

Risk Assessment Form

Subject	COVID-19 – return to work	Risk Assessment Form Hazard Identification/Consideration of Risk		Version no.	1
Location	Beaufort Park Hotel			Completed by	Simon Rogers
Person(s) at Risk	Employees, guests, contractors			Other persons involved in the assessment	Mark Small
Date of Assessment	13/5/2021			Review Date	10/6/2021

Hazard Description	Control Measures in Place	Likelihood	Severity	Risk factor	New Control Measures Identified
1 Staff at risk of not understanding or having the knowledge covid-19	All operational activities relating to the services we provide are carried out in strict conformance with the Beaufort Park Hotel Action Plan.	1	3	3	Welsh government coronavirus: guidance for tourism and hospitality business for a phased and safe re-opening UKH hospitality Cymru covid-19 secure advice and risk assessment for hospitality business: Risk assessment and action plan will be posted on to the staff portal and posted out to staff
	Everyone is updated on actions being taken to reduce risks of exposure in the workplace.	1	3	3	Risk assessment and action plan will be posted on to the staff portal and posted out to staff
	Everyone's contact numbers and emergency contact details are up to date.	1	3	3	This is done and in the covid-19 file
	Managers know how to spot symptoms of coronavirus (COVID-19) and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace is potentially infected and needs to take the appropriate Action. Temperature monitoring in the work place	1	3	3	BPH will consider and review relevant technological support to ensure that staff and protected as far as reasonably practicable from covid-19. Main Symptoms high temperature, new continuous cough, loss of, or change in normal sense of taste or smell
	Employees are aware where to obtain key information	1	3	3	Public Health England (PHE), World Health Organisation (WHO), Government, Health & Safety Executive (HSE).

2	
Spread of viral infection	<p>We will follow Government Guidance concerning travel abroad, or, non-essential travel in the UK.</p> <p>Events and mass gatherings. Where numbers of people are expected to gather then this will be subject to a detailed risk assessment strictly Controlled as appropriate.</p> <p>Employees who are in a vulnerable group have been identified and are shielding as necessary. Staff will be furloughed where necessary.</p> <p>Social distancing measures have been introduced to reduce the social interaction between people. This includes:</p> <ul style="list-style-type: none"> Avoiding contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature ,new and continuous cough, loss of smell and taste Avoiding non-essential use of public transport, varying your travel times to avoid rush hour, when possible. Working from home, where possible. Any employees requested to work from home will be provided with appropriate technology. This will include laptops, phones, internet and conference call facilities. Face-to-face meetings will be avoided wherever possible. Using telephone or online services to contact your GP or other essential services. Face mask to be worn in all public areas of the hotel <p>Employees been informed anyone with even a mild persistent cough or low-grade fever (37.3 C or more) needs to stay at home and self-isolate for 10 days.</p> <p>Any staff living with someone who has symptoms of coronavirus that they should not come into work and should self – isolate for ten days</p>
1	1
3	3
3	3
30 guests inside for a wedding ceremony / reception	50 outside wedding/ ceremony reception
Welsh government coronavirus: guidance for tourism and hospitality business for a phased and safe re-opening	UKH hospitality Cymru covid-19 secure advice and risk assessment for hospitality business:
Have to self-isolate for 10 days	Currently 10 days

