



Coronavirus (COVID-19) Risk Assessment

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Description:

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.

What are the Hazards?

Spread of Covid-19 Coronavirus

Who Might Be Harmed?

- Staff
- Guests
- Visitors to the hotel
- Cleaners
- Contractors
- Drivers
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with us in relation to the business

We will use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.

Calculation of Risk and Probability

Table 1

PROBABILITY (P)	Very Improbable	Improbable	Even Chance	Probable	Very likely
	(P=1)	(P=2)	(P=3)	(P=4)	(P = 5)
SEVERITY (S)	No injury or Minor injury with no lost time	Absent from work for less than 3 days, with full recovery	Absent from work for more than 3 days, with full recovery	Absent from work for undetermined time, with, possible, partial disability	Permanent disability or death
	(S=1)	(S=2)	(S=3)	(S=4)	(S = 5)

Risk and Probability

Table 2

RISK					
SEVERITY PROBABILITY	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Risk

Rating = Probability x Severity (RR = PxS)

Table 3

RISK CLASS	RISK	CORRECTIVE CONTROL MEASURES	CONTROL MEASURES
A (High Risk)	15 - 25	Stop works immediately. Use Alternative work methods – change of process. Do NOT start works unless Risk Rating is below 15	Stop works and Remove the hazard. Do a new Risk Assessment
B (Medium/High Risk)	9 – 12	Limit exposure time Use barriers to protect worker from hazard Health & Safety on-site support/Inspection Try to use a less Risky method of work	Take measures to reduce risk Supervise the work methods
C (Low/Medium Risk)	6 - 8	Implement controls to guard the hazard. If possible use warning systems (signs, specific instructions, labels, etc.) When possible, use a less risky method of work	Guard the hazard Less risky method
D (Low Risk)	1 – 5	No immediate action necessary, but keep the work process under review and ALWAYS use the appropriate PPE If P=1 and S=5 (with R=5) implement corrective control measures as you would in RISK CLASS B	If necessary, reduce exposure

Risk Rating and Corrective Control Measures

Hazard	Risk	Control measures	RR	Persons at risk
<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>4 x 3 = 12</p>	<ul style="list-style-type: none"> To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers' Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance. Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) To continue following ongoing government guidance Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020 Follow good NHS hygiene measures at all times Avoid all visitors to your home unless they are providing a medical requirement Do not approach delivery staff, allow packages to be left on the doorstep Do not take any antibiotics as they do not work against viruses. 	<p>4 x 1 = 4</p>	Individual workers

Cleaning	4 x 4 = 16	<ul style="list-style-type: none"> We will ensure that we frequently clean 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. 	4 x 1 = 4	Rigorous checks will be carried out by managers to ensure that the necessary procedures are being followed.
Drivers	4 x 4 = 16	<p>Procedures are in place for drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm COVID-19-guidance on freight transport.</p> <p>Persons must not share vehicles or taxi cabs, where suitable distancing cannot be achieved.</p> <p>We will communicate with companies we get deliveries to/from to ensure welfare facilities will be available to drivers.</p> <p>Allowing delivery drivers adequate breaks to avail of proper welfare facilities, ensure hygiene observed when using our facilities</p>	4 x 1 = 4	All
Suspected case whilst working on or at premises	4 x 4 = 16	<p>If an employee, or a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 	4 x 1 = 4	Individual workers

General travel	4 x 4 = 16	<ul style="list-style-type: none"> Do not travel unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings Where an individual has recently visited other countries, they should self / home isolate themselves until further notice from the government (lockdown measures continue to apply) We will continue to follow any further national government advice provided All persons are to limit their use of public transport. Where travel is essential, please use private single occupancy where possible 	4 x 1 = 4	Individual workers
Access / egress to the hotel	4 x 4 = 16	<p>We will consider and implement the following practices:</p> <ol style="list-style-type: none"> Stop all non-essential visitors Introduce staggered start and finish times to reduce congestion and contact at all times Monitor site access points to enable social distancing – we may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring Remove or disable entry systems that require skin contact e.g. fingerprint scanners Require all workers to wash or clean their hands before entering or leaving the site Allow plenty of space (two metres) between people waiting to enter site Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during any peak flow times Reduce the number of people in attendance at inductions and consider holding them outdoors wherever possible Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials to the hotel. 	4 x 1 = 4	Individual workers
Inclement weather – cold temperature allows disease to survive	2 x 2 = 4	<ul style="list-style-type: none"> All persons to dress appropriately for the weather Welfare facilities provided to shelter from the elements Maintain good hygiene measures at all times Appropriate respiratory protective equipment (RPE) masks to be considered as last resort however face fit test (FFT) must be completed to ensure mask effectiveness. It is advised to speak to your H&S competent person on these matters and supplies should be reserved for medical staff as it has been documented that supplies have been difficult to procure 	2 x 1 = 2	Individual workers

