

Coronavirus Hotel Risk Assessment

People at Risk

Staff, Visitors to the hotel, Contractors, Vulnerable groups (whether staff or guest); Elderly, Pregnant workers, those with existing underlying health conditions



MULBERRY HOUSE

Wedding Risk Assessment – 21st June 2021

UPDATED June 2021

Identified Hazard	Controls Required	Guide to Compliance	Date Control confirmed
Spread of Covid-19 Coronavirus Hand Washing	<ul style="list-style-type: none"> • Hand washing facilities with soap and water in place • Stringent hand washing taking place (see hand washing guidance) • Drying of hands with disposable paper towels • Gel sanitisers in any area where washing facilities not readily available • No use of personal phones whilst on shift 	<p>Employees and guests to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues.</p> <p>Hand Sanitiser is available throughout the workplace. Additional signage in wedding event spaces.</p> <p>Personal mobile phones harbour viruses from home, public transport, etc. If it is a company issued phone it must be wiped with a disinfectant cleaner on arrival at the hotel.</p> <p>Checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	June 2021
Spread of Covid-19 Coronavirus Cleaning	<p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use (such as door handles, light switches, reception area), using appropriate cleaning products and methods.</p> <p>Where practical equipment must be assigned to a single user and not shared</p> <p>Vacuum Cleaners must have a HEPA filter</p>	<p>Including Housekeeping trolleys, cleaning equipment and utensils. After use they must be disinfected with the antiviral cleaning chemical.</p> <p>Vacuum cleaning can spread any virus present in the environment and is small enough to pass through normal filters. If the hotel has a case of COVID-19 in the previous 72 hours all vacuuming must cease for a further 72 hour period.</p>	June 2021

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<p>Spread of Covid-19 Coronavirus Social Distancing and wearing of face coverings and sanitiser</p>	<p>Social Distancing reducing the number of persons in any work area to comply with social distancing recommended by the Public Health Agency</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p>	<p>Staff and Guests to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Guests must wear face coverings whilst moving around public areas in the Hotel and whilst using the toilet facilities. Guests must hand sanitise before and after using toilet facilities.</p>	<p>June 2021</p>
<p>Wedding Day</p>	<p>Bride and Groom to sign off Mulberry House disclosure form. See attached.</p> <p>Covid testing pre arrival</p>	<p>Bride and Grooms to contact all couples to ensure they are comfortable with 'Friends and family therefore may choose not to socially distance based on their understanding of the risks this involves' – gov.co.uk</p> <p>Full disclosure form to be signed along with Wedding Covid-19 Risk Assessment to ensure the Bride and Groom understand Mulberry House procedures to running and executing a safe wedding following the new guidelines from 21st June 2021 onwards.</p> <p>If guests fail to abide to the criteria set on the risk assessment and the signage around the property then management may have to close bars, stop entertainment until it is safe to carry on.</p> <p>We encourage the Bride and Groom to contact al their guests to take a covid test 24 hours before arriving to Mulberry House to help reduce the risk of transmission.</p>	<p>June 2021</p>

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Operationally Wedding Day Socially Distancing and Mitigation post 21 st June.	<p><u>Guests Arrival – Track and Trace</u></p>	<p>There will be signage in the hotel on arrival and also a member of staff outside the ceremony to ensure all guests have registered via the Track and Trace app. We will also provide a list for all guests/staff to sign in if they do not have the NHS app.</p>	June 2021
	<p><u>Ceremony</u></p> <p><u>Cedar Suite</u></p> <p><u>Lakeview Gazebo Ceremony</u></p>	<p>Hand Sanitiser to be available on the ceremony table and also for guests before taking their seats.</p> <p>The Bride and Groom will contact all their guests prior to the ceremony to ensure they are happy with the below guidance with <i>'Friends and family therefore may choose not to socially distance based on their understanding of the risks this involves' – gov.co.uk</i></p> <p>Chairs inside the Cedar suite will be arranged in rows of 5 chairs on each side of the aisle. There will be a 1m gap in front of each row. (Guests will face the back of the guest in front of them. All guests will have to wear a face covering excluding the Bride and Groom and the ceremony officiant).</p> <p>Windows and doors will be left open to assist with fresh air ventilation. (Please be aware that there may be additional noise due to the windows and doors needing to be open).</p> <p>The Bride and Groom will contact all their guests prior to the ceremony to ensure they are happy with the below guidance with <i>'Friends and family therefore may choose not to socially distance based on their understanding of the risks this involves' – gov.co.uk</i></p> <p>Chairs will be arranged in rows of 5 chairs on each side of the aisle. There will be a 1m gap in front of each row. (Guests will face the back of the guest in front of them. Guests will not be required to wear a face mask outside.</p> <p>This is optional and masks can be warm if the guest feels more comfortable.</p>	June 2021

