

Client: Bells & Whistles,	Contact: Kate Victoria Robertson	Client Phone: 07754462291 Client Email: Kate@robertsandwhistles.co.uk
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The above named person is responsible for implementing the recommendations from this risk assessment.

Version Control

Version	Date Created	Created by
1	17 April 2021	Phil Appleyard, Hybred Consultancy

This risk assessment has been created in response to the COVID -19 pandemic. The assessment will look at the hazards and measures to be implemented by Bells & Whistles as the UK lockdown is lifted and Outdoor and Indoor meetings and activities re-start. As such it is an ongoing assessment and will need to be updated as and when new information becomes available. Please check version control to ensure you have the most up-to-date version. Any other risk assessments for the business should be reviewed in light of the outcomes of this assessment e.g. fire safety.

In undertaking the risk assessments, the following approach has been adopted:

1. Gather information/identify risks
2. Evaluation of risks
3. Consider control measures appropriate to the identified risks
4. Evaluate residual risk

The information has been gathered and hazards identified using the information available on the following websites:

<https://www.hse.gov.uk/news/coronavirus.htm> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.gov.uk/coronavirus> And abides by The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020

Business Overview

Bells and whistles is an Independently owned company based within Sussex England.

Bell and Whistles is a company that is offering themed sleepover experiences with indoor teepee experiences that caters for 5-12 yr olds, these Sleepovers come fully themed with activities included to help keep everyone entertained and involved. They also offer Outdoor sleepover themed experiences with bells tents creating an amazing Glamping experience, twinkling lights, lanterns, cosy bedding, cushions, rugs and decor. These range in size depending on the size of the party and Available space to be used - ranging from a 4m Bell tent (mermaid Cave sleeping upto 5) to their Emperor Tent sleeping up to 12.

Their Mission statement

To establish Bells & Whistles as a key player in the children's sleepover party market, across Sussex, Surrey and select parts of London.

To differentiate ourselves through our storytelling—with each of our lovingly curated party packages providing boys and girls with an experience of adventure, of wonder and of fun.

To provide a safe, sustainable and nurturing space for children aged 5 to 12 years old to be who they want to be in an engaging, friendly environment.

To use more than 15 years' experience in the high-end special events industry to create market-leading indoor and outdoor parties for curious minds.

Risk Assessment process

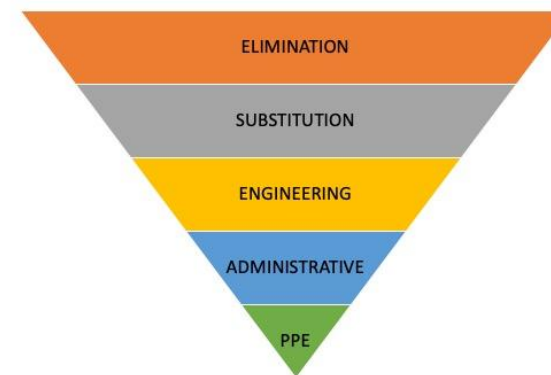
This risk assessment has been carried out after a Video Consultation with the Business owner

Following the risk assessment, it is recommended that the business informs all staff of the outcomes and recommendations to ensure that all recommendations are understood and appropriately actioned by everyone working for the company. It is the duty of the business owner to inform Hybred Consultancy of any changes to business activities in order for the risk assessment to be updated accordingly.

Hierarchy of Control

Each element of the risk assessment has been carried out using the Hierarchy of Control with PPE as the final option:

- **Elimination** – Physically remove the hazard
- **Substitution** – Replace the hazard
- **Engineering controls** – Isolate people from the hazard
- **Administrative controls** – Change the way people work
- **Personal protective equipment** – Protect the worker with PPE



RISK RATING MATRIX

The risk assessment is written using a 5 x 5 Risk Matrix. The Risk Rating is calculated by multiplying the likelihood against the severity. 1 indicates LOW and 5 indicates HIGH. E.g. A likelihood of 4 which is probable against a Severity of 2 would give you an overall risk rating of 8 which would be rated as a low risk.

