



COVID 19 RISK ASSESSMENT (R1)

Department: ALL STAFF	Assessment by: Amanda Brown	Date: 15/07/2020
1 st review date due:	Manager approval: Amanda Brown	Date: 16/07/2020
Description of activities: 1. Avoid the hazard where possible (Remote work/no physical contact etc.) 2. Maintain 2 metre safe distancing	3. Put guards and other measures in place 4. Clean workplace, equipment and hands	5. Supervise, Educate and communicate 6. PPE

Risk	How can the risk cause harm and who could be at risk?	What do we have and what do we need to put in place control this risk?	Action		
			By Whom	Date	Date complete
Reception staff at risk from guests who do not keep to a 2m distance at the reception desk	Spread of COVID19 by air particles	<p>We have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures so that employees health and safety is protected. In the context of COVID-19 this means protecting the health and safety of our team and customers by working through these steps in order:</p> <p>Check the temperature of each employee on arrival at work. Ask them to sanitise their hands.</p> <p>Increasing the frequency of handwashing following the 20 second rule.</p> <p>Increasing the frequency of surface cleaning especially touch points such as tables, chairs, light switches, door handles, Hoover handles.</p> <p>We will allow staff to work from home where possible but as a service industry this only applies to some of the managers. (eg finance, marketing)</p> <p>We expect every reasonable effort to comply with the <u>social distancing guidelines</u> set out by the government in all areas of the hotel (front of house, back of house, outside) 2m or 1m with risk mitigation (where 2m is not viable) are acceptable.</p>	Management		

		<p>Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, we have taken all the actions possible to reduce the risk of transmission between individuals.</p> <p>Further actions include:</p> <p>Increasing the frequency of hand washing or hand sanitising and surface cleaning (including disinfection of high footfall areas or common touchpoints and toilet/restrooms).</p> <p>Keeping the activity time of any activity where social distancing cannot be maintained as short as possible</p> <p>Using back-to-back or side-to-side working (rather than face-to-face) whenever possible</p> <p>Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)</p> <p>Staggered arrival times and all staff must use Back entrance, sign in and have temperature taken on arrival of every shift.</p> <p>Each department will be allocated a bedroom to use for changing, toilets, handwashing. We prefer you to change into and out of your work clothes in the hotel where possible. Please allow adequate time.</p> <p>House keeping to have their own kettle and mugs. Please make your own drink to avoid you touching other mugs.</p> <p>Avoid guest or staff contact – shaking hands or hugs</p> <p>Stagger break times and take them outside if possible.</p> <p>Reduce the movements between departments and use mobile phones, email and telephones to avoid meeting face to face when possible. Only kitchen, restaurant staff and managers to be allowed in the main kitchen. Staff meals to be pre-ordered by phone, prepared by chefs or Snack person, labelled and collected from the Bolly. Reception to be called by phone</p> <p>Internal meetings must follow social distancing guidelines.</p> <p>Staff are not allowed in lift except for moving large bags.</p>			
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		<p>If a door is not a fire door it can be left open for extra ventilation.</p> <p>If you suspect a guest or colleague has Covid symptoms please contact the manager immediately.</p> <p>Heads of Department/Supervisor will have daily meetings at 11am to discuss any issues relating to COVID. This is an opportunity to share concerns and update the risk assessments and procedures if required so please tell your manager if there is anything you wish to raise.</p> <p>We have considered whether the people doing the work are especially vulnerable to COVID-19 and have discussed this with them. Please let Amanda, Garry or Nigel know if you fall into this category.</p>			
		<p><u>COMMUNICATION</u></p> <p>Posters will be installed for the staff in each department such as hand washing and specific rules about their departments working procedures</p> <p>Training – Your Head of Department will inform you</p>			
		<p><u>PPE (Personal Protective Clothing)</u></p> <p>Where 'COVID cop' identifies wearing PPE as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to use PPE correctly and carefully to reduce contamination and how to dispose of them safely. Staff to be reminded that, if they choose to, wearing of gloves is not a substitute for good hand washing and hygiene is of paramount importance. Face masks to be worn at all times.</p> <p>Staff must wear a clean uniform every shift.</p>			
		<p><u>Avoid sharing items</u></p> <p>During the duration of your shift just use your own equipment such as pens, mugs, knives, buckets. Avoid sharing where possible.</p>			

		<p><u>COVID-SYMPTOMS</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, loss of smell or taste they will be sent home and advised to follow the stay at home guidance. You must inform a manager immediately.</p> <p>Managers will maintain regular contact with staff members during this time.</p>			
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		<u>MENTAL HEALTH</u> Management & senior staff will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. An open door policy for those who need additional support will always be available.			