



Reopening Risk Assessment

The Kirkfield are committed to ensuring the continued safety of its team and guests by adopting strict controls, in order to mitigate the risk of COVID-19.

In line with current advice for working in a COVID-19 secure environment, our risk assessments have identified several primary controls. The controls are listed in order of effectiveness based on the hierarchy of controls of elimination, substitution, engineering controls, administrative and Personal Protective Equipment.

The Primary Controls are summarised below:

1) Return to work health and ongoing screening

The health and wellbeing of our teams is paramount. Now more than ever it is critical to create a safe and comfortable working environment.

Before returning to work all employees will be assessed and supported.

On-going, pre shift health assessments, including temperature control.

We ask that our guests and customers do not attend hotels if showing any symptoms of COVID-19.

2) Social distancing and limiting prolonged contact (Engineering Controls)

We have taken the necessary steps to promote social distancing within our hotels. This has included reviewing all working and public areas and adjusting the layout where necessary.

Where distancing is not continually achievable, we have:

- Kept the activity time involved as short as possible
- Used back-to-back or side-to-side working
- Reduced the number of people each person has contact with by using 'fixed teams or partnering'

We ask that our guests please adhere to the social distancing measures we have introduced, to keep other guests and our teams safe and follow government guidance at the time of visiting our premises.

3) Enhanced hand hygiene (Administrative)

Hand hygiene remains dominant in the fight against COVID-19.

Team members will frequently wash their hands and have been trained on when and how to do this effectively.

Hand sanitising stations will also be available for guests and to support frequent hand washing for teams. These will be available at key entrances and exits within the business and at key service points.

4) Enhanced cleaning (Administrative)

We pride ourselves on the highest of hygiene standards, however we understand our guests' expectations around cleaning has changed.

Already thorough cleaning regimes have been enhanced in bedrooms, public areas, and paying attention to hand contact surfaces. The chemicals used are effective against COVID-19. This includes the sanitisation of keys for guests bedrooms.

5) PPE and Face Coverings (PPE)

When managing the risk of COVID-19, additional PPE beyond what is normally worn at work is not deemed to be beneficial outside of a clinical environment. This is because COVID-19 is a different type of risk to the risks normally faced in a workplace and needs to be managed through social distancing and hygiene. As long as these measures are met then face masks are not mandatory.

However, The Kirkfield recognises that during this time, team members may be reassured by the wearing of face coverings. As such employees in higher risk environments such as HK may wear face coverings if they wish however the company will not force them to do so, as per government guidelines.

6) Training

All employees have been trained extensively on all company strategies and new protocols in hygiene, safety & changes to guests' journey and experience, in order to protect themselves and others in the workplace. All training is recorded on line and tested with expectation of 100% pass mark.

Review

Our position will be reviewed at minimum monthly, by the Owners & Management Team.