

COVID-19 Risk Assessment Viewings

Company Name:	Trevenna Ltd
Date of Assessment:	25 th June 2020
Assessment carried out by:	Jonathan Rowe

Viewings are an opportunity for the Trevenna Team to show Couples around our Ceremony Locations, Barns, Farm House and Gardens to discuss their wedding plans at Trevenna.

Before re-starting Viewings at Trevenna, we have ensured the safety of the workplace by carrying out a risk assessment in line with the Government and HSE guidance.

This COVID-19 Risk Assessment is available on our website and will be sent to Visitors in advance of their Viewing Appointment.

WHAT ARE THE HAZARDS?

Spread of COVID-19 Coronavirus.

WHO IS AT RISK?

- Trevenna Team members
- Visitors
- Contractors & Suppliers
- Anyone else who physically comes in contact with people at Trevenna

PREVENTION MEASURES & CONTROLS

1. Social Distancing

Objective: To reduce social contact on site and maintain social distancing.

Appointment-Only

- All viewings at Trevenna are strictly by appointment only.
- All visitors are kindly requested to promptly arrive for their scheduled viewing time. We kindly request for visitors to arrive no more than 5 minutes early for their scheduled appointment, to stagger arrival and departure time of visitors.
- There will only be one viewing scheduled at any one time, to stagger visitor arrival and departure times.
- All viewings will be scheduled for 1 hour, to keep the activity time and interaction involved as short as possible.
- All viewings will be scheduled to allow 30 minutes between 1 hour appointments for cleaning and necessary checks.

Reduced Social Contact

From the 4th July 2020, two households of any size can meet in any setting, inside or out. People from several households can meet outside in groups of up to six and two households can meet, regardless of size.

- Only absolutely necessary people should attend viewing appointments.
- SAME HOUSEHOLDS – As per Government guidance, two households can meet indoors/outdoors in any size. If you would like to invite other members of your household to attend a viewing appointment (e.g. children, parents) we kindly **request a maximum of 6 people** in total attend to reduce the number of persons in any area.
- MIXED HOUSEHOLDS – As per Government guidance, there is a limit of 6 people from multiple households to meet outdoors. Meetings of multiple households indoors is not recommended because of the increased risk of transmission. If you would like to invite members of a different household to attend a viewing appointment, we will **enforce a limit of 5 people** in total to attend (to allow for one Trevenna Viewing Host). We will be required to take each household to view indoor areas of Trevenna separately.
- We will assign one Trevenna Team member to carry out the viewing, to reduce the number of people each person has contact with.
- We will plan for the minimum number of Trevenna Team members needed on site to operate safely and effectively.
- All Visitors are advised to keep 2 metres apart where possible throughout their visit. Where a 2 metre gap is not possible, we advise people to keep a social distance of 'one metre plus', meaning they should remain one metre apart, while taking mitigations to reduce the risk of transmission.
- We will introduce one-way flow through buildings wherever possible.

2. Hand Washing Facilities

Objective: To help everyone keep good hygiene and to reduce the risk of transmission.

- All Visitors will be encouraged to use hand sanitiser and/or handwashing facilities as they enter the premises.
- Hand washing facilities with soap & water and disposable paper towels will be available to use in the Farm House, Threshing Barn and Garden Venue.
- Hand sanitiser will be available where hand washing facilities are not available.
- The Trevenna Team will wash their hands regularly and before all appointments.

3. Frequent Cleaning

Objective: To keep Trevenna clean and prevent transmission by touching contaminated surfaces.

- All Visitors will be encouraged to avoid touching any surfaces during their viewing.
- Frequent cleaning will be carried out throughout the day with great care and diligence, including disinfecting hard surfaces particularly in areas of high use using appropriate cleaning products and methods.
- Doors will be wedged open, where appropriate, to reduce touchpoints such as door handles.
- Windows will be opened, where possible, to increase air flow and ensure rooms are well-ventilated.
- Guest toilets will be able to use if required. Clear use and cleaning guidance will be displayed for visitors.
- Deep cleaning will be carried out at the end of each day.

4. Clear Guidance

Objective: To make sure people understand what they need to do to maintain safety.

- We will provide clear guidance by displaying signage on social distancing, regular handwashing and good hygiene around the site.

5. Refreshments

- We recommend that all visitors bring their own refreshments for their viewing appointment (e.g. a water bottle).
- Trevenna will be able to provide refreshments in disposable take-away cups only if required. Trevenna will follow government guidance on managing food preparation and food service areas.

6. Test & Trace

Objective: To assist the NHS Test and Trace service, we will collect contact details of all attending visitors using a Virtual Check In system.

- We will be using a Virtual Check In system to keep a secure register of all those who visit Trevenna for viewings.
- Trevenna will generate a unique link for the attending Couple to complete before their viewing.
- Those attending click the link, add their contact details and complete a short Covid-19 declaration to agree that they are free of Covid-19 symptoms, should not be self-isolating and agree to immediately contact Trevenna if symptoms develop within 14 days of the viewing.
- If anyone develops symptoms after a viewing at Trevenna, it enables Trevenna to quickly notify all visitors, to reduce the risk of inadvertently spreading infection.
- The system is GDPR compliant. Visitors contact details are hidden at all times. The data is stored on a secure server, using full industry security. All personal data is permanently deleted after 21 days of the visiting appointment.

Stay At Home

You must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus (COVID-19) are recent onset of any of the following;

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

In the event a Visitor/Trevenna Team member becomes unwell with symptoms of COVID-19, however mild, before the Viewing;

- We will ask the Visitor/Team member to stay home and follow the stay at home Government guidance.

In the event a Visitor/Trevenna Team member becomes unwell with symptoms of COVID-19, however mild, during the Viewing;

- We will ask the Visitor/Team member to immediately return home and follow the stay at home Government guidance.

- We will ask the Visitor/Team member to advise us if they have developed COVID-19 within 14 days of their visit.
- If advised that a Visitor/Team member has developed COVID-19, the Trevenna Management Team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.

Anyone who lives alone and has symptoms of coronavirus, however mild, should stay at home for **7 days** from when their symptoms started.

Anyone who lives with others and either they or another member of the household has symptoms, must, along with other members of their household, stay at home for **14 days**. This 14-day period starts from the day when the first person in the household became ill.