

# COVID-19 Risk Assessment

## Private Menu Tasting

<b>Company Name:</b>	Trevenna Ltd
<b>Date of Assessment:</b>	22 <sup>nd</sup> July 2020
<b>Assessment carried out by:</b>	Jonathan Rowe

*Private Menu Tastings are an opportunity for our Couples to try and confirm their Menu food options for their Wedding Stay.*

*Before re-starting Private Menu Tastings 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 Private Menu Tasting.*

### **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 Private Menu Tastings at Trevenna are strictly by appointment only.
- All visitors are kindly requested to promptly arrive for their scheduled 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 Private Menu Tasting scheduled at any one time, to stagger visitor arrival and departure times.
- Private Menu Tastings will be scheduled for 2 hours, to keep the activity time and interaction involved as short as possible.
- All Private Menu Tastings will be scheduled to allow at least 30 minutes between appointments for cleaning and necessary checks.

## Reduced Social Contact

- We request that only the wedding Couple attend Private Menu Tastings.
- We will assign one Trevenna Team member for food service, 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.
- All food options for the Private Menu Tasting are pre-selected in advance of the Tasting. No ordering of food or drinks at the bar.
- No payment is required at the Private Menu Tasting as this will be added to the Couple's Final Balance.
- Private Menu Tastings are Table service only.

## 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 Private Menu Tasting.
- 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.
- Plates, cutlery, glassware, crockery, pots, pans and other food related equipment are cleaned using a commercial detergent and air dried in a commercial dishwasher.
- Dining tables & chairs will be cleaned with sanitiser before and after use.
- 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. Food Preparation & Handling**

*Objective: To maintain social distancing and reduce contact where possible in kitchens and other food preparation areas.*

- The Trevenna Team will wash their hands with soap and water for at least 20 seconds on arrival at work, prior to handling food, after handling raw food products, after receiving and unpacking a goods delivery, prior to putting on disposable gloves and after removing them, after visiting the toilet, after touching hand touch points, and at regular intervals throughout the day.
- In the kitchen where a 2 metre social distance is not always possible, the Kitchen Team will wear a protective face mask to mitigate the risk of COVID-19 transmission.
- PPE including disposable gloves & face masks will be worn by Service host.
- Clean protective clothing will be worn by the Kitchen Team.
- Face to face working between the kitchen Team to be avoided where possible; side to side or back to back working to be set-up and encouraged.
- A 'one way' traffic flow in the Kitchen to minimise contact.
- Only one person to access the walk-in pantries, fridges and freezers at any time.

## **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 appointments.
- Trevenna will generate a unique link for the attending Couple to complete before their Private Menu Tasting.
- 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 Private Menu Tasting.
- If anyone develops symptoms after a Private Menu Tasting 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 Private Menu Tasting;*

- 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 Private Menu Tasting;*

- 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.