

## Risk Assessment Form

<b>Activity/ workplace assessed:</b>	Llancaiach Fawr Manor
<b>Location:</b>	Manor House, Café / Restaurant and Gift Shop
<b>Person(s) conducting or consulted:</b>	Lesley Edwards
	Assessment reference number
<b>Date:</b>	19 October 2021
	Review due date
<b>Review on:</b>	19 October 2022
	Reviewer name

Significant Hazard	People at risk and what is the risk What is the harm that is likely to result from the hazard	Existing control measures What is currently in place to control the risk?	Risk Rating				Further action if required What, if any is required to bring the risk down to an acceptable level?	Actioned to: Who will complete the action?	Due date: When will the action be complete by?	Completion date: Initial & date once the action has been completed
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			L	S	RR	L/M/H				
COVID-19	Staff & Contractors	<ul style="list-style-type: none"> <li>Risk assessment to be issued to each member of staff</li> <li>Staff are to be made aware of their responsibilities</li> <li>Any staff who may be clinically vulnerable to be identified and procedures put in place to ensure their safety</li> <li>Emergency plans to be checked as up to date</li> <li>Staff training certificates to be checked to ensure annual first aid training has been kept up to date.</li> </ul>	3	5	15	M	Advice to be obtained from health and Safety team or HR if appropriate	GM	Prior to staff returning to or commencing work	

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COVID -19	Staff and general public at risk of contracting / spreading the virus by handling contaminated items by inhaling fine droplets / particles of the virus, increasing the potential spread with symptoms including fever, coughing and difficulty breathing. Some may require hospital treatment due to contracting the virus.	<p>Staff and general public to adhere to social distancing in accordance with Welsh Government Social Distancing Guidelines.</p> <p>Do not come within the 2-meter distancing rule.</p> <p>If a visitor does not adhere to wearing a face covering in a public area staff are to ask them to leave.</p> <p>Full briefing / training on revised safe working practices and risk assessment for Coronavirus (Covid-19), and following all Health &amp; Safety, Dynamic Risk Assessment and Manual Handling Procedures.</p> <p>Staff advised to wash / cleanse their hands for 20 seconds on a regular basis or use hand sanitiser where hand washing isn't possible.</p> <p>Daily cleansing of the sites, this includes the cleaning down of staff room and kitchen</p>	3	5	15	M	<p>Enough stock of hand sanitisers and anti-viral wipes to ensure operatives maintain high levels of personal hygiene throughout the pandemic.</p> <p>Information and guidance issued on social media / website to emphasise that if members of the household are symptomatic or in a 14-day isolation period, they are not to visit the any of our sites.</p> <p>Contingency plan put in place to ensure if an outbreak occurs the sites are closed, and actions taken to minimise / control the spread of the virus. Additional measures would also be considered and put in place if necessary, i.e. increased frequency in cleaning of site framework and infrastructure and</p>	All employees	If and when required	

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		All measures listed above have been put in place to minimise the risk as much as practicably possible and to ensure the health, safety and welfare of all those attending site (staff, contractors and public).					hand cleaning / sanitising stations located on site.			
COVID-19	All staff office areas – reception and first floor	<p><b>Separation in shared office accommodation. (Admin, Management offices and staff room)</b></p> <p>All staff to sanitise their hands on arrival, sanitiser is available at all entrances to each building</p> <p>Offices to be assessed as to the number of staff that can safely work in the space and signs displayed on each door identifying the no of staff allowed in each area</p>	3	5	15	M	<p>If social distancing is not possible, a 3 layer face covering should be worn for people not showing signs of symptoms</p> <p>Fire book will be completed by one member of staff each day</p> <p>Visitor book and pen will be wiped over after each use</p>			

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		<p>Desks and workstations to be located 2m apart in all office spaces and spare chairs removed.</p> <p>Markings on floor to indicate 2m to also be provided</p> <p>Signage required advising of the 2m social distancing</p> <p>Rotas to enable staff to work in a manner that allows for social distancing which incorporates staggered arrival / departure times as well as lunch breaks</p> <p>Signing in and out on computers rather than on the till will be implemented as soon as possible.</p>					HOD	Ongoing		
COVID-19	All Staff and visitors	<b>Toilets in Shop area, and function area</b>	3	5	15	M	Daily deep clean to take place	LE & VS cleaning staff	Deep clean prior to opening	



