style-type: none"> • Frequent handwashing, taking particular care not to touch face. Hair covering to be worn at all times by cooks, catering manager. • No music / radio in kitchen, reducing need for staff to raise voices and the risk of aerosol transmission of the virus • One cook in the kitchen • One person only in veg prep, pantry and kitchen store, dishwasher room
STAFF MEALS	Cross-Infection	Staff	<ul style="list-style-type: none"> • Staff to eat meals in staff room, one at a time
SERVING FOOD & DRINKS			<ul style="list-style-type: none"> • Staff to wear facemasks at all times. • Frequent handwashing before

			and after handling any item for or used by guests, before and after serving meals, clearing tables, crockery and cutlery
Table service	Cross infection between guests, staff	Guests, staff	<ul style="list-style-type: none"> • All courses to be individually plated up in the kitchen • Cutlery individually wrapped and provided directly to each guest when serving each course • No salt, pepper or sauces on the tables. Pre-packaged portions only, served individually with each course • Guests to place plates and cutlery on trolley one by one as directed by member of staff
FRONT OF HOUSE STAFF IN KITCHEN	Possible reduction in social distancing Cross-infection	Guests and staff	<ul style="list-style-type: none"> • 1 member of Front of house staff to wait in kitchen corridor until cook calls for service. When in the kitchen, staff to remain beside steel table nearest corridor entrance.
Morning Coffee & Afternoon Tea	Possible reduction in social distancing		<ul style="list-style-type: none"> • Member of staff to pour, and serve drinks to central table for collection by guest. • Biscuits and cakes individually plated
Honesty Bar/ bar service	Cross-infection of bottles, glasses, cans	Guests and staff	<ul style="list-style-type: none"> • Remove honesty bar • Implement pre-ordering • Payment by card or BACS

Day guests eating	Cross-infection	Guests and staff	<ul style="list-style-type: none"> Maximum of 5 in dining room, 4 in Solar or Milner
Day guests not eating – if all wear masks	Cross-infection	Guests and staff	Maximum of 9 guests
Day guests -	Cross-infection	Guests and staff	<ul style="list-style-type: none"> 9 guests maximum. Pinch points, narrow corridors, movement through hall. <u>Masks required in all indoor public areas</u> Management via prepared one-way guest and staff journey plan
Residential capacity to take account of bathrooms available for individual use – 8/9	Cross-infection	Guests and staff	<ul style="list-style-type: none"> Guidelines – if shared facilities using ‘reservation and clean rota’.
Residential guest servicing	Eg., maximum number based on bathrooms and ability to maintain social distancing – 8, or 9 if two people sharing a room and bathroom.		<ul style="list-style-type: none"> No staff to enter bedrooms when occupied by guest Staff to wear mask and gloves when cleaning Windows to be opened on entering the bedrooms Guests to strip beds and place linen and towels in bin bags provided, and leave windows open

			<ul style="list-style-type: none"> • Bags of dirty linen left 72 hrs in storage area before laundering • 72 hrs between residential guests where possible; otherwise, a minimum of 24 hrs. One staff member only in cleaning cupboard, any empty bedroom, staff room, laundry room
Shared downstairs toilet facility			<ul style="list-style-type: none"> • Free/engaged sign outside toilet area • Regular cleaning throughout the day • Cleaning schedule displayed • Liquid handwash and paper towels • Take hand dryer out of use • Restrict use to one of the 3 toilets to avoid congestion
Office – shared space	Cross-infection	Guests and staff	<ul style="list-style-type: none"> • Back to back working, 2 metres apart • Wipe down printer, shredder, guillotine, shared phone, laminator after each use • Staff member nearest door to exit to maintain social distancing when other staff member needs to leave the office, and return.

<p>Guests or staff experiencing symptoms of Covid-19</p>	<p>Cross-infection</p>	<p>Guests and staff</p>	<ul style="list-style-type: none"> • Guests and staff advised to immediately tell the warden, deputy warden or another member of staff. • Staff member to go home if well enough, otherwise we will contact a health care professional. Test to be requested. • Residential guests must self-isolate in their room. A test will be requested. The guest should return home by private transport if well enough, but otherwise, we will contact a health care professional. Day guests should go home immediately by private transport if well enough, otherwise, as above, we will contact a health care professional. A test must be requested.
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