3	<p>If a staff member lives alone and has symptoms of coronavirus illness (COVID-19), however mild, are advised to stay at home for 10 days from when your symptoms started.</p> <p>Employees have been advised to report their absence to their line manager by phone in the first instance. The line manager will call the employee back to discuss their circumstances.</p> <p>Before an employee returns to work after a period of isolation from covid -19 they need to confirm that they have completed their required period of self-isolation and have not developed covid-19 symptoms late in isolation.</p> <p>Employees are advised that if their symptoms haven't improved after 10 days, to go to https://111.nhs.uk for advice online, then call their line manager to update them with the guidance they have been given.</p>	1	3	3	<p>Self-isolate for 10 days</p> <p>staff complete a pre-return to work medical assessment to establish if these staff are living with persons subject to 10-day(or other)quarantine and implications of this to the staff member</p> <p>Need to be symptom free for 48 hour (not including loss of taste or smell)</p>
		1	3	3	
		1	3	3	
<p>Guest displaying symptoms of covid-19 putting staff/guest at risk</p>	<p>If a guest presents them-selves with symptoms of COVID-19 or is asymptomatic but need to self-isolate, they will be advised to check-out and return home to self-isolate, in line with government guidance this also applies to all guest that were present in the room. If the guest shows acute symptoms, has breathing difficulties or life-threatening conditions, then medical help will be sought immediately.</p> <p>If the guest is unable to check out then:</p> <ul style="list-style-type: none"> They must stay in room and not visit any other areas of the hotel. Meal/foods will be provided to their room, following strict social distancing, by phoning reception. Food will be served in disposable paper bags, with no tray, and disposable cutlery. Guest to be informed to call reception for any other requests Staff have been informed that the bedroom is in quarantine and do not enter Extra towels, coffee/tea, toilet paper etc to limit number of visits to the room will be provided. Large rubbish bags will be provided, which will need to be tied off when full, and kept in the room for co-ordinated collection. Housekeeping will not clean the room during occupancy. Staff will wear PPE when handling items of 	1	3	3	<p>Management to be informed, Guest to be advised to check out and self-isolate at home. If guest cannot check out inform the appropriate health care professional for advice, guest should follow government guidance on dealing with covid-19</p> <p>At this point communication is vital to stop spread of covid-19</p> <p>Guest told to stay in room and communicate by calling reception should they need requirements</p> <p>All staff to be informed we have covid -19 case and the room is in quarantine</p> <p>All room service(meals and drinks)need to be served in disposable containers</p> <p>Extra housekeeping supplies to be provide</p> <p>Rubbish need to be double bagged and stored for 72 hours before being discarded in general waste</p>
		1	3	3	

4	<p>rubbish and waste, or other items guest may have handled.</p> <ul style="list-style-type: none"> • Guest to be limit to one outside visitor for medical purposes only. • Guest to inform reception staff of their condition by phone prior to intended check-out: Remote check-out will be provided if possible. • If the fire alarm sounds, normal evacuation procedures will follow. Guest will be advised to assemble at their normal assembly point, maintaining social distancing. <p>Employees are instructed to wash hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when they leave or arrive at work, and before and after eating/handling food. Hand towels provided for drying hands.</p>		<p>Guest to be informed of fire alarm procedures on how to social distance</p>
Reception/customers at risk of covid -19	<p>Social distancing will be practiced, to provide 2m gap between persons. Floor marking are positioned in appropriate locations to support social distancing.</p>	<p>1 3 3</p>	<p>Floors will be displaying covid-19 keep your distance and any queuing areas will taped of as per government guidelines</p>
<p>Protective screens are fitted to the reception area to protect reception staff.</p>	<p>1 3 3</p>	<p>Screens are in place</p>	
<p>Excess furniture will be removed and stored to minimise contact points.</p>	<p>1 3 3</p>	<p>One to entrance/one door exit</p>	
<p>Both sets of doors to entrance will be open to provide good social distancing to be maintained.</p>	<p>1 3 3</p>		
<p>Only the receptionist will be located at the reception. The office to the rear of reception will be closed.</p>	<p>1 3 3</p>		
<p>The reception desk is organised so staff can social distance from the guests.</p>	<p>1 3 3</p>		
<p>Wherever possible, as much information will be obtained from the guest at the time of booking to minimise check-in time. An email will be sent to guest prior to arrival outlining the extra precautions, including card and not cash payments. An invoice will be sent by email (if paper invoice is needed then this will be left for the guest to collect).</p>	<p>1 3 3</p>	<p>Reception staff to get all information at time of booking and to send email out informing guest of our procedures</p>	

