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|  | **COVID 19 Risk Assessment (R3)** | |
| Department: ALL STAFF | Assessment by: Liz Brown | Original Date: 1/7/21 |
| 1st review date due: | Manager approval: LIZ BROWN | Updated: 27/01/22 |
| **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 |

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| **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** | **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:**  **All current Government guidelines should be followed.**  **Staff to also sanitise their hands.**   1. **Increasing the frequency of handwashing following the 20 second rule.** 2. **.**   **Increasing the frequency of surface cleaning especially touch points such as tables, chairs, light switches, door handles, hoover handles.**   1. **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)**   **UPDATED GOVERNMENT GUIDELINES MUST BE FOLLOWED**  **Further actions include:  Increasing the frequency of hand washing or hand sanitising and surface cleaning (including disinfection of high footfall areas or common touchpoints and toilet/restrooms).**  **Keeping the activity time of any activity where social distancing cannot be maintained as short as possible**  **Reception, house keeping, bars and maintenance to have their own kettle and mugs. Please make your own drink to avoid you touching other mugs.**  **Avoid guest or staff contact – shaking hands or hugs**  **Reduce the movements between departments when possible.**  **Staff are not allowed in lift except for moving trolleys from floor to floor.**    **If a door is not a fire door it can be left open for extra ventilation.**  **If you suspect a guest or colleague has Covid symptoms please contact the manager immediately.**     1. **We have considered whether the people doing the work are especially vulnerable to COVID-19 and have discussed this with them. Please let Liz know if you fall into this category.** | **Liz** | **During June** |  |
|  |  | **COMMUNICATION**  **This updated risk assessment will be EMAILED TO ALL STAFF ON 27/1/22.** |  |  |  |
|  |  | **PPE (Personal Protective Clothing)**  **Masks may be worn if a member of staff feels more protected. Free masks are available at reception and plain black is preferred.**  **If you enter a bedroom where a Covid positive guest has been please wear mask, apron, gloves and dispose of them immediately.**  **Staff must wear a clean uniform every shift. Housekeepers have their uniform washed inhouse.** |  |  |  |
|  |  | **Avoid sharing items**  **During the duration of your shift just use your own equipment such as pens, mugs, knives, trolleys. Avoid sharing where possible.** |  |  |  |

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|  |  | **COVID-SYMPTOMS**  **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.**  **Staff who test positive need to organise a PCR test and email the positive result to** [**sue@hotelsheraton.co.uk**](mailto:sue@hotelsheraton.co.uk) **to be entitled to sick pay.**  **Managers will maintain regular contact with staff members during this time.** |  |  |  |
|  |  | **MENTAL HEALTH**  **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.** |  |  |  |
|  |  | **EMERGENCY**  **In the case of an emergency such as a fire, gas leak, evacuation or first aid – all COVID rules are ignored. Follow normal procedures.** |  |  |  |