

Covid-19 General Rivenhall Hotel Safety Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a generic Risk Assessment for dealing with the current Covid-19 situation at the Rivenhall Hotel. It is not likely to cover all scenarios and the Hotel has considered its own unique circumstances. For much more specific Health and Safety assessments and guidelines visit the Government, NHS and Health and Safety Executive (HSE) websites.

Business Hazards associated with the coronavirus pandemic	Potential Risk caused by hazards	Control Measures	Further Actions Required	Date Completed and by who
Infection Prevention, Cleaning and Staff Safety				
<p>As the Hotel rebuilds after lockdown and staff return to work the organisation must ensure their safety by masking premises "Covid" secure – unsafe workplace premises raise the risks of virus transmission.</p> <p>April 2021</p> <p>Lockdown and restrictions</p> <p>Hotel plans to re-open on 19.05.2021</p>	<p>There is a direct threat to staff health and wellbeing from transmission of Covid-19 coronavirus while at work. People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • Virus moves from person to person in droplets from the nose or mouth spread when a person with the virus coughs or exhales. • The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on etc. • People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth. 	<p>Ensure that the Hotel complies with its duty to provide a safe and healthy workplace/working conditions for staff in the workplace during the coronavirus pandemic by:</p> <ul style="list-style-type: none"> • Circulating "Covid secure" coronavirus policies and safety procedures to all staff; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe. • Requiring staff to practice effective social distancing while in and around the workplace, while travelling to work and in all work business. <p>Duty Managers and Senior Staff should pass on and reinforce key Government public health messages to all staff:</p> <ul style="list-style-type: none"> • Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it-Bin it- Kill it). • Put used tissues in the bin straight away. • Wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available). • Avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces. • Do not touch eyes, nose or mouth if hands are not clean. <p>In all departments, fully implement Public Health England (PHE) Guidance on Coronavirus, including the following key safety precautions:</p> <ul style="list-style-type: none"> • Keep local risk assessments under review to ensure that a safe place of work is always maintained. • Consult with staff– fully involve the workforce at all stages of the pandemic. • Make any adjustments to the workspace/rotas/work patterns/procedures necessary to facilitate effective 	<ul style="list-style-type: none"> • Staff training • All staff to read Covid 19 policy 	<p>10/08/2020 MV/DM 22.04.21 Reviewed & on-going MV/LC</p> <p>Reviewed 15/09/2020</p> <p>22.04.21 Reviewed & on-going MV/LC</p>

		<p>infection prevention and social distancing at work.</p> <ul style="list-style-type: none"> • Follow government health and travel advice. • Provide hand sanitiser as required. • Provide infection control personal protective equipment (PPE) such as gloves, masks and eye protection if required in individual risk assessments and method statements e.g. cleaning. • Increase environmental cleaning in the workplace, review and revise cleaning method statements and schedules and ensure cleaning staff have access to suitable detergents, disinfectants and PPE. • Provide additional waste removal facilities and more frequent rubbish collection. • Display appropriate public health posters and notices around the workplace and on website. <p>Staff are not required to wear face covering while at work but may do so if they wish. Conduct staff training. All staff to be aware of the requirements of this document and to confirm that they have done so.</p>	<ul style="list-style-type: none"> • Sanitising station • Provide PPE: gloves/masks/aprons/wash facilities. <ul style="list-style-type: none"> • Staff training • Staff signature list 	<p>03/08/2020 MV Duty Manager</p> <p>22.04.21 Reviewed & on-going MV/LC</p> <p>10/08/2020 MV-DM</p> <p>22.04.21 Reviewed & on-going MV/LC</p>
Equipment sharing				
Staff working together in workplace premises inevitably raised the risk of virus transmission. Hot desking and the sharing of equipment present hazards that raise the risk of virus transmission further	The risk of staff gathering in the workplace and of transmitting the virus. The Hotel does not have a home working commitment as it does not apply to the business it conducts.	<p>The following working arrangements will be put into place to reduce risk of equipment sharing:</p> <ul style="list-style-type: none"> • Managers will plan for the minimum number of people to operate effectively and safely. • Duty Managers to review all staff roles daily in order to facilitate and encourage safety at work. • Equipment should not be shared between staff as much as practicable – limit use of high touch equipment in the workplace, e.g. whiteboards, pens etc. • Equipment being shared must be cleaned/wiped after each staff use. 	<ul style="list-style-type: none"> • Rearrangement of reception and back office • Notice of staff restrictions at Reception and Back Office 	<p>03/08/2020 MV/DM</p> <p>10/08/2020 MV/DM</p> <p>22.04.21 Reviewed & on-going MV/LC</p>
Social Distancing at the Hotel				
Effective social distancing is a key element in reducing the transmission of Covid-19	Social distancing refers to people being required to maintain a distance from each other of 2 meters wherever possible. Social distancing effectively puts	<p>Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible by:</p> <ul style="list-style-type: none"> • Avoiding nonessential contact with others • Keeping a safe distance of at least 2 metres (about 3 steps) from others whenever possible. 	<ul style="list-style-type: none"> • Staff training and awareness 	<p>03/08/2020 10/08/2020 MV/DM</p> <p>22.04.21</p>