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COVID-19	All Staff	<b>Separation Stairways</b> The front staircase will be designated for office and admin staff only and back staircase for interpretation staff only to reduce the number of staff in any one area. As neither staircase is designated up or down staff must wait if another member of staff is using the stairs in the opposite direction and leave a 2m gap for them to continue their journey before using the stairs	3	5	15	M	Signage required Interpretation staff only  Signage required Management and Admin staff only	LE		
COVID-19	All Staff	<b>Separation corridors</b> Signage reminding staff of the 2m social distancing policy is required to be displayed in the corridor and outside kitchen area to discourage staff from congregating in these areas. Staff to keep travel throughout the building to a minimum and use the	3	5	15	M	Signage reminding staff of the 2m social distancing policy is required	LE		

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		telephone and email system to reduce face to face contact.								
COVID-19	All Staff	<b>Hygiene Doorways</b> Doors that are not fire doors or closed for food hygiene reasons to be held open throughout day and only closed when locking up the building.	3	5	15	M		All Staff		
COVID-19	All Staff	<b>Hygiene Desks</b> A keep clear desk policy at the end of the working day to allow for cleaning to take place.  Before the sifts starts staff are required to wipe over their desk, monitor, mouse telephone and keyboard with a sanitizing wipe. No sharing of any equipment or stationery					All Staff to inform line manager if cleaning supplies are running low. All staff to implement this into their daily duties	All staff	Ongoing	



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COVID-19	All Staff	<p><b>Hygiene Cleaning</b> Enhanced cleaning schedule to be implemented</p> <p>Thorough cleaning and sanitising of all counter tops and reception areas.</p> <p>Door plates and handles to be cleaned regularly throughout the day. Any doors that are not fire doors or usually closed for food hygiene reasons to be kept open.</p> <p>Exhibition and display screens to be disinfected as part of the enhanced cleaning regime.</p> <p>Touch table to remain off during this period.</p>	3	5	15	M	<p>Revised duties tick list to be created and updated rota required</p> <p>Disinfect all surfaces especially door handles and areas used to push open doors.</p> <p>Acrylic screens to be located in reception</p> <p>Signs to be displayed asking visitors to use sanitizer on arrival</p>	LE & VS	Prior to opening and then ongoing	

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COVID-19	All Staff and Visitors	<p><b>Hygiene – Personal</b></p> <p>Hand sanitiser available at all entry points to building. Visitors and staff firmly encouraged to use it.</p> <p>Small bottles of Sanitiser will also be distributed to all staff to keep on their person to use as often as they like which can be refilled by a wall mounted bottle located by the staff kitchen.</p>	3	5	15	M	Signage required requesting visitors use Sanitizer on arrival	All Staff	Ongoing	
COVID-19	Staff, site users/contractors and members of public	<p><b>Greeting people on arrival in Reception area</b></p> <p>Screens installed on reception desk</p> <p>Wall mounted sanitiser at all entry points to building</p> <p>Signage required reminding visitors to</p>	3	5	15	M	Checks should be made daily to ensure the visitor number and flow adheres to current government / WG guidelines and updated as necessary Social Distancing Measures will be adhered to at all times. These will be observed and enforced at all times,	LE to arrange contractor	Prior to opening and then on a daily basis	

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		<p>socially distancing at 2m</p> <p>Staff training to be delivered before LFM is opened to the public</p> <p>Social Distancing at check in, queuing measure to be put in place to encourage sufficient social spacing as per WG guidelines</p> <p>Pre-bookings and payments taken over the internet where possible For on-site bookings offer of receipts invoices to be emailed to visitors. Contactless payment to be encouraged for all payments.</p> <p>All brochures and documentation that visitors flick through to be removed from reception area.</p> <p>Reception work areas to be manned by minimal staffing with personal</p>					<p>for both staff and visitors. Any visitors found unwilling to maintain social distancing, will be asked to leave.</p> <p>Visitor numbers will be governed by restrictions in place at the time</p>	<p>Reception staff</p>	<p>Continuous assessment</p>	