Severity					
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5
	Likelihood				

Likelihood	
1.	Extremely Unlikely
2.	Possible but unlikely
3.	Conceivable
4.	Probably would happen at some time
5.	Almost certain to happen

Severity	
1.	No or minimum injury - No equipment or property damage
2.	First aid treatment on-site - Minimum equipment or property damage
3.	First aid treatment off-site - Equipment and property damage
4.	Major injury or hospitalisation - Localised equipment or property damage
5.	Fatality - Extensive property or equipment damage

S x L = R	Risk Rating	
S = Severity	L = Likelihood	R = Risk Rating
		1-6 LOW RISK - Action is required to lower the risk. Time effort and money must be proportionate to the risk
		7-15 MEDIUM RISK - Action is required to control the risk. Immediate short term measures may be required
		16-25 HIGH RISK - Action is required urgently to control the risk. Further resources are almost inevitable

Social Distancing

REF	Hazards and Effects	Who could be harmed?	Severity Rating x Likelihood = Primary risk based on no controls S x L = R			Recommended Control Measures	Severity Rating x Likelihood = Residual Risk			Further Action Required Where Risks are Not Adequately Controlled
			S	L	R		S	L	R	
Note: Where the term staff is used this should apply to anyone who works for you or represents the company and includes people you employ directly, self-employed workers and contractors from other businesses										
Social Distancing (maintaining 1m+ - physical distance)	Proximity to others increases the risk of the transmission of the virus	• Staff • Client/ Customer/ Guests	4	5	20	<ul style="list-style-type: none"> Layout to be considered and designed to maintain 1m+ distancing where possible Remind people to keep a 1m+ distance Consider the layout of Venue etc. Ask Customer/ Client to confirm size of space to be used and pictures where possible 	4	1	4	No further action required if all recommended control measures are implemented

Social Distancing Capacity (maintaining 1m+ - physical distance)	Proximity to others increases the risk of the transmission of the virus	• Staff • Client/ Customer/ Guests	5	5	25	• Staff should work from home if at all possible. Consider who is actually needed to be on-site; for example: workers in roles critical for setup and de-rig	5	1	5	No further action required if all recommended control measures are implemented
Social Distancing Other people and animals in and around the Venue/ Customers Property (maintaining 1m+ - physical distance)	Proximity to others increases the risk of the transmission of the virus	• Staff • Client/ Customer/ Guests	4	4	16	• Reduce the amount of other people in the Venue/ Customers property when setting up so as to reduce viral loading in the air. • Animals to be removed from areas accessible to Staff when setting up and de-rigging.	4	1	4	No further action required if all recommended control measures are implemented
Social Distancing	Proximity to others increases the risk of the transmission of the virus	• Staff • Client/ Customer/ Guests	5	4	20	• For outdoor setup where possible access the outside space without having to enter the property. Using gates and paths where possible to setup and de-rig • If having to access through Venue/property then the shortest route possible is used and to be well ventilated with doors and windows open. • Reduce contact with customer where possible • Payments to be made electronically online. • Appropriate PPE to be used where 1m+ social distancing is not possible	5	1	5	See PPE and Cleaning and Hygiene Sections of Risk Assessment

Cleaning and Sanitising

REF	Hazards and Effects	Who could be harmed?	Severity Rating x Likelihood = Primary risk based on no controls S x L = R			Recommended Control Measures	Severity Rating x Likelihood = Residual Risk			Further Action Required Where Risks are Not Adequately Controlled
			S	L	R		S	L	R	
Note: Where the term staff is used this should apply to anyone who works for you or represents the company and includes people you employ directly, self-employed workers and contractors from other businesses										
Cleaning General	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to illness	<ul style="list-style-type: none"> • Staff • Client/ Customer/ Guests 	5	5	25	<ul style="list-style-type: none"> • Use disposable cloths where possible for each cleaning and disinfecting task and always dispose of immediately after use in a bin with a foot operated lid • Use the Catch It, Kill It, Bin It principle for all disposable wipes and tissues • Where reusable cloths are used for cleaning and disinfecting they must be changed after every use and washed at a minimum temperature of 60 degrees daily • Store reusable cloths in a lidded container prior to washing • Do not wash any reusable cleaning cloths with other personal or household items 	5	1	5	No further action required if all recommended control measures are implemented