All pens on reception desk will be sanitised. Reception staff will have their own stationary.	1	3	3	2 boxes with sign one with sanitised pens one with used pens
All keys will be sanitised daily.	1	3	3	Key will be sanitised after each use
If guests require assistance with luggage, it needs to be collected before or after the guest and left outside the door. Staff to continue following hand washing procedures.	1	3	3	Staff to be trained on how to do luggage safely
Face mask to be worn in all public areas of the hotel	1	3	3	Both staff and guest informed to wear face mask in all public areas
When employees they blow their nose, sneeze or cough, eat or handle food they are instructed to avoid touching their eyes, nose, and mouth with unwashed hands.	1	3	3	Inform and educate staff when they need to wash their hands.
Employees instructed to cover their cough or sneeze with a tissue, then throw the tissue in a bin and wash their hands. The need to "Catch It, Bin It, Kill It" will be communicated to employees.	1	3	3	All staff to have tissues and wash their hands after using them
Tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them.	1	3	3	As above
Employees are instructed to avoid close contact with people who have symptoms.	1	3	3	Social distancing poster around the hotel
Employees will continue to follow existing risk assessments and safe systems of working for handling post and packages.	1	3	3	Any staff dealing with delivery's, post, and packages to wash their hands straight away
Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards, headsets) are wiped with disinfectant regularly throughout the day and at the end of the shift.	1	3	3	Reception to sanitize their work stations as they start work and once they have finished
Sanitizing hand dispensers are positioned in prominent places around the hotel e.g. exit and entry points, all departments. These are regularly refilled. Signs are displayed at these points to remind staff and guest to use them. Hand washing facilities are provided.	1	3	3	There are sanitizing stations on all main doors and entrance to restaurants and hand sanitizing dispensers on all corridors
NHS hand-washing and respiratory hygiene posters are	1	3	3	Poster are displayed round the hotel

displayed in the workplace. Face mask poster informing guest that mask must be worn in all public areas of the hotel		1	3	3	All staff to be informed of staff rules
Reception/Housekeeping/maintenance will use the main front doors when entering and leaving the hotel, and not through the kitchen door.		1	3	3	Rotas will be checked to monitor staff start and finish time Any staff changing into uniform will be told wipe down any touch points after getting changed Staff informed to wash uniform above 60
Staff start and finish times will be staggered to prevent this risk of transmission. Changing in/out of uniforms will take place in the designated room. Staff will wipe down handles, surfaces and other touch points. Staff will be informed to wash their Uniforms above 60°C. Staff will be provided PPE		1	3	3	Staff informed to wash uniform above 60
Paper time sheets will be used instead of clocking in/out to increase social distancing.		1	3	3	
Staff will stay in their own departments where practicable.		1	3	3	
Personal protective equipment will be provided for staff, including gloves, face masks, disposable aprons and face visors.		1	3	3	BPH will ensure that a suitable and sufficient stock of appropriate PPE is held in stock and all staff will be trained on appropriate use of PPE
Breaks will be staggered, and social distancing will be maintained at all times. Breaks will be taken in designated areas e.g. a function room or conservatory. Managers to communicate the location to their staff.		1	3	3	Breaks will be staggered and staff advised where to take lunch

