

English Lakes Team

This risk assessment covers the risk of COVID-19 spread in a kitchen environment. It recognises that kitchens are environments where team members would normally have to work in close proximity to one another. The assessment must be read in conjunction with food safety management system for the operation and the high standards of hygiene and hand washing implemented. This risk assessment was created on 18th June 2020. This COVID-19 situation is dynamic and hazards and controls must be updated as government advice changes. In order for this risk assessment to be suitable and sufficient, the contents must be reviewed, controls amended to reflect the operations and then adopted. The use of a sign off sheet is recommended to record the adoption of the risk assessment and that findings of the risk assessment have been communicated to and understood by the relevant team

Area/Task/Hazard:

SPREAD of COVID-19 from person to person, both from team and other visitors to the operation.

COVID-19 is transmitted from small droplets that are created when infected persons sneeze or cough. These can be directly transmitted to another person or a surface and then transferred if a person touches their eyes, mouth or nose.

Groups at Risk:

- Colleagues

Practices Resulting in Hazards:

Severity (A)	Major Injury/Serious Damage (5)	Likelihood (B)	Likely (10)	People (C)	>50 People (3)
Calculation	Score: 5	X	Score: 10	X	Score: 3
Total Score:	150		Risk Rating - Very High (>100)		

Control Measures:

- **Fitness to work** - teams are to observe the latest government guidance regarding isolation. Managers to be aware of the symptoms of COVID-19 (new continuous cough and / or high temperature) and exclude workers if they exhibit these symptoms.
- **Temperature Checks** - All team members will be randomly temperature checked and management will keep a log.
- **Public Transport to and from work** - All team members are to comply with social distancing guidelines while they wait for transport, and must use hand sanitiser prior to this. Upon arrival at the hotel, the team members must wash their hands straight away.
- All team members must wear the correct PPE (face masks) on all public transport. Any team members arriving on public transport must wear their own clothes when travelling and change into work clothes on-site in designated area.
- **Staff Car parking** - All team members cars MUST be parked in the designated staff car park observing safe distance rules.
- **Distance between team members** - Current social distancing is to be maintained between team members. If this cannot be achieved, specific departmental changes may be changed. One way systems maybe implemented if needed
- **Fixed Teams / Bubbles** - Wherever possible the team will be split into fixed teams / bubbles to ensure we limit contact. This allows the hotel team members to manage COVID-19 and deal with any team members that may develop symptoms.
- **Team Arrival / Briefings-** All team members to wash and sanitise their hands upon arrival, wear appropriate PPE and maintain social distancing.
- Each department to have a designated area for their daily briefings, all staff need to maintain government social distancing and always wear the correct PPE
- **Changing Rooms** - All team members must wash their hands upon arrival and hand sanitise straight after leaving. The team must not use this facility unless you can maintain the social distancing rules.
- All team members MUST ensure all their personal clothing is placed inside their locker. Changing rooms MUST be cleaned and sanitised daily.
- **Storage Area** - Team members who do not have lockers, storage areas will be arranged for team members personal belongings
- **Public toilets** - Where applicable all team members to use the staff toilets. Wash your hands with soap and water before and after entering / using the toilets. Do not use toilets if you are unable to maintain the social distancing rule at all times.
- **Offices** - Sanitiser is to be available at the entrance of the respective offices / working spaces. Work stations to be allocated maintain social distancing. Where applicable - all team members to have the same desk space and it must be within government social distancing guidelines and must sanitise frequently - if this cannot be achieved all equipment such as PC screen , keyboard, mouse, desk telephone must be sanitised during and after shift
- Common equipment ie: photocopier, printer, shredder to be sanitised before and after every person has used it.
- **Staff Lifts** - Minimal team members to use the service lifts. Lift buttons, hand railings and doors must be sanitised before and after every time it is use. The lift must be restricted to maintain the social distancing.
- **Staff Block** - All team members living in the staff areas must ensure they frequently sanitise all communal areas after each person, paying particular attention to bathroom and kitchen areas. Signage in all communal areas.
- **Team Departure** - All team members to wash and sanitise their hands before departure. All team members must adhere to government guidance
- **Vulnerable Team Members - See separate risk assessment**
- **Employees with COVID-19 symptoms** - If any team members show any COVID-19 symptoms they must not come into the work place, they must contact the duty manager immediately. Management will inform them to ring 119. The employee must keep in touch and let the management team know the outcome of the results.

- The department / area where the team member has worked must be deep cleaned. Management must inform the whole hotel team and keep them up to date. No other team members need to isolate until they obtain symptoms.

Handwashing for the team - Handwashing is recommended for all the conference team and must be done frequently. Supply of liquid soap and hot/cold water is in all public facilities. Hand sanitiser (minimum of 60%) will be provided to compliment hand washing, but it is not a substitute.

Team Improvement Ideas - All team members who think they have ideas on how to improve service / personnel in relation COVID-19 please ensure you speak to the Duty Manager who will in pass your idea onto management.

PPE - It is considered necessary for all team members to wear company standrd PPE to control COVID-19 . If any of the team are displaying symptoms, they should not be in the workplace.

Manual Handling - Some manual handling tasks may require a two person lift or carry. This means team members potentially coming into close contact with one another. The task should be reviewed to consider if it is absolutely necessary or if an alternative approach can be used.

If the lift or carry is absolutely necessary, then minimise the time the team are in close proximity with one another - using gloves / mask. This can be achieved by ensuring the path is clear of obstructionsand one person prepares the area ahead of the lift or carry.

Note - the lift or carry should not be rushed, as this could increase the likelihood of injury. It is about minimising the time team members are in close proximity to one another by preparing for the lift or carry.

Disinfection of touchpoints - All touchpoint surfaces must be regularly disinfected with Virosol disinfectant spray in line the relevant COSHH guidelines (See attachment*)

Rest / Break Periods - Team members must maintain appropriate social distancing during these periods. This will be achieved by staggering break times, reducing furniture in the staff area and ensuring numbers of staff in all areas, including smoking areas, is controlled.

Staff canteen room layout needs to be considered to ensure the employees keep to the government social distancing guidelines. If this cannot be achieved re-locating the staff room temporarily.

Staff food - site specific.

- Staff canteen - All vending machine will have sanitised wipes available to use before and after every use.
- If team members use the staff canteen they must wash hands and sanitise their furniture before and after use. A cleaning schedule w
- Smoking breaks - Team members must maintain social distancing in the smoking area. All team members must wash and sanitise their hands straight after a smoking break.
- Staff Uniform** - Uniforms are provided and they must be washed daily and only wear once.
- Gathering & Meeting** - All meetings will be carried out via video link, email or conference call where possible. Start times and break times will be staggered to avoid over-crowding and enable social distancing to take place.
- Waste Management** - All waste will be split into general and recycled. At the end of every shift the team members must dispose of their individual rubbish in the correct bins - ensuring they are wearing the correct PPE
- Working from home will be instigated where possible. Non-essential use of the public transport by our staff will be avoided.

If control measures are implemented and are effective the hazard can be categorised as:

Severity (A)	Minor Injury/Minor Damage (2)	Likelihood (B)	Possible (5)	People (C)	>50 People (3)
Calculation	Score: 2	X	Score: 5	X	Score: 3
Total Score:	30 Risk Rating - Medium (20-49)				

Additional Specific Control Measures:

- Site specific - Staff briefing areas
- Site specific - Staff food will not be available - Refrigeration units will be provided along with hand sanitiser and wipes
- Site specific - Coffee vending machine will be complimentary
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Responsible Person Signature: **Emma Underwood** Date: **10/6/2020**