

COVID 19 RISK ASSESSMENT (R3)

Department: Maintenance	Assessment by: Liz Brown	Date: 22 nd May 2020
1 st review date due: 17 th June 2020	Manager approval: Liz Brown	Date: 12/5/21
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>Follow all General hotel procedures for staff and guests to reduce the chance of contracting the disease. (see additional sheet)</p> <p>Increasing the frequency of hand washing or use of hand gel before entering a guest bedroom or before carrying out any task</p> <p>Reduce the movements between departments and use radio for communication to reception</p> <p><u>Avoid sharing items</u> During the duration of your shift just use your own equipment but if you do have to share items wipe them with wipes before and after use.</p> <p>Do not enter a bedroom if a guest is present. Arrange a time to return or ask the guest to leave if the job is urgent</p> <p>After completing the task sanitise all touch points with wipes and or Dettol spray</p> <p>Wear a mask at all times</p> <p>Do not enter the reception area – use radio. Reception will update the maintenance book and leave in an accessible place.</p>			