<p>7 Kitchen</p> <p>To many people in one area at any one time not being able to maintain social distance</p>	<p>Only one person will be allowed in the dry store, prep room, walk in fridges etc.</p> <p>Deliveries into the kitchen will be staggered, and staff handling delivered goods will wash their hands. Delivery drivers must obey social distancing rules.</p> <p>The chef will plate up food and put it on a tray. The chef will then step back 2m to allow the food server to collect the tray.</p> <p>Crockery and glasses will be washed at 80 °C. A one-way system will be maintained for dirty dishes.</p> <p>Packaged and plated meals will be provided for staff lunches, and these will be staggered to avoid cross-contamination.</p> <p>All surfaces will be cleaned down as per normal procedures, using the appropriate detergents and wearing of PPE.</p> <p>Kitchen porters to wear face mask when operating dish washes and rinsing dishes, gloves to be worn when handling rubbish bags</p> <p>Kitchen staff to wear face mask in all public areas of the hotel</p> <p>Chef rotas to be introduced with different start time and shift patterns</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>Notices have been put up to remind staff one person at a time</p> <p>Delivery drivers to sanitize hands on arrival and to step back while orders are being checked , chef to wash hands after dealing with delivery and stock</p> <p>Chef and waiting on staff will maintain social distancing when sending out dishes</p> <p>A one way system for dirty dishes has been put in place</p> <p>Plated lunches to be placed on a table for staff to collect</p> <p>All cloths to be washed after each shift</p> <p>PPE to be worn when operating dish washer KP will wear face mask</p> <p>Mask to be worn when in public areas</p> <p>To control social distancing and use of changing rooms</p>
---	--	--	--	--	---

<p>8 Restaurant and bars</p> <p>Maintain social distancing between staff and customers to avoid risk of covid-19 whilst working with in the restaurant and bars</p>	<p>Customers will not be allowed in the restaurant/ bars should they have COVID-19 symptoms.</p> <p>Face mask poster on all entrance/ face mask to be used when walking around hotel</p> <p>A reservation/queuing system control booking and monitor social distancing keeping to the government guidelines</p> <p>Maximum number can meet is 6 from 6 households . Bookings can not to be taken for more than 6 adults from 6 households by booking separate tables, single households contains more than 6 people can meet together provided they all live at the same address. Members of extended households over 6 can meet together in private gardens</p> <p>A two hour time slot for all bookings</p> <p>Social distancing of 2m will be maintained between table and Floors will be marked out to guidance</p> <p>Access will be restricted at the entrances to ensure Social distancing. Maximum capacity for archers bar/conservatory is 98 inside</p> <p>Customers details over the age of 18 will be taken for track and Trace, customers are required to provide verification of their name and address e.g. drivers licence or utility bill</p> <p>Walk ins need to be kept to a minimum</p> <p>Food ordering staff to maintain social distancing when taking orders,</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>Sign informing guest not to enter if you have symptoms of covid-19 on all entrance to restaurant and bar</p> <p>Face mask only to be taken off when customer is sat at table.</p> <p>At time of booking all details of adults over the age of 18 need taken</p> <p>Maximum number of people can meet is 6 from 6 households only (excluding children under the age of 11 or a carer of a member of the group) inside/ outside. If 6 people seated at the table maximise the distance</p> <p>Tables and touch point to be sanitized between each use</p> <p>As per Welsh government guidelines currently 2 meters</p> <p>Access will be restricted floor marked up to keep social distancing</p> <p>Verified on arrival (the NHS covid-19 app dose not substitutes this)checking address match the booking, Details will be kept for 21 days</p> <p>Bookings encouraged, verification of all walk in need to be taken</p> <p>An online food order system has been developed, Staff to wear face mask when taking food orders and to maintain a safe distance, staff can remove face mask to assist someone how relies on lip reading but must maintain social distancing</p>
---	--	---	---	---	---

<p>All service will be table service no standing guest , mask must be worn when not sat at table both inside and outside</p> <p>Guest can pay inside but must maintain Social distancing</p> <p>All condiments will be provided in individual sachets only.</p> <p>Menu's to be paper versions</p>	1	3	3	<p>Guest must remain seated, table service only</p>
<p>Cutlery to be brought out once a food order has been taken. No tables to set up before hand</p>	1	3	3	<p>Cutlery to be wrapped in a napkin, and placed into oblong white container along with condiments. The container is then placed on the table for guest to help them self</p>
<p>Cutlery, plates glasses cleared by staff</p>	1	3	3	<p>Bar glass to be picked up by the bases plates etc. taken to kitchen wash-up, staff to wash hand before moving on to other duties, gloves will be provided</p>
<p>All staff to wash hands and use sanitiser stations.</p>	1	3	3	<p>All food and beverage staff wash hands regular after before and after serving food</p>
<p>Contactless payments wherever possible. Discourage cash payments. If paying at the Counter social distancing will be maintained</p>	1	3	3	<p>Card/ room payments to be encouraged, if handling cash staff to use gloves and to wash hands after handling cash</p>
<p>Customers asked to step back from buffet so that staff can serve them. Buffets to be plated by hospitality staff once plated staff to place plate on a tray for collection by customer</p>	1	3	3	<p>All buffets will be plated up by hospitality staff and then place on the counter for customers to remove the plate, rigorous cleaning of buffet station</p>
<p>A clear all policy when cleaning tables</p>	1	3	3	<p>All crockery/cutlery weather clean or dirty to be removed after a guest has left the table to be sanitized</p>

