



## **Iron House COVID-19 Policy - 21st July 2020**

Version 1.1

### Introduction

The COVID-19 Policy of Iron House Ventures Ltd is to be adopted while the restrictions of the Coronavirus remain in place. It has been created to ensure, so far as it is reasonably practicable, that work and events will be carried out in our workplace with a commitment to protecting the health of everyone who comes onto the premises.

This policy has the full support of the Directors.

It's important that a high level of hygiene is maintained at all times, but this is of particular importance at the current time, as the Coronavirus is known to spread through coughs and sneezes and to remain on surfaces for up to 72 hours, allowing it to be easily picked up and spread.

### Measures

In implementing this commitment to manage hygiene we will:

1. Carry out a COVID-19 risk assessment. Before restarting work on site we will ensure the safety of the workplace by carrying out a risk assessment and letting our employees know the results of the risk assessment.
2. Take name, phone number, address and temperature (through infrared contact free thermometer) of everyone entering the venue on arrival. Anyone with a high temperature will not be allowed on the premises, and must leave immediately. We reserve the right to deny access to anyone that we believe may have COVID-19 symptoms and are fully compliant with Test & Trace schemes.
3. Provide hand sanitiser. Hand sanitiser is provided on entry to the building, at the bar and in each washroom area. Additionally, each employee has been provided with a personal bottle to minimize transmission risk.
4. Implemented a handwashing procedure and encourage employees to wash their hands thoroughly after going to the toilet/washroom, after sneezing or coughing and blowing their noses and after any necessary contact with shared surfaces or customers.
5. Display posters with hygiene advice. Such as: Cough/sneeze into your sleeves, preferably into your elbows. If a tissue is used, discard it properly and clean/sanitize your hands immediately. Avoid touching your face, particularly eyes, nose, and mouth with your hands to

prevent from getting infected. Wash your hands before and after treating an open wound or touching an animal.

6. Increase the cleaning frequency of washroom and kitchen areas, as well as frequently touched things such as handrails, door handles and light switches.

7. Ensuring any windows / doors that can be opened to increase ventilation will be.

8. Use clear signage to ensure visitors follow the same procedure as employees and remind both of social distancing guidance

9. Introduced a queuing system for use of the toilet facilities to ensure social distancing is maintained.

We are not at this time enforcing the use of face masks or other face coverings. Our risk assessment shows that increased hygiene and social distancing are sufficient steps to manage the spread of Coronavirus.

However, any employee or visitor who wishes to use this type of protection, may freely do so.

Please note we take no liability for any visitor contracting COVID-19 while on the premises.

Responsibility for implementing this COVID-19 Policy Statement rests with the Directors. The management team endorses this policy statement and is fully committed to its implementation.

This COVID-19 Policy Statement will be regularly reviewed and updated as necessary to remain aligned to government guidelines.

Special requirements

If you have special protection requirements for your event please let us know at least 2 weeks in advance and please be aware that we reserve the right to charge for putting additional protection measures in place.

Review Date: 21/09/2020