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	<p><u>Drinks Reception</u></p>	<p>Served in the Garden Room, Conservatories and Garden.</p> <p>If guests go inside the Garden Room, face coverings must be worn.</p> <p>The drinks reception will be served and presented on a drink's reception table, this will be served and presented to each guest via a member of staff.</p> <p>Once this drink has been served guests must be seated at a table to consume their food and drink. Food and Drink cannot be consumed standing up.</p> <p>In the event of bad weather, seating will be available in the Garden room, Garden Room Extension and an overflow will be used via a pop-up gazebo on the terrace / decking.</p> <p>Photos – Need to be socially distanced outside. If photos are taken inside due to poor weather, then face coverings must be worn.</p>	<p>June 2021</p>
	<p><u>Wedding Breakfast / Sit down Meal</u></p>	<p>Guests will need to wear their face coverings to enter the Marquee or Mulberry Suite.</p> <p>The Mulberry Suite is classed as 'inside', so windows and doors will remain open to help ventilation.</p> <p>The Marquee is classed as 'outside', as 50% of the walls will be removed. We encourage all our couples to utilise this space for their wedding in its entirety.</p> <p>Once served food/beverages, guests must be seated at a table to consume their food and drink. Food and Drink cannot be consumed standing up.</p> <p>Face coverings can be removed once guest has been seated at the table.</p> <p>Hand sanitiser must be available on each table provided by the Bride and Groom.</p> <p>The Bride and Groom will contact all their guests prior to attending the wedding to ensure they are happy with the below guidance with <i>'Friends and family therefore may choose not to socially distance based on their understanding of the risks this involves' – gov.co.uk</i></p>	<p>June 2021</p>

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Each table will be placed with a 1m gap from each other. We encourage the Bride and Groom to ensure they minimise household mixing where possible to reduce the risk of transmission.

If guests stand up to leave the table, they must put their face covering back on when in Mulberry Suite.

Face coverings must be worn when using the toilet facilities in ALL areas of the venue.

Speeches must be used with the aid of a PA system to reduce the risk of transmission.

No buffets will be served, all food will be served plated.

All team members will sanitise / wash their hands at every opportunity and will also wear a face covering throughout.

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Evening Reception

Evening Receptions will have to be served in the 'Outside Marquee'.

If guests leave the Marquee to enter the hotel, face coverings must be worn.

Guests are legally not able to order drinks from the bar – all drinks will be served via table service (we are currently looking into options for this to make this as smooth as possible for your guests and will be in touch once confirmed – this will most probably run along with a token system so that guests can purchase these beforehand and can exchange them for drinks to stop the risk of guests queuing at the bar which is not allowed, and allowing a smooth transaction. Please note that our drinks offering will be limited and will most probably include bottled beers, canned sprits/mixers and soft drinks, sealed wine.)

Food and Drink cannot be consumed standing up.

Dancefloors are not permitted.

Guests can dance standing up in the outside Marquee around their table but they cannot be holding any food or beverage. Dancing is advised against due to the increased risk of transmission, except the couple's 'first dance'. Dancefloors and other spaces for dancing must remain closed but can be repurposed for additional customer seating or other relevant purposes, ensuring this is in line with the social distancing guidelines.

Evening buffet food will be served as platter to your tables, no buffets.

Any other activities at a reception, including those that involve or are watched by attendees (such as cake cutting and the playing of games) can take place. In line with the updated advice on personal contact between family and friends, guests should exercise caution by minimising how many people they are in close contact with, and for how long, remembering that some people are more vulnerable than others.

DJs are permitted but the music must be 85 decibels only. The music limiter will cut out if it goes beyond this. Music is permitted until 12 midnight.

Bands will also be permitted but the band has to be socially distanced from the first guest table. Music will only be permitted until 10pm then a DJ will have to follow until 12 midnight with the same noise criteria as above.

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<p>Spread of Covid-19 Coronavirus Symptoms of Covid-19</p>	<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the 'stay at home' guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, helping to identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>		<p>June 2021</p>
<p>Spread of Covid-19 Coronavirus Impact on Mental Health and Well Being</p>	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Regular communication of mental health information and 'open door' policy for those who need additional support. Refer to T&C manager for support and resources to assist with preventing mental health issues.</p>	<p>June 2021</p>
<p>Spread of Covid-19 Coronavirus Communication</p>	<p>All staff are kept informed of ongoing COVID19 risks as they arise from government advice.</p> <p>The Hotel Management Team have a daily briefing to ensure COVID19 controls are maintained and non-compliances identified and actioned.</p>	<p>Hotels will appoint one or more points of contact within the hotel to coordinate COVID control at hotel level. There will be a job description summarising the role during the covid control period. The role of this person will be communicated to the hotel team.</p>	<p>June 2021</p>
<p>Spread of Covid-19 Coronavirus in staff only areas</p>	<p>Sanitise when entering and before leaving, of all common surfaces and touch points. Staff to wear face masks at all times and one person allowed at any one time.</p>	<p>Applies to Staff Room and Laundry. Appropriate signage will be displayed upon entry. Sanitising equipment and PPE will be supplied to staff members. One member of staff only.</p> <p>Pastoral Cottage Offices and Kitchen - Appropriate signage will be displayed upon entry. Sanitising equipment and PPE will be supplied to staff members. One person allowed in Kitchen at any one time. All offices – one member of staff only per office.</p>	<p>June 2021</p>