10	<p>Surface and contact points will be wiped down after use. This includes chairs, tables, bar tops, tills, counters, chip & pin etc.</p> <p>Toilets to be monitored and cleaned of a regular bases</p> <p>All cleaning cloths/sponges to be cleaned daily , use sanitising wipes on tables</p> <p>No live music/ television sound too kept to minimal</p> <p>Windows to be opened to increase ventilation and doors to be wedged open (not fire doors)</p>	1	3	3	<p>An enhanced cleaning programme has been introduced with check sheets for all touch points</p> <p>Toilets to have a one in one out and an enhanced cleaning programme and to be checked on a regular bases</p> <p>Fresh cleaning cloths on each shift</p> <p>Background music only</p> <p>As per government guidelines</p>
<p>Maintain social distancing when delivering room service/takeaway between customer and staff to avoid risk of covid-19</p>	<p>Guest expectations will be managed. Guest will be advised that staff will operate social distancing at all times. Trays will not be brought into the room.</p> <p>Online ordering will be adopted, with timeframe for delivery (allergies/intolerance discussed and communicated to kitchen staff at booking).</p> <p>Phone orders with payment at time of order will be encouraged.</p> <p>Any guest picking up take-aways must use hand sanitiser. Meals will be collected from collection point advised, whilst operating social distancing.</p> <p>Staff to ask customer to ring reception when finished with trays and to leave it outside the room for collection.</p>	1	3	3	<p>Trays to be left outside the guest room on butler stand , staff to knock on door and stand back while the customer remove the tray, once customer has gone back in room Remove the butler stand. Butler stand to be disinfected after each use</p> <p>Reception communicate the allergies/intolerance to the kitchen</p> <p>Orders will be taken over the phone and payment charged</p> <p>Guest informed on time of booking where to pick up takeaway and to sanitize their hands on arrival at the hotel</p> <p>Corridors checks will be more frequent all Trays will be taken to kitchen for cleaning/sanitizing.</p>

11	House keeping Risk of getting covid - 19 housekeeping and maintenance	Staff will practice good hygiene and hand washing at all times.	1	3	3	Staff informed to wash their hands before and after every delivery and collection
House keeping	Housekeeping/ maintenance staff to use the main front doors on arrival and leaving the work place	1	3	3	All staff informed of the rules	
Staff will wait in lounge area to be given keys from housekeeper in charge. All staff to wash hands on arrival to work	1	3	3	Housekeeping have staggered start time and wait for house keeper to give them the information need		
Toilets will be cleaned on a regular basis/Cleaning schedules to be operational within all areas of the hotel	1	3	3	An enhanced cleaning schedule is in place and documented for toilets, hotel guest encourage use the bathroom in their rooms		
Maintenance staff will only carry out work in guest bedrooms in the absence of the guest	1	3	3	All surface that maintenance have touched must be wiped down after work has been completed		
Maintenance staff to maintain social distancing where possible, any contractor must be sign in and out	1	3	3	Details need to be taken for track and trace		
Room cleaning will take place in the absence of a guest. Trolleys will contain PPE and hand gel. Staff will wash hands and use sanitised gel after cleaning each room.	1	3	3	Rooms are only to be cleaned on a depart room. Stay over guest rooms will be cleaned on a request basis only and cleaned once the guest has left the room		
Notices will be positioned on trolleys to remind guest to maintain 2m social distancing	1	3	3	Staff will observe social distancing, sign on trolleys informing guest of social distancing		
Rooms will be cleaned and disinfected safely by HK staff. All contact surface and touch points will be sanitised.	1	3	3	A check sheet for each room to be filled in once the touch points have is cleaned.		
Staff to be informed on how to use cleaning products	1	3	3	Cleaning detergent is left on surface for a few minutes to give it a chance to work before cleaning off		
Linen and bedding will be bagged before leaving room.	1	3	3	Each rooms linen to be bag up in the room		
Shower curtains	1	3	3	Shower curtains to be washed on all depart rooms		
Waste will be bagged-up in the room.	1	3	3	All bedroom waste bag up in room		