	<p>people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person.</p>	<ul style="list-style-type: none"> • Avoiding physical contact (e.g. hugs, handshakes etc.) <p>Adaptation to the premises to support social distancing should include:</p> <ul style="list-style-type: none"> • A review of all work premises to identify suitable adaptations which will support social distancing. • Offices and work spaces to be set up to support social distancing e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances etc. • Workstations and desks to be rearranged with a minimum separation between them – where necessary screens will be fitted. • Establishing maximum occupancy limits for offices and work areas. • Reducing the need for staff to move around within the workplace. <p>Adaptations to work processes to support social distancing will include:</p> <ul style="list-style-type: none"> • Cancelling non- essential meetings. • Holding essential meetings in well ventilated rooms with appropriate social distancing in place – limit numbers to essential members only. • Holding meetings outdoors. • Providing hand sanitiser at meetings. • Cancelling non-essential training and all face to face training/recruitment practices. • Carrying out any essential training/recruitment by using email/online eLearning wherever possible rather than bringing people together face to face. <p>Duty Managers should display notices in all premises reminding staff of the key infection prevention requirements including the need to maintain safe distancing.</p> <p>Where social distancing guidelines cannot be following in full, in relation to a particular activity, Duty Managers must carry out further risk assessments and consider whether that activity needs to continue for the business to operate – where such activities need to continue, appropriate mitigation methods should be put into place such as:</p> <ul style="list-style-type: none"> • Increased hand washing • Increased environmental cleaning. • Keeping the activity time involved as short as possible. 	<ul style="list-style-type: none"> • Rearrangement of offices and staff room • Notices and Signs and Ongoing • Sanitising station and ongoing 	<p>Reviewed & on-going MV/LC</p> <p>03/01/2020 MV/DM</p> <p>Reviewed 10/08/2020</p> <p>22.04.21 Reviewed & on-going MV/LC</p> <p>03/08/2020 MV</p> <p>22.04.21 Reviewed & on-going MV/LC</p> <p>03/08/2020 MV/DM</p> <p>22.04.21 Reviewed & on-going MV/LC</p>
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Higher risk areas of the workplace				
Some areas of the workplace may present a higher risk than others – this may include areas such as staff toilets, staff rooms and restrooms,	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk.</p> <p>Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination.</p> <p>A number of staff going to the toilet together may compromise their ability to comply with social distancing.</p> <p>Increased risk of people coughing and touching door handles, taps and toilet flush handles.</p>	<p>Ensure higher risk, high traffic areas of the workplace are Covid-secure by applying appropriate safety precautions including:</p> <ul style="list-style-type: none"> Stressing the need for staff to follow good hygiene practice at all times whilst at work (i.e regular hand washing, using tissues and disposing of them appropriately etc.) Managers ensuring that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towel. Printing handwashing instructions/posters and displaying throughout workplace, especially in toilets. Limiting numbers of staff who can use high traffic areas such as corridors, stairs, toilets and restrooms at any one time to ensure social distancing. Monitor high traffic area use and regulate use as necessary. Prioritise disabled use where necessary e.g. disabled toilet use. Staggering breaks to ensure that restrooms and toilets are not overloaded. Establishing safe queuing systems by use of room occupancy limits and floor markings/signage etc. Placing 60% alcohol hand gels at convenient places around the workplace with instructions for use. Increasing environmental cleaning, especially in and around toilets and restrooms and staff rooms, special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches etc. Increasing toilets/washroom inspections to check for cleanliness/adequate stock of soap/toilet paper etc. <u>Where possible</u> providing paper towels as an alternative to hand dryers in washing facilities. 	<ul style="list-style-type: none"> Notices and Signs Supplying of PPE and washing 	<p>03/08/2020 ongoing MV</p> <p>22.04.21 Reviewed & on-going MV/LC</p> <p>03/08/2020 ongoing MV/DM</p> <p>22.04.21 Reviewed & on-going MV/LC</p>
Staff Health and Staffing Levels				
Low staffing hazards due to high rates of staff sickness or staff having to self-isolate themselves	<p>Staff may get sick with coronavirus infection.</p> <p>People who have symptoms must self-isolate from 7 days</p>	<p>The following safety arrangements should apply to staff health or staffing levels:</p> <ul style="list-style-type: none"> Staff who are considered extremely vulnerable or high risk should not be expected to attend for work in the workplace 		