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		<p>stationary for each member of staff, work areas to be sanitised at end of shift or before a break.</p> <p>Visitor management throughout all public areas only the appropriate number of people will be allowed in an area or to do an activity to ensure social distancing is maintained as far as possible</p>								
	Visitors, Tour Guides	<p>Manor House</p> <p>Staff training to be delivered before the Manor House is opened to the public</p> <p>All hard surfaces in reception, exhibition and Manor house , doors, information boards, screens and public toilets will be cleaned as part of the</p>	3	5	15	M	<p>Regular disinfection of all surfaces</p> <p>Information can be emailed to visitors for all prebooked tours to avoid confusion on arrival.</p> <p>Checks on visitor numbers will be made on check in and when making any reservations</p>	<p>LE and Head of Learning and Interpretation</p> <p>Cleaning staff</p>	Prior to opening then on daily basis	

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		<p>enhanced cleaning regime</p> <p>Visitor information and guidance to be displayed on boards throughout the site.</p> <p>Signage to be laminated so it can be disinfected regularly.</p> <p>Visitors are advised to pre-book tours to manage visitor flow</p> <p>Self guided tours not to be offered during this period as visitor flow needs to be strictly managed by the experienced tour guides as no signage can be displayed in Manor House itself</p> <p>Visitors will not be able to touch items in the manor house, the guide will hold items up for all to see</p>					Reception staff	Ongoing		

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		<p>The visitor flow throughout the house will be amended with staff and visitors using the grand staircase to go up and the staircase tower to go down to avoid people meeting in enclosed areas.</p> <p>House staff will work in specified areas to avoid handling items.</p> <p>All surfaces in each room to be wiped down at the end of every day by the member of staff in that room /floor.</p> <p>Staff and visitors to wear face coverings throughout their time in the Manor as it is a public space</p> <p>Sanitiser to be located at the door of the Manor and all guests requested to use it on entry</p>								

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		<p>Doors and windows to be open during tours to encourage air flow through the building.</p> <p>Staff to maintain 2m distance from visitors</p> <p>Visitors to be spread evenly throughout the house by staff.</p> <p>Visitors to be reminded by staff to distance themselves from other households as far as possible</p> <p>School classes to be kept separate at all times, in the house and during free time or workshops, even when from the same school.</p> <p>Armour to be sanitised between users</p> <p>Dressing up clothes to remain out of use</p>								

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		Manor to be cleaned and sanitised at the end of each day								
Café / Restaurant	General public and staff Cross contamination	<p>Opening the café / restaurant for take away and sit down options</p> <p>Staff training to be delivered before café / restaurant is opened to the public</p> <p>Kitchen to be deep cleaned before opening</p> <p>Staff to be allocated to an area in which to work Hot / cold/ servery and pot wash and kitchen equipment to be redistributed to prevent sharing taking place.</p> <p>Deliveries to be requested to arrive before food service so staff are able to receive them and put them</p>	3	5	15	M	Daily deep clean to take place	<p>Cleaning staff</p> <p>All catering Staff</p> <p>Catering Manager</p>	<p>Prior to opening and then on daily basis</p> <p>Prior to opening</p>	



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		<p>away whilst continuing to social distance</p> <p>Kitchen porter staff to use gloves when scraping plates and filling dishwasher</p> <p>Food and beverages to be delivered to a specified table from where visitors can collect once the staff member has moved away.</p> <p>Hand Sanitiser to be located on wall at entrance and all visitors asked to use it on entry</p> <p>Dining tables to be located apart as far as possible</p> <p>Queuing measures to be put in place</p> <p>Menus to be removed from tables in café and blackboards to be used instead.</p>					<p>Signage encouraging visitors to use the hand sanitiser on arrival to be clearly displayed.</p> <p>Signage regarding social distancing to be displayed</p>	<p>LE &amp; Catering Manager</p> <p>Catering Manager</p>	<p>Prior to opening</p>	

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		<p>Restaurant menus / reserved signs to be located in hard wearing plastic stands which are to be thoroughly sanitised once the visitors have left the table.</p> <p>When taking orders waiting staff to have own notebooks and pens no sharing of equipment.</p> <p>Minimal equipment handling during food / drink service and throughout cleaning – contact with crockery, glassware to be held by stem or base, and cutlery to be stored in sterilised cutlery draws and covered with cling film until they are required.</p> <p>Cruet sets removed from café and disposable sachets provided.</p>					All staff			
						Blackboards to be disinfected at end of shift				