Staff / customers at risk of catching covid - 19 contaminated room	<p>PPE will be disposed of after cleaning takes place.</p> <p>All cloths will be washed after cleaning rooms Housekeeping will inform availability of room to reception by phone.</p> <p>The lounge toilets upstairs will be designated as staff toilets to avoid transmission between staff and Customers.</p>	<p>1</p> <p>1</p> <p>1</p>	<p>3</p> <p>3</p> <p>3</p>	<p>3</p> <p>3</p> <p>3</p>	<p>All PPE will be disposed of after cleaning</p> <p>washed in temperatures above 60 degrees</p> <p>Housekeeping staff to use lounge toilets</p>
	<p>Should there be an infection in one of the rooms, the room will be secured and locked for 72 hours. The door to the room will have a sign on the door to advise access not permitted. Windows and doors should be opened after 72 hours to air the room.</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Infected room to be kept off for 72 hours and sign placed on door All staff informed. https://gov.wales/coronavirus</p>
	<p>Disinfect any touch points that may have been contaminated by an infected person as soon as possible, all routes and public areas and contract points need to be cleaned. Gloves and aprons must be worn as a minimum during cleaning</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>This need to be done as soon as possible to stop the spread of covid-19</p>
<p>Cleaning will take place after 72 hours</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>cleaning will be done following the cleaning guidelines</p>	
<p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used.</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>If room cannot be left for 72 hour, then all soft furnishing/ upholstered will need to be steam cleaned</p>	
<p>We will wash laundry items in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely.</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>All towels and bed linen need to be double bagged up in room and stored for 72 hours in a secure place then sent back to the laundry following there procedures</p>	
<p>Staff will avoid shaking dirty laundry in an infected room, this minimises the possibility of dispersing virus through the air.</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>All staff to be informed not to shake laundry</p>	
<p>We will clean and disinfect anything used for transporting laundry with our usual products, in line with the cleaning guidance above.</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>All trolleys and cleaning equipment will be cleaned and sanitized after use</p>	
<p>Hard surface - using a disposable cloth, we will first clean hard surfaces with warm soapy water. We will then disinfect these surfaces with our usual surface cleaning products. We will pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Surface will be washed in warm soapy water then disinfected</p> <p>Colour code cloths will be introduce for different areas of room</p>	