<p>at home or remain at home because they are shielded.</p>	<p>from the start of symptoms to prevent them from passing the infection on and contributing to the overload on the NHS.</p> <p>Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14day isolation period.</p> <p>Those who are considered extremely vulnerable are advised to shield themselves at home</p>	<p>– where possible or appropriate they should be furloughed or supported to work from home.</p> <ul style="list-style-type: none"> • Staff who are sick or self-isolating should phone immediately and inform the Duty Manager – on no account should they attend for work. • Make sure that communications go out that no member of staff should come to work if they are self-isolating or if they feel unwell. • Staff may be reallocated from non-essential parts of the organisation to essential functions or may be subject to furlough arrangements. • Duty Managers should consider temporary departmental closures or operational adjustments if staffing is reduced to unsafe levels. 	<ul style="list-style-type: none"> • Staff awareness and training 	<p>03/08/2020 ongoing MV/DM</p> <p>22.04.21 Reviewed & on-going MV/LC</p>
<p>Premises Access and Travel</p>				
<p>Staff who are required to attend for work must be given safe access to the workplace.</p>	<p>Travel to and from work may lead to greater risk of virus transmission.</p> <p>Public transport may be restricted in order to achieve social distancing on trains, buses, etc.</p> <p>Access to buildings may create a virus transmission risk of staff all seek entrance at once or are channelled through single points of entry.</p> <p>Risks may be increased for disabled staff who may have reduced options for access.</p>	<p>The following safety arrangements should apply to workplace access and travel arrangements:</p> <ul style="list-style-type: none"> • Ensure that sufficient access points to the workplace are provided so that staff do not congregate at entrances/exits – ensure that all access points have supplies of sanitiser available. • Review disable access policies and arrangements to ensure safe entrance or exit for disabled staff. • Use floor markings and signage at entrances and exits and introduce one-way flow systems at entry and exit points where appropriate. • Enable flexible/staggered working arrangements so that staff can avoid travelling at peak times or all arriving or leaving at the same time. • Provide hand sanitiser at entrances and exits. • Staff not to share cars and limit use of any work minibuses 	<ul style="list-style-type: none"> • Notices and Signs 	<p>03/08/2020 ongoing MV</p> <p>22.04.21 Reviewed & on-going MV/LC</p>

		<p>etc.</p> <ul style="list-style-type: none"> Staff not to use public transport if at all possible – where they do use public transport they should conform with all requirements, e.g. wearing face coverings if required, social distancing etc. <p>In all cases non-essential travel for work purposes should be minimised.</p>		
Cases of Possible Infection On-Site				
<p>People becoming unwell while on site or a symptomatic person using a site.</p>	<p>High risk of transmission</p>	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new continuous cough or a high temperature) they should be sent home and advised to follow government advice to self-isolate.</p> <p>The following actions should be taken within the workplace:</p> <ul style="list-style-type: none"> All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with bodily fluids and all potentially contaminated high contact areas such as toilets. Public areas where a symptomatic individual has passed through and spend minimal time, such as corridors, but which are not visibly contaminated with bodily fluids, can be cleaned thoroughly as normal. Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000parts per million available chlorine. Cleaning staff must use appropriate PPE. Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste. 	<ul style="list-style-type: none"> Staff awareness and training 	<p>03/08/2020 ongoing MV/DM</p> <p>See review of 24/09/2020</p> <p>22.04.21 Reviewed & on-going MV/LC</p>
Information				
<p>Hazards caused by lack of information or inaccurate information being circulated.</p>	<p>The pandemic has been accompanied by a large amount of official guidance, some of which needs interpretation, and also by misinformation, rumour and “fake news” or “myths”. If these are allowed to gain traction within the organisation they can</p>	<p>The following safety arrangements should be applied to mitigate risks caused by misinformation and “fake news”:</p> <ul style="list-style-type: none"> To ensure the safety and wellbeing of staff business strategies must be based on accurate information and staff must be given consistent, simple and clear messages. Coronavirus risk management team to monitor official advice carefully and update all policies and procedures. Ensure leadership teams/local managers are briefed and kept up to date. Duty Managers to beware fake news and discourage the 	<ul style="list-style-type: none"> Staff awareness and training 	<p>03/08/2020 ongoing MV/DM</p> <p>22.04.21 Reviewed & on-going MV/LC</p>

	obscure and confuse vital health and safety measures.	<p>circulation of misinformation.</p> <ul style="list-style-type: none"> Keep all staff informed – key messages include the need for unwell staff or homeworking staff to stay at home, for frequent handwashing and for social distancing. 		
Communication				
Threat to effective communications	The pandemic crisis threatens communications with clients/customers/suppliers – such communications are vital in the re-establishment of business activities and procedures after lockdown.	<p>The following safety arrangements should be applied to mitigate risks to communication systems:</p> <ul style="list-style-type: none"> Senior management to review all outward facing communications (e.g. on customer website etc.) to ensure messages are consistent, clear and reflect the customer focused and socially aware values of the organisation. Managers to revise communications strategies and plans. Devise specific plans for how and how often to communicate with clients/customers/suppliers. 		<p>03/08/2020</p> <p>22.04.21 Reviewed & on-going MV/LC</p>
Cyber Security				
Cyber security risks	<p>Cyber security threats often accompany a crisis, including computer viruses, phishing and scam emails and coronavirus related “ransomware”,</p> <p>With the organisation and individual staff more reliant than ever on digital communications and the internet and with more staff working from home and using a variety of digital devices, the need to ensure the security and function of our digital systems is more important than ever.</p>	<p>The following safety arrangements should be applied to mitigate cyber risk:</p> <ul style="list-style-type: none"> Review cyber security and surveillance infrastructure and ensure that all reasonable protection is in place. Circulate warnings to staff and managers of any credible cyber threats, especially scam emails and text messages. Ensure that staff working from home and using remote working systems are covered by cyber risk protections. Ensure that any homeworking arrangements maintain standards of data protection and IT security. Ensure that existing cyber security systems do not now interfere with the availability of critical safety information and updates relating to coronavirus. Assess cyber risks to new supply chain connections developed during the crisis. 		<p>03/08/2020 MV</p> <p>22.04.21 Reviewed & on-going MV/LC</p>
Spread of Covid-19 Coronavirus		<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. Staff encouraged to protect the skin by applying emollient cream regularly. 	<ul style="list-style-type: none"> Notices and Signs Staff training and awareness 	<p>03/08/2020 ongoing MV</p> <p>03/08/2020 ongoing MV/DM</p>