						<ul style="list-style-type: none"> Follow the manufacturer's instructions on all cleaning products for the required contact time 				
Tpees and misc items	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to illness	<ul style="list-style-type: none"> Staff Client/ Customer/ Guests 	5	5	25	<ul style="list-style-type: none"> All Teepees are made of material that can washed regularly. They will be washed at a temperature of 60 degrees. All tepees will be cleaned after every use so as to minimise transmission through touch. they will either be washed at 60 degrees or anti bac sprayed and quarantined for 72hrs before being used and setup again all poles, pegs, weights etc will be wiped down and clean with either single use antibacterial wipes or with cloths that will be used once then cleaned separately from any personal items All Props will be sanitised and cleaned after every use and where possible quarantined for 72hrs All tray tables are wipeable and will be sanitised and antibac cleaned after every use. 	5	1	5	No further action required if all recommended control measures are implemented
Toilet facilities	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to illness	<ul style="list-style-type: none"> Staff Client/ Customer/ Guests 	5	5	25	<ul style="list-style-type: none"> It is advised that Staff don't use the Venue/Customers toilets at present (due to the amount of time that is needed to be onsite to set up this should be possible to maintain.) However if use of the Customers toilet is necessary please maintain all PPE where possible and make sure to clean hands (for a minimum of 20secs with soap and hot water) and sanitise after. 	5	1	5	No further action required if all recommended control measures are implemented

Ventilation / Air extraction	Airborne transmission of the virus	• Staff • Client/ Customer/ Guests	4	5	20	<ul style="list-style-type: none"> • Ensure the Venue/ Customers property is well ventilated, open windows during setup and de-rig hours where possible • If using additional cooling or heating systems they should be extraction units or single unit air conditioning units with direct access to external walls. • Extraction fans to be utilised where possible to refresh air regularly. • Oscillating fans should not be used to minimise risk of droplets travelling in airflow. Local air conditioning units to be utilised if air intake is from outdoors and not recirculated 	4	1	4	No further action required if all recommended control measures are implemented
Handwashing	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to illness	• Staff • Client/ Customer/ Guests	5	5	25	<ul style="list-style-type: none"> • Frequent handwashing to take place • Staff to wash or sanitise hands immediately on arrival at premises • Staff to wash hands prior to and post removal of PPE • Staff to wash hands after any coughs or sneezes • Confirm with all Staff hand wash procedures. 	5	1	5	No further action required if all recommended control measures are implemented
Mattresses, Duvets and Covers	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people,	• Staff • Client/ Customer/ Guests	5	5	25	<ul style="list-style-type: none"> • All Mattresses are PVC covered and wipeable after every use, they will be antibac and sanitised after every use. • All Duvets, pillows and Covers will be washed and cleaned at 60 degrees after every use so as to reduce the risk of touch transmission. 	5	1	5	No further action required if all recommended control measures are implemented

Customer Safety

REF	Hazards and Effects	Who could be harmed?	Severity Rating x Likelihood = Primary risk based on no controls S x L = R			Recommended Control Measures	Severity Rating x Likelihood = Residual Risk			Further Action Required Where Risks are Not Adequately Controlled
			S	L	R		S	L	R	
Note: Where the term staff is used this should apply to anyone who works for you or represents the company and includes people you employ directly, self-employed workers and contractors from other businesses										
Pre-Visit Information to and from Customers/ Clients/ Guests	Possible transmission of the virus from / to infected Clients/ Customer/ Guests	<ul style="list-style-type: none"> • Staff • Customers/ Clients/ Guests 	5	5	25	Customers/ clients/ Guests to inform Bells and Whistles and/or not attend sleepover Event if they or anyone in their household are displaying symptoms of COVID-19 (Currently high temperature, fever, new continuous dry cough, loss of taste or smell) <ul style="list-style-type: none"> • Customers/ clients/ Guests to be requested to complete a health check form prior to Bells and Whistles coming to setup to confirm that at that time they are free from COVID-19 symptoms. • Health check questionnaire to be completed electronically prior to arrival at Clients house (email/ text/ WhatsApp/ online form) • Confirmation to be received and confirmed by Client/Customer that they will not exceed the current guidelines (at that time) regarding numbers of people present. • Customers/ Clients/ Guests to be informed of all changes to business operating procedures; Risk assessment carried out, Social Distancing measures in place, Cleaning 	5	1	5	Monitor advice regarding COVID-19 Symptoms and revise health check questions as necessary