13	<p>If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), we will also provide protection for the eyes, mouth and nose as well as gloves and an apron.</p> <p>Hand washing regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning will take place.</p>	1	3	3	<p>Staff trained in the use of PPE and the importance of changing out of this as soon as they have finished room</p> <p>Wash hand once PPE has been removed</p>
	<p>We will avoid creating splashes with spray when cleaning</p>	1	3	3	<p>Toilet seat to be put down before flushing toilets</p>
	<p>Waste will be put in a plastic rubbish bag and tied when full. The plastic bag will then be placed in a second bin bag and tied. This will be put in a suitable and secure place and marked for storage until the individual's test results are known.</p>	1	3	3	<p>All waste to be double bagged and secured for 72 hour before being disposed of in the general waste</p>
	<p>All touch points in public areas will need to be cleaned to prevent cross contamination.</p>	1	3	3	<p>Guideline poster have been done for this</p>
	<p>Cleaning product e.g. mop heads, cloths PPE and any other item used in cleaning an infected room needs will be disposed of straight away and not used anywhere else</p>	1	3	3	<p>All cleaning products, PPE be double bagged and secured for 72 hours before being disposed of in the general waste</p>
	<p>If the room cannot be isolated:</p> <ul style="list-style-type: none"> • Housekeeping to wear appropriate PPE. • Surfaces will be cleaned with hot soapy water then disinfected/sanitised. Attention will be paid to frequently touched surfaces. • Laundry, bedding towels etc to be double bagged and stored in isolation for 72 hours • All soft furnishing will be steamed cleaned. • After cleaning, waste will be put in a plastic rubbish bag and tied when full. The plastic bag will then be placed in a second bin bag and tied. This will be put in a suitable and secure place and marked for storage until the individual's test results are known. • After cleaning and handling waste, practice good hand washing. • If an area has been heavily contaminated, then a deep-cleaning service may be considered 	1	3	3	<p>Staff to be in full PPE before entering room All soft furnishing, mattress, curtains will be steamed clean</p> <p>Linen need to be placed in a bag from the laundry and stored for 72 hours</p> <p>All waste will be double bagged and stored for 72 hour</p>
	<p>Rooms will be fogged</p>				<p>Rooms will be fogged</p>

14						
First-aid	First-aid provisions are in place. First-aiders certificate that expires 2020 and cannot access requalification training because of coronavirus may qualify for a 3-month extension. To qualify for the extension, the first aider must be able to explain why they haven't been able to requalify and demonstrate what steps they have taken to access the training, if asked to do so in the future.	1	3	3		
Statutory inspections/inspection of critical equipment	All reasonable efforts will be made to ensure that social distancing measures in the workplace are not perceived to be a barrier to carrying out the thorough examinations of lifting equipment, pressure systems, boilers etc. Where the examination is not undertaken a risk assessment will be undertaken in accordance with HSE guidance to determine whether it is safe to use or not. Fire equipment and other critical items will be maintained as normal, applying social distancing practices, and subject to risk assessment.	1	3	3	Fire risk service was done august 2020	
Risk of Legionella within the water system	Prior to occupation all cold and hot water systems will be flushed long enough for all stagnant water to be flushed away.	1	3	3	Tanks and boilers where drained and turned off in two sections of the hotel, water is being flushed throw the system in the other areas of the hotel	
Coronavirus outbreak/business continuity	Someone been assigned responsibility for planning and Preparedness in the event of a disease outbreak.	1	3	3		Inform environmental health, Riddor
	Key stakeholders (internally and externally) have been identified and the company is aware of need to consult with.	1	3	3		
	The business has carried out a 'high level' impact assessment of the organisation e.g. financial assessment and strategic priorities.	1	3	3		
	Cross skilling and alternative resources has been identified and provided to keep critical activities running.	1	3	3		Staff have been trained to work in all areas of the hotel
	The business has considered the possibility of changes we can offer, our services, and our interaction with customers.	1	3	3		We will be monitoring government guidelines and adapting where necessary
	The business has prepared an emergency communications plan.	1	3	3		A list of staff telephone numbers and next of kin is in the covid file. Staff can be commutated through the staff portal
	The business has considered the possible impact of disruption to our supply chain.	1	3	3		


Likelihood (Potential)		Severity (Consequences)	
Low	(1) Harm will seldom occur	Low	(1) Minor First Aid injury
Medium	(2) Reasonably likely to occur	Medium	(2) Short term injury or disability requiring medical treatment
High	(3) Certain or near certain to occur	High	(3) Death or major injury

Risk Rating - Adequate Control Measures should be considered for the following:-

- 1 - 3 Low risk
- 4 - 6 Medium / Significant risk
- 9 - High / unacceptable risk

Print date: 14.05.2021

Assessed by: Sign

Assessed by:  Sign

Simon Rogers