		<ul style="list-style-type: none"> • Gel sanitisers in any area where washing facilities not readily available <p>Staffs to be reminded on a regular basis to wash their hands for 20n seconds with water and soap and the importance of proper drying with disposable towels. Also to be reminded to catch coughs and sneezes in tissues – Follow, Catch it, Bin it, Kill it, and to avoid touching face, eyes nose or mouth with unclean hands. Tissues will be made available at key access locations – at all stations, Reception, Bar, Kitchen, Staff room and all WC’s.</p> <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception areas, using appropriate cleaning products and methods. To help reduce the spread of coronavirus (Covid19) reminding everyone of the Public Health Advice https://www.publichealth.hscni.net/news/covid-19-coronavirus Posters, leaflets and other materials are available for display Rigorous checks will be carried out by duty manager and senior staffs to ensure that the necessary procedures are being followed.</p> <p>Social Distancing Social distancing – reducing the number of persons in any work area to comply with the 2metere (6.5foot) gap recommend by the Public Health Agency. Taking steps to review work schedules including start and finish times/shift patterns, working from home etc to reduced number of workers on site at any one time, also relocating workers to other tasks. Redesigning processes to ensure social distancing in place. Social distancing also to be adhered to in all used areas of the Hotel. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Duty Manager checks and senior staff to ensure that this is adhered to.</p> <p>Wearing of gloves Where risk assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<ul style="list-style-type: none"> • Policy and procedure 	<p>22.04.21 Reviewed & on-going MV/LC</p> <p>03/08/2020 ongoing MV/DM</p> <p>22.04.21 Reviewed & on-going MV/LC</p>
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		<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing</p> <p>PPE Public Health Guidance on the use of Personal Protective Equipment (PPE) to protect against Covid-19 relates to health care settings. This is not applicable to the Hotel in the sense to wearing gowns and visors. However, PPE equipment such as disposable gloves, aprons, face masks sanitiser (alcohol gel) will be provided for staffs use. In the Hotel, individuals are asked to observe social distancing measures and practice good hand hygiene behaviours (see above)</p> <p>Symptoms of Covid-19 If staff becomes unwell with new continuous cough or a high temperature in the Hotel, they will be sent home and advised to follow the stay at home guidance. Duty Managers will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises) the management team of the workplace will contact Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Staff will be required to sign a Covid-19 health declaration sheet at the beginning of their every shift. Internal communication channels and cascading of messages through Duty Manager will be carried out regularly to reassure and support employees in a fast-changing situation. The duty manager will offer support to staff who are affected by Coronavirus.</p> <p>Mental Health Management will promote mental health and wellbeing awareness to staff during the coronavirus outbreak and will offer the support they can to help Regular communication of mental health information and open door policy for those who need additional support.</p>	<ul style="list-style-type: none"> • Policy and procedure 	<p>03/08/2020 ongoing MV/DM</p> <p>22.04.21 Reviewed & on-going MV/LC</p>
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New Rules/Guidance from Government and Braintree District Council	Increasing potential of escalation of Covid19	<p>New Rules</p> <p>All staff to be made aware</p> <p>Memo/new instructions to staff</p> <p>New Covid19 NHS App signs at all entrances</p> <p>Review on the supply of PPE</p> <p>Notices/signs and posters at key locations</p> <p>New rules for staff/customers and visitors to comply with</p>		<p>24/09/2020</p> <p>ongoing</p> <p>MV/DM</p> <p>22.04.21</p> <p>Reviewed & on-going</p> <p>MV/LC</p>

This risk assessment must be read and considered in conjunction with the Hotel's Covid-19 policy.