						measures etc. · Customers/ Clients/ Guests to be informed / advised of the above via social media, website, email etc. · Company to display certificate online to show they have taken the necessary steps to be COVID-Secure				
Pre-Arrival Checks	Possible transmission of the virus from / to infected customers / staff	· Staff · Customers/ Clients/ Guests	5	5	25	· Customers/ Clients/ Guests and staff should be instructed to sanitize or wash their hands for minimum of 20 seconds on arrival · Encourage Customer/ Client to keep a note of the attendees of the sleepover and contact details so as to enable contact incase of positive covid infection. · Staff to check Customer/Client has completed health questionnaire prior to arrival and encourage all guests to fill one out too · Verbal check with Customer/ Client upon arrival to check they and the house are COVID-19 symptom free · If staff member or Guest feels unwell they should be asked to leave immediately	5	2	10	Virus can be asymptomatic so customers may not be aware they have the virus. Additional measures re PPE and hygiene to be followed
Prior to Erection or set dress of Venue	· Possible transmission of the virus from/ to infected customers · Customer confidence	· Staff Customers/ Clients/ Guests	4	5	20	· All Cleaning to have taken place prior to Arrival at site/venue/clients house · Customers/ Clients/ Guests to be sent and asked to complete a health questionnaire prior to attending appointment. GDPR to be observed · Create online form for capturing health questionnaire data · All signage to be made available regarding cleaning procedure and cleaning confirmation given to have taken place prior to set up.	4	1	4	No further action required if all recommended control measures are implemented

Worker Health and Hygiene

REF	Hazards and Effects	Who could be harmed?	Severity Rating x Likelihood = Primary risk based on no controls S x L = R			Recommended Control Measures	Severity Rating x Likelihood = Residual Risk			Further Action Required Where Risks are Not Adequately Controlled
			S	L	R		S	L	R	
Note: Where the term staff is used this should apply to anyone who works for you or represents the company and includes people you employ directly, self-employed workers and contractors from other businesses										
Temperature Checks	A high temperature is a symptom of COVID-19, which could indicate an individual is infected with the virus	• Staff	4	4	16	<ul style="list-style-type: none"> • All staff to take their temperature at home prior to coming to work and if their temperature exceeds 37.3 C and they feel hot on their chest and back they should not come to work • If a high temperature is recorded by staff, they should inform the business owner, not come into work and book into a COVID-19 Test centre and self isolate in accordance with government advice • Staff to keep a log of daily temperature checks • If diagnosed with COVID-19 staff must inform their place of work 	4	1	4	No further action required if all recommended control measures are implemented
Practises for sick workers	Staff illness, business resilience, PR and Brand reputation	• Staff	5	5	25	<ul style="list-style-type: none"> • Assess all staff and make a record of who may have had COVID-19 and who hasn't • Records to be kept on file by Business Owner 	5	1	5	No further action required if all recommended control measures are implemented

Symptomatic workers	Staff illness, business resilience, PR and Brand reputation	<ul style="list-style-type: none"> • Staff • Customer/ Client/ Guest 	5	5	25	<ul style="list-style-type: none"> • If a member of staff develops a high temperature or a persistent cough while at work, they should: <ol style="list-style-type: none"> 1) Return home immediately and make an appointment with a test centre 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed 5) Must Inform Customer/Client/Guest if Staff member who setup or de-rigged confirms positive for COVID-19 • If the member of staff is diagnosed with COVID-19 then they must contact NHS Test & Trace and follow the instructions given, including informing the service of their workplace. 	5	1	5	No further action required if all recommended control measures are implemented
Work uniform / Attire	Staff illness, business resilience, PR and Brand reputation	<ul style="list-style-type: none"> • Staff 	5	5	25	<ul style="list-style-type: none"> • Clean Uniform/Clothing to be worn daily by staff • Staff to arrive in the clothes they will be using during the setup. • Uniform/Clothing to be washed at the highest temperature possible (Minimum 60 degrees) with detergent after each use • Staff to remove all possible jewelry on hands and arms, including watches and bracelets • Always keep hair tied back to avoid unnecessary touching • Maintain short, clean nails 	5	1	5	No further action required if all recommended control measures are implemented

Returning to work after lockdown - all staff	Staff illness, business resilience, PR and Brand reputation	• Staff	4	4	16	<ul style="list-style-type: none"> • Staff members classified as 'Vulnerable' are no longer advised to shield and stay at home, but should minimise contact with others. If they cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 1m+ away from others • Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources • Check relevant first aid is up to date and that all staff know what to do in a medical emergency - it is not advised to give mouth to mouth resuscitation • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security • Providing support for workers around mental health and wellbeing. This could include advice or telephone support 	4	1	4	No further action required if all recommended control measures are implemented
Return to work after COVID-19 infection	Staff illness, business resilience, PR and Brand reputation	• Staff	5	5	25	<ul style="list-style-type: none"> • <i>If staff have had COVID-19 symptoms, been contacted by NHS Test & Trace or have been diagnosed with COVID-19 they must self-isolate as instructed to do so.</i> • <i>Staff should only return to work when they have fully recovered from the symptoms of the virus</i> • <i>Recommend that staff are tested prior to returning to work to confirm they do not have the virus</i> 	5	1	5	No further action required if all recommended control measures are implemented
Responding to confirmed cases of COVID-19	Business resilience, PR and Brand reputation	• Staff	5	5	25	<ul style="list-style-type: none"> • <i>If the business is contacted by NHS Test & Trace then staff details for the dates requested must be handed over.</i> • <i>If a member of staff or Customer/Client/Guest informs the business owners that they have been diagnosed with COVID-19 then the business owners should identify all the Customer/Client/Guest & staff that were involved with the setup or derig on the same dates. When contacted by NHS Test & Trace the business is to follow their instructions.</i> 	5	2	10	Review risk assessment and subsequent recommendations/ key actions as and when government