<p>Poor hygiene – Hand Washing</p>	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> ● We will: ● Ensure employees are instructed to wash hands thoroughly and regularly. ● Use soap and water for at least 20 seconds. ● Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS ● Avoid touching face/eyes/nose/mouth with unwashed hands and to cover a cough or sneeze with a tissue then throw it in the bin. ● Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site ● Regularly clean the hand washing facilities and check soap and sanitiser levels ● Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. ● We will ensure extra supplies of soap, hand sanitiser and paper towels and these will be securely stored. ● Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant ● Wash hands before and after using the facilities ● Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush 	<p>4 x 1 = 4</p>	<p>Individual workers</p>
<p>Use of Changing facilities, showers and drying rooms</p>	<p>4 x 4 = 16</p>	<ol style="list-style-type: none"> 1) Introduce staggered start and finish times to reduce congestion and contact at all times 2) Introduce enhanced cleaning of all facilities throughout the day and at the end of each day 3) Consider increasing the number or size of facilities available on site if possible 4) Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres 5) Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. 	<p>4 x 1 = 4</p>	<p>Individual workers</p>

Kitchen/ Restaurant/Canteen	4 x 4 = 16	<ol style="list-style-type: none"> 1) The workforce are required to stay on the premises once they have entered it and not use local shops unless authorised by management. 2) Dedicated eating areas have been identified to reduce food waste and contamination 3) Break times are staggered to reduce congestion and contact at all times 4) Hand cleaning facilities and hand sanitiser is available at the entrance of all rooms where people eat and prepare food and will be used by workers when entering and leaving the areas 5) The kitchens will be thoroughly cleaned at regular intervals during the working hours 6) The workforce has been asked to bring pre-prepared meals and refillable drinking bottles from home for personal consumption 7) Personnel will sit 2 metres apart from each other whilst eating and avoid all contact 8) When catering is provided for external use, it will be provided in pre-prepared and wrapped containers only – Payments if taken will be taken by contactless card and Crockery, eating utensils, cups etc. will not be used 9) Drinking water will be provided with enhanced cleaning measures of the tap mechanism introduced 10) Tables will be cleaned between each use 11) All rubbish will be put straight in the bin and not left for others to clear up 12) All areas used for eating will be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. 	4 x 1 = 4	Individual workers
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<p>Working in local vicinity to others and workforce (maintaining 2m social distancing)</p>	<p>4 x 4 = 16</p>	<ol style="list-style-type: none"> 1) Starting and finishing times are to be staggered and reviewed to ensure no build up of staff / teams in areas 2) Workers who are unwell with symptoms of Coronavirus (Covid-19) should not attend the workplace 3) Tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures. 4) Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance 5) Avoid skin to skin and face to face contact 6) Stairs should be used in preference to lifts or hoists and consider one ways systems around construction sites 7) Consider alternative or additional mechanical aids to reduce worker interface 8) Any additional COVID 19 measures specified by your site rules must be followed. Details of this shall be shared at site induction 9) Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water) 10) Any health concern to be raised immediately to line management 11) Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. 12) Management checks to ensure this is adhered to. 	<p>4 x 1 = 4</p>	<p>Individual workers, contractors, client</p>
<p>Respiratory Protective Equipment – RPE</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out –</p> <p>Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning</p>		<ol style="list-style-type: none"> 1) <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i> 2) Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed- 3) Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. 4) Wearers must be clean shaven. 		

<p>wipe (check with manufacturer to avoid damaging the mask). Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>				
<p>Mental Health</p>	<p>4 x 4 = 16</p>	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>	<p>4 x 1 = 4</p>	<p>All Personnel</p>

Working within 2 metres of working team	4 x 4 = 16	<ol style="list-style-type: none"> 1) Always consider if the task can be performed differently without having to breach the 2m social distancing rule 2) Workers are to limit face to face working and work facing away from each other when possible 3) Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins 4) Consider introducing an enhanced authorisation process (permit to work) for activities where less than 2m distance may be required 5) Provide additional supervision to monitor distancing and teams not to be rotated 6) Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task 7) All equipment to be thoroughly cleaned prior and after using it. 8) Increased ventilation will be provided within enclosed spaces 9) Sites should consider RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines is not met. Equipment must be face fit tested to all users 10) Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination 11) Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places 12) Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor). 	4 x 2 = 8	All personnel Individual workers
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Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fitness for work note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.

Call **NHS on 111**, where you will be assessed by an appropriate specialist.

NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs