

Coronavirus Hotel Risk Assessment

People at Risk

Staff, Visitors to the hotel, Contractors, Vulnerable groups (whether staff or guest); Elderly, Pregnant workers, those with existing underlying health conditions



Identified Hazard	Controls Required	Guide to Compliance	Date Control confirmed
Spread of Covid-19 Coronavirus Hand Washing	<ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • Drying of hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available • No use of personal phones while on shift 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues</p> <p>Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues available throughout the workplace.</p> <p>Personal mobile phones harbour viruses from home, public transport, etc. If it is a work issue phone it must be wiped with a disinfectant cleaner on arrival at the hotel.</p> <p>Checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	September 2020
Spread of Covid-19 Coronavirus Cleaning	<p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Where practical equipment must be assigned to a single user and not shared</p> <p>Vacuum Cleaners must have a HEPA filter</p>	<p>Including Housekeeping trolleys, cleaning equipment and utensils. After use they must be disinfected with the antiviral cleaning chemical.</p> <p>Vacuum cleaning can spread any virus present in the environment and is small enough to pass through normal filters. If the hotel has a case of COVID-19 in the previous 72 hours all vacuuming must cease for a further 72 hour period.</p>	September 2020

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<p>Spread of Covid-19 Coronavirus Social Distancing</p>	<p>Social Distancing reducing the number of persons in any work area to comply with social distancing recommended by the Public Health Agency</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Hotel Social Distancing Guidelines have been issued to hotels.</p>	<p>September 2020</p>
<p>Spread of Covid-19 Coronavirus Wearing of Gloves and Face Coverings (masks)</p>	<p>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> <p>Requirement for risks associated with the work undertaken the following measures will be followed.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Gloves must not substitute washing hands. They must be changed between tasks or gloved hands must be washed.</p> <p>Maintenance tasks involving the manipulation of filters where there is a higher risk of virus concentration (e.g. HVAC filters) FFP2 masks to be worn</p>	<p>September 2020</p>

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<p>Spread of Covid-19 Coronavirus Symptoms of Covid-19</p>	<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>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 the Public Health Authority to discuss the case, helping to identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>		<p>September 2020</p>
<p>Spread of Covid-19 Coronavirus Impact on Mental Health and Well Being</p>	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Regular communication of mental health information and open door policy for those who need additional support. Refer to T&C manager for support and resources to assist with preventing mental health issues.</p>	<p>September 2020</p>
<p>Spread of Covid-19 Coronavirus Communications</p>	<p>All staff are kept informed of ongoing COVID19 risks as they arise from government advice.</p> <p>The hotel management team have a daily briefing to ensure covid19 controls are maintained and non-compliances identified and actioned.</p>	<p>Hotels will appoint one or more points of contact within the hotel to coordinate COVID control at hotel level. There will be a job description summarising the role during the covid control period. The role of this person will be communicated to the hotel team.</p>	<p>September 2020</p>
<p>Spread of Covid-19 Coronavirus in staff only areas</p>	<p>Sanitise when entering and before leaving, of all common surfaces and touch points. Staff to wear face masks at all times and one person allowed at any one time.</p>	<p>Applies to Staff Room and Laundry. Appropriate signage will be displayed upon entry. Sanitising equipment and PPE will be supplied to staff members. One member of staff only.</p> <p>Pastoral Cottage Offices and Kitchen - Appropriate signage will be displayed upon entry. Sanitising equipment and PPE will be supplied to staff members. One person allowed in Kitchen at any one time. All offices – one member of staff only per office.</p>	<p>November 2020</p>