					16	<ul style="list-style-type: none"> · All Equipment used for that job should then be deep cleaned and quarantined for 72hrs 				guidance changes
Staff travel	Staff illness, business resilience	· Staff	4	4	16	<ul style="list-style-type: none"> · Where possible staff should avoid public transport and walk, use bikes or use their own cars when travelling to help maintain social distancing · All staff to be briefed to wash their hands or sanitise thoroughly and for at least 20 seconds 	4	1	4	No further action required if all recommended control measures are implemented

Personal Protective Equipment (PPE)

REF	Hazards and Effects	Who could be harmed?	Severity Rating x Likelihood = Primary risk based on no controls S x L = R			Recommended Control Measures	Severity Rating x Likelihood = Residual Risk			Further Action Required Where Risks are Not Adequately Controlled
			S	L	R		S	L	R	
Note: Where the term staff is used this should apply to anyone who works for you or represents the company and includes people you employ directly, self-employed workers and contractors from other businesses										

Face coverings / Goggles / Face Shields For Staff	Airborne transmission of the virus can result in infection	• Staff	5	5	25	<ul style="list-style-type: none"> • Recommend that staff use face coverings when they are in close proximity to each other • Employers should support staff in using face coverings safely if they choose to wear one. This means telling workers to follow critical key safe behaviours: <ol style="list-style-type: none"> 1) Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it 2) When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands 3) Change your face covering if it becomes damp or if you've touched it 4) Continue to wash your hands regularly 5) Change and wash your face covering daily. if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste 6) Practise social distancing wherever possible • Staff to be trained in using PPE - https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks • If using a face shield this should be wiped clean between use • Replace face covering after any coughs or sneezes • You must provide this PPE free of charge to staff who need it • It is not advised to wear face coverings during high-energy exercise • Anyone who cannot wear a face mask for medical reasons should highlight this prior to commencement of work and must maintain the 1m+ distance at all times whilst working 	5	2	10	PPE alone is not enough to prevent transmission of the virus - enhanced hygiene procedures, cleaning procedures and social distancing must be implemented to reduce risks
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Gloves For staff	Transmissio n of COVID-19 virus through repeated touch of contaminat ed surfaces by multiple people, leading to illness	<ul style="list-style-type: none"> • Staff • Customer/ Client/ Guest 	5	5	25	<ul style="list-style-type: none"> • Disposable gloves should be used when Setting up and de-rigging and cleaning high touch areas to reduce spread of infection to person cleaning • Do not touch face when wearing gloves • Wash hands prior to putting the gloves on. Gloves to be immediately disposed of after use and the wearer to wash hands for a minimum of 20 seconds with soap and water • You must provide this PPE free of charge to staff who need it • Consider allergies when wearing gloves 	5	2	10	PPE alone is not enough to prevent transmission of the virus - enhanced hygiene procedures, cleaning procedures and social distancing must be implemented to reduce risks
Testing	Transmissio n of COVID-19 virus through interaction with an infected person	Staff Customer/ Client/ Guest	5	5	25	We advise that all staff should be tested twice weekly and that the below link be shared with the customers/ clients/ guests as well to encourage them to get all people coming the event/sleepover to get a negative Lateral flow test. https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests Using the above link you can order test kits for all staff and pass this link onto the Customers.	5	2	10	

Pre setup cleaning / checks	
Clean all High touch areas (Tepee covers/poles/pegs/weights/props/trays etc)	
Single use masks available for Staff if required	
Staff temperature to be checked and recorded	
Staff to wash hands on arrival	
Emergency routes and Exits Clear	
Venue is well Ventilated (where and when possible)	
One Way markers in place	
Items to be cleaned / checked between each use	
Tepees covers on high 60 degree wash (if not possible quarantine for 72 Hours)	
Poles/tent structure antibac and where possible quarantine for 72 hours	
Equipment / Props antibac and where possible quarantine for 72 hours	
Duvets, pillows and all covers to be washed at 60 degree where possible if not quarantine for 72 hrs	
Wipe down all Mattresses and clean covers (if not possible quarantine for 72 Hours)	
De-rig Cleaning / checks	
Clean all High touch areas (Tepee covers/poles/pegs/weights/props/trays etc)	
Clean any areas touch by staff on the way out of customers house	

	Risk Assessment - Key Recommendations
	<p>These key recommendations and actions are for you to share with your staff. Please make sure you read the risk assessment thoroughly in addition to this and contact Hybred Consultancy if you have any questions</p>

Social Distancing	
1	Reduce the number of people entering / exiting the Customers property or venue
2	Reduce the number of people in the Customer's home /venue by only having essential setup staff there
3	Confirm with Client/ customer that they will follow all current government guidelines re number of people.
4	Inform and maintain a 1m+ distance where possible and to be considerate of everyone who is at the venue/property
5	PPE to be worn by staff where required
6	Maintain 1m+ distancing
7	Where possible access the Property or venue via outside paths (when using outside space) try not to enter the property if possible.
Cleaning and Sanitising	
1	Frequent handwashing to take place
2	Inform all staff of hand wash procedures
3	Staff to wash or sanitise hands immediately on arrival at venue or customers property and wear gloves when possible
4	Staff to wash hands prior to and post removal of PPE
5	Staff to wash hands after any coughs or sneezes
6	Staff to wash hands after cleaning or handling of items taken from Customers property
7	Regularly clean taps and washing facilities that are used for the purpose of the property
8	All Stock handled or setup at customers property or venue to be santised cleaned or quarantined for 72 Hours before being used again
9	Enhanced cleaning of all Materials used for the setup (Teepee covers/ duvets/ mattresses/ poles/ pegs etc)

10	Ensure the Customers property or venue is well ventilated and where possible open windows and doors to get fresh air.
Customer Safety	
1	<i>Guests or Customers must not attend the event/ sleepover if anyone in their household are displaying symptoms of COVID-19 (High temperature, fever, new continuous dry cough, loss of taste or smell)</i>
2	Staff and Customers to be informed; Risk assessment carried out, Setup and de-rig policy, Social Distancing measures etc
3	All Teepee payments to be made electronically online.
4	Customer to keep a list of all Guests so as to be able to inform them if any guest or staff member tests positive for Covid-19
Staff Health and Hygiene	
1	Send all recommendations from risk assessment and key actions to all staff
2	Ensure all staff know and understand their responsibilities
3	Recommend providing training on correct use of PPE, cleaning procedures etc to ensure they are carried out correctly
4	All staff to take their temperature at home prior to coming to work and if their temperature exceeds 37.3 C and they feel hot on their chest and back they should not come to work • If a high temperature is recorded by staff, they should inform the business owner, not come into work, book into a COVID-19 Test centre and self isolate in accordance with government advice • If diagnosed with COVID-19 staff must inform Manager
5	<i>If a member of staff develops a high temperature or a persistent cough while at work, they should:</i> <i>1) Return home immediately and make an appointment with a test centre</i> <i>2) Avoid touching anything</i> <i>3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough to and sneeze into the crook of their elbow.</i> <i>4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</i>

6	Check relevant first aid is up to date and that all staff know what to do in a medical emergency - it is not advised to give mouth to mouth resuscitation
8	Providing support for workers around mental health and wellbeing. This could include advice or telephone support
9	Where possible staff should avoid public transport and walk, use bikes or use their own cars when travelling to help maintain social distancing
Personal Protective Equipment (PPE)	
1	Recommend that staff use face coverings when they are entering customers property or venues. Must wash or sanitise hands prior to entering customers property or venue.
2	Staff to be trained in using PPE
3	Face coverings should be bagged for washing or disposed of correctly immediately after coughing or sneezing • If using a face shield this should be wiped clean between each use
4	Gloves should be used when setting up and cleaning high touch areas to reduce spread of infection to person cleaning • Do not touch face when wearing gloves
5	You must provide PPE free of charge to staff who need it
6	PPE alone is not enough to prevent transmission of the virus - enhanced hygiene procedures, cleaning procedures and social distancing must be implemented to reduce risks