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		<p>Cruet sets in the restaurant to be sanitised between visitors.</p> <p>Plated service of all food in restaurant rather than carvery service</p> <p>Disposable napkins to be used.</p> <p>Indoor and Outdoor tables and seating areas to be sanitised between visitors</p> <p>Pre-ordering advised and payment taken over the telephone with a view to internet orders and payments</p> <p>Signage saying Contactless payments preferred</p> <p>Staff to wear face coverings whilst working in café and restaurant and to</p>					<p>Maintenance</p> <p>LE &amp; Catering Manager</p> <p>All Staff</p>			

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		socially distance as far as possible								
Re-opening of the Gift Shop	Staff and general public	<p>Experienced staff managing queuing system to allow for social distancing to enter store.</p> <p>Limited number of visitors permitted at any one time.</p> <p>Sanitiser to be at gift shop entrance and visitors encouraged to use it on arrival</p> <p>Recommend that customers don't handle stock unless they intend to buy</p> <p>Cashless payments to be encouraged. Regular sanitising of the PDQ machine</p> <p>Sanitising wipes to be available for staff to use between each customer</p>	3	5	15	M	<p>Social distancing signs to be displayed.</p> <p>Signs asking customer not to handle goods unless buying them to be displayed.</p>			

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		<p>Regular sanitising of retails devices and counters</p> <p>Staff training to be delivered before gift shop is opened to the public</p> <p>Masks to be worn at all times in public areas as per current guidelines</p>					Daily deep clean	LE  All Staff	Prior to opening	
COVID-19 Weddings	Staff, Registrars and guests	<p>A deep clean of the ceremony room and pre interview room will take place before the guests and registrar arrive.</p> <p>Sanitiser will be located on a table at the entrance to the building and all guests, staff and registrars will be requested to use it prior to entry.</p> <p>A tissue station will be located in the ceremony room</p> <p>The room will be arranged to allow for social distancing between the individual registrars, guests and staff.</p>	3	5	15		2 members of LFM staff to be on hand throughout the ceremony to ensure that social distancing take place at all times	General Manager / Function Manager to arrange	Prior to ceremony	

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		<p>Marks will be made on the floor to indicate where the couple and registrar are to stand for the ceremony.</p> <p>A chalk line will be made on the floor to indicate where the photographer can stand to take photos.</p> <p>Guests will be asked to wait in the garden or alternative room until 5 minutes before the ceremony starts when they will be shown to their seats.</p> <p>The Pre ceremony interview will take place in an alternative room to that of the ceremony which will be set up to allow for social distancing.</p> <p>Llancaiach Fawr Manor will provide a separate pen for the couple and witnesses to use to sign the register and wiped with a sanitising wipe between each person using it.</p> <p>Space will be allocated for the registrar to step away</p>					r			

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		<p>to allow for social distancing when the witnesses sign the register.</p> <p>Guests will be brought out of the ceremony room in a manner that allows for social distancing.</p>								
Outdoor Wedding reception	Staff and Wedding reception guests	<p>Table plan will be received for set up of ceremony room, outdoor seating and reception to ensure appropriate social distancing of guests take place as far as possible</p> <p>Staff will wear masks during service</p> <p>Service of food will be family style</p>	3	5	15					
Wedding receptions	Staff and Wedding Guests	<p>Doors and windows will be open to ensure air flow through the dining room</p> <p>Tables will be socially distanced as far as possible.</p> <p>Plated meals will be delivered to the tables by</p>								

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		<p>staff rather than silver served.</p> <p>Buffets will be served by staff, guests will be asked to approach the buffet table one table at a time</p> <p>Outdoor tables have been situated on the courtyard.</p> <p>Snuffle stations to be located in each room</p> <p>A queuing system will be in place and bar area cordoned off to prevent people congregating at the bar</p>								
Meetings	Staff and delegates	<p>Desks will be socially distanced as per guidelines in place at time of meeting / conference</p> <p>Delegates will wear masks at all times unless sat at their desk</p> <p>Windows or doors will be open for ventilation</p>	3	5	15					



