

Following a review of the control measures in place to minimise the risk of COVID-19 transmission, the team have identified the following actions for implementation

*\*High risk of transmission of COVID-19 if not completed*

Action	Issue identified	*Risk level (High)	Action to be completed	Timescale For completion	Who Owns the action	Confirm completion date (date and sign)
<i>*Example</i>	<i>*Staff congested at clocking in station</i>	<i>*High</i>	<i>*Stagger start of shifts, break times. One person only at clocking station, hand sanitising station to be made available. Clear signage and message to all staff. Record observations.</i>	<i>*immediately</i>	<i>*Manager Name</i>	<i>*Completed, 07.04.20. signature</i>
1	Transmission by guests - Assumed all guests are infected to provide for asymptomatic and those not yet with symptoms	High	Procurement of suitable fogging system to achieve 99.9% disinfection.	Prior to 4.7.20	CJH	June 2020
2	Staff Transmission of virus	High	Travel guidance issued to staff.  On arrival, checks handwashing.  Paper towels – can we compost onsite after 72 hours, saving on laundry  Staff to change into clean set of work clothes on arrival and when moving between lodges before changing into non work clothes to travel home.  Appropriate PPE.- Initial supply masks, aprons, gloves  Overshoes to be worn.- for CJH  Cleaning of equipment at the start and end of each clean.	6/20	SAH	June 2020

## ACTION PLAN – COVID 19

			Staff to have their own cleaning kit to be stored in secure location onsite			
3	Visitor Transmission		<p>Secure entrance gates to the site with entry process.</p> <p>Non Food Parcel and postal drop off point at the main entrance.</p> <p>Food or other essential deliveries that cannot be met at the entrance will need to be greeted by the recipient and escorted to and from the delivery address.</p> <p>All non resident guests to pre register and seek written consent. To be briefed on Covid Secure rules and subject to prevailing HMGov Social Distancing Guidance.</p> <p>Information page on website</p>	8/20  7/20  7/20	CJH/SAH	August 2020
4	Staff Welfare		Regular briefing and debriefing to monitor impact on physical and mental wellbeing.	6/20	SAH/CJH	June 2020 & Ongoing
5	Contractor Transmission		Ensure contractors are fully briefed and follow Covid Secure working practices.	6/20	CJH	Ongoing
6	Hot Tubs Transmission		Increase cleaning regime with daily “fogging” of surround surfaces and also on cleaning.	7/20	CJH	
7	Waste Management Transmission		Introduced amended processes to include washing of recycled items and double bagging waste. Guests to handle waste to centralised holding area. That area to be regularly fogged.		CJH	

**ACTION PLAN – COVID 19**

8	Contact Surfaces in Common Areas  Gates, latches, life belt, benches, seating, summer house		Provide signage and hand sanitiser stations at:  Lake Entrance  Main Entrance  Summer House  Recycling /Waste Centre  Lodge entrance		CJH	July 2020
9	Non essential items in lodges that provide additional surfaces		Review lodge contents to consider removing non essential items e.g. games, soft furnishings, excess cutlery and crockery.		SAH & HJHC	June 2020
	Hoover Bags		Change between or spray bag and spray into hoover end		SAH & HJHC	Ongoing
	Uniform		Maria make bags and face masks  Change at work  Or wear coveralls		SAH & HJHC	June 2020
	Information		Set up COVID Secure web pages with sections for  Guests  Staff  Contractors  Owners  MMM  Insurance?		CJH	May 2020
	Signage		One on each lodge		CJH	June 2020
	Check List on cleaning and all procedures		Tick list for cleaners, laminated or on phones so they can email it in and we can save on booking form		CJH	June 2020 & Reviewed Jan 2021

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This document is guidance for good practice it does not constitute legal advice. You should undertake your own risk assessment before adopting or applying any of this guidance and, if necessary, seek your own legal opinion.

## ACTION PLAN – COVID 19

	Legionella		Maintain tighter controls and suggest flushing at all changeovers particularly when not at full occupancy when some areas may not have been used.		SAH & HJHC	Ongoing
	Training		Training needs assessment/audit  Manual Handling		SAH & HJHC	Ongoing
	Sickness Policy		Required for employed staff		SAH & HJHC	
	Other policies		Review			
	MM10		Requires completion of COVID-19 risk assessment			June 2020 & ongoing

Verified by:	CJ Heayns	Date:	20.2.21
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