COVID 19 Risk Assessment (R1)

ELGINHOTEL

Department: Reception	Assessment by: Joanne Scott	Date: 01/07/2020
1st 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**
Customers Arriving at hotel	*All members of staff and customers*	• Perspex screens across the reception desk to stop the spread of contamination. • Hand sanitizer to be used prior to entering building • Check-in each party individually (two metres apart) • Staggered Check-in times to reduce numbers arriving all at once • Temperature taken of each guest on arrival • One-way route system to ensure safe distancing • Wearing Correct PPE for Guests and Staff	Management & Reception staff		
Deliveries	STAFF RECEIVING DELIVERY AND DELIVERY DRIVERS	• KEEP 2 METER DISTANCE • MASK & GLOVES TO BE WORN • ALL DELIVERIES TO BE RECEIVED AT SIDE DOOR ON CAR PARK	ALL STAFF		

Identifying unwell persons	Staff & Guests	• ALL STAFF HAVE COMPLETED ON LINE COVID COURSE WITH GREYMATTERLEARNING.CO.UK. THIS COURSE INCLUDES AWARENESS OF SYMPTOMS • TEMPERATURE CHECK • GUESTS WITH PRE-EXISTING MEDICAL CONDITION	ALL STAFF		
Unsafe working environment.	ALL RECEPTION	• Keep hands sanitized regularly • Only one member of staff behind reception, on arrival & departure days when more than 1 staff member, mask or visor to be worn	ALL STAFF		

Cleaning and handling.	ALL STAFF	• All surfaces to be wiped down regularly (every 15 minutes)	ALL STAFF		
Cash handling	ALL STAFF	• Card payments where possible to minimise the risk of covid. • Wash or sanitize hands after cash transaction	ALL STAFF		
Record & Review	STAFF & GUESTS	• Keeping records staff rotas • Update and change procedures when necessary • Update and change procedures by government rule			