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			L	S	RR	L/M/H				
		<p>Track and trace information will be taken on arrival</p> <p>All delegates advised that if they or their households have symptoms they must not enter the building Should a member of the party fall ill whilst on site they will be asked to return home, the area emptied of people and through cleaning will take place should they require hospitalisation the individual will be taken to the isolation to wait for the first responders</p> <p>There will be no sharing of equipment</p> <p>Food and beverage will be served by staff coffee station and help yourself buffet stations will not take place.</p> <p>Conference delegate contract will be issued and signed by all attendees</p> <p>A deep clean of the room will take place before the meeting and after.</p>								

Significant Hazard	People at risk and what is the risk What is the harm that is likely to result from the hazard	Existing control measures What is currently in place to control the risk?	Risk Rating				Further action if required What, if any is required to bring the risk down to an acceptable level?	Actioned to: Who will complete the action?	Due date: When will the action be complete by?	Completion date: Initial & date once the action has been completed
			Likelihood	Severity	Multiply (L) x (S) to produce Risk Rating (RR)					
			L	S	RR	L/M/H				
Hire of function rooms by community groups	Staff and group members	<p>Desks will be socially distanced as per the guidelines in place at time of meeting</p> <p>Group members will always wear masks unless sat at their desk</p> <p>Windows or doors will be open for ventilation</p> <p>Track and trace information will be taken on arrival</p> <p>All group members will be advised that if they or their households have symptoms they must not enter the building</p> <p>Should a member of the party fall ill whilst on site they will be asked to return home, the area emptied of people and through cleaning will take place should they require hospitalisation the individual will be taken to the isolation to wait for the first responders</p> <p>There will be no sharing of equipment</p>								

Significant Hazard	People at risk and what is the risk What is the harm that is likely to result from the hazard	Existing control measures What is currently in place to control the risk?	Risk Rating				Further action if required What, if any is required to bring the risk down to an acceptable level?	Actioned to: Who will complete the action?	Due date: When will the action be complete by?	Completion date: Initial & date once the action has been completed
			Likelihood	Severity	Multiply (L) x (S) to produce Risk Rating (RR)					
			L	S	RR	L/M/H				
		<p>Food and beverage will be served by staff</p> <p>Deep cleaning will take place prior to the meeting and following.</p>								
Hire of outdoor space	Staff, hirers and visitors	<p>Track and trace information will be taken prior to event</p> <p>All guests will be advised that if they or their households have symptoms they must not attend</p> <p>Should a member of the public fall ill whilst on site they will be asked to return home, the area emptied of people and through cleaning will take place should they require hospitalisation the individual will be taken to the isolation to wait for the first responders</p> <p>Queuing and a one way system will be put in place for the outdoor space and appropriately manned by the hirers.</p>								

Significant Hazard	People at risk and what is the risk What is the harm that is likely to result from the hazard	Existing control measures What is currently in place to control the risk?	Risk Rating				Further action if required What, if any is required to bring the risk down to an acceptable level?	Actioned to: Who will complete the action?	Due date: When will the action be complete by?	Completion date: Initial & date once the action has been completed
			Likelihood	Severity	Multiply (L) x (S) to produce Risk Rating (RR)					
			L	S	RR	L/M/H				
		<p>Floor markings will be used to identify where visitors can sit</p> <p>Appropriate covid signage will be displayed throughout the site</p> <p>Queuing and one-way systems will be in place for throughout the buildings on site</p>								
Gardening Volunteer shifts	Volunteers, staff and public	<p>Volunteers to undertake an induction session to explain current working practices.</p> <p>Volunteers are to use sanitiser on arrival and after using tools.</p> <p>At end of session tools to be sanitised and stored securely.</p> <p>Volunteers to remain 2 mtrs from other volunteers staff and visitors</p>								

### Likelihood

- 1) Very unlikely e.g. there's a 1 in a million chance of the hazardous event happening
- 2) Unlikely e.g. there's a 1 in 100,000 chance of the hazardous event happening
- 3) Fairly likely e.g. there's a 1 in 10,000 chance of the hazardous event happening
- 4) Likely e.g. there's a 1 in 1,000 chance of the hazardous event happening
- 5) Very likely e.g. there's a 1 in 100 chance of the hazardous event happening

### Consequence

- 1) Insignificant - no injury
- 2) Minor – minor injuries needing first aid
- 3) Moderate – up to three days' absence
- 4) Major – more than three days' absence
- 5) Catastrophic – death

