

## Bishopsgate House Hotel March 2020

### Covid 19 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 RA is to identify risks on the premises and to eliminate them with our procedures and code of practice.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Visitors to your premises</b></li> <li>• <b>Cleaners</b></li> <li>• <b>Contractors</b></li> <li>• <b>Drivers</b></li> <li>• <b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</b></li> <li>• <b>Anyone else who physically comes in contact with us in relation to our business</b></li> </ul>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance in still room.</li> <li>• Drying of hands with disposable paper towels.</li> <li>• Hand creams will also be available</li> <li>• Gel sanitisers in any area where washing facilities not readily available. Front door, bar, reception and restaurant. These are for both guests and staff.</li> </ul> <p><u>Cleaning</u> 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</p>	<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 – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Staff should report any problems they see immediately.</p> <p>Government leaflets with advice should be on display in public areas.</p> <p>Rigorous checks will be carried out by Hazel or Duty Manager to ensure that the necessary procedures are being followed.</p>	All are required to action all controls in this document	Action is ongoing whilst hotel is trading and includes deliveries and take outs	

		<p>appropriate cleaning products and methods. (Dettol anti-bac spray) Menu Covers, Credit card machine when exceeding contactless amount.</p> <p><b><u>Social Distancing</u></b> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre Only one person in following areas at any one time: Behind Bar Reception Main Kitchen Still Room</p> <p>When entering and leaving the restaurant, one way system must be adhered to.</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 smoking area.</p> <p><b><u>Wearing of Gloves</u></b> Gloves will be provided for housekeeping, must be changed after each room and disposed of correctly.</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>All staff to wear face shields when working face to face with a guest</p> <p>Housekeepers to work on basis of one person in one room at a time.</p> <p>Customers will be asked to give a time slot for meals and may be required to wait in the lounge area if limited tables in Restaurant not available</p>			
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		<p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p><b><u>Symptoms of Covid-19</u></b>  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, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).</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.</p>			
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**Guest will also be given a 'safe practice' letter on checking in and this will be the guest's code of conduct**