

Linen Procedures

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
- Contractors
- Hotel Guests

Practices Resulting in Hazards:

Severity (A)	Major Injury/Serious Damage (5)	Likelihood (B)	Possible (5)	People (C)	1-5 People (1)
Calculation	Score: 5	X	Score: 5	X	Score: 1
Total Score:	25		Risk Rating - Medium (20-49)		

Control Measures:

- **Deliveries** - Deliveries must be left in the designated area and a distance recommended by the government must be maintained between the delivery person and the team member,
 - A sign to be placed at the point of delivery instructing persons to observe social distancing and where the delivery is to be left. No supplier is allowed into the hotel.
- **Linen** - Separate trolleys to be maintained for the soiled and fresh linen, ensuring always sanitised before and after every delivery. Soiled and fresh linen must not to be mixed / stored / placed together at any one point to avoid cross-contamination
- **Marking, sorting and washing** - Housekeeping team members to wear PPE, whilst sorting any soiled or fresh cloths and linen.
 - The team must ensure they frequently sanitise the laundry baskets, bins, tables, washing machine touchpoints, shelving, irons etc - checklists may be put into place to log these areas.
- Linen storage racks, cabinets, compactors, shelves are to be disinfected prior to placing any fresh linen. Fresh linen to be handled after washing and sanitising hands. One way system in laundry for soiled and cleaned items
- **Handwashing** - A supply of hot and cold, or appropriately mixed, running water to be maintained to the kitchen . Supply of liquid soap and disposable towels to be maintained at all wash hand basins.
- Hand sanitiser (minimum 60% alcohol) can be provided to compliment hand washing, but is not a substitute.
- **PPE** - It is considered necessary for linen team to wear face masks, apron and gloves all the time. If anyone of the team are displaying symptoms, they should not be in the workplace. All PPE to be removed before entering public spaces or distributing fresh linen
- **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 obstructions and 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.
- **Other mitigating factors** - increasing the frequency of hand washing and surface cleaning, including disinfection of high footfall areas or common touchpoints with particular attention to toilets/restrooms.
 - - keeping the activity time of any activity where social distancing cannot be maintained as short as possible
 - - using screens or barriers to separate people from each other
 - - using back-to-back or side-to-side working (rather than face-to-face) whenever possible
 - - reducing the number of people each person has contact with by using 'fixed teams or partnering'
- **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

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

Severity (A)	Minor Injury/Minor Damage (2)	Likelihood (B)	Remote (2)	People (C)	1-5 People (1)
Calculation	Score: 2	X	Score: 2	X	Score: 1

Total Score:

4

Risk Rating - Acceptable (<10)

Additional Specific Control Measures:

- Site specific - are they allowed in the hotel???

-
-
-
-
-
-
-
-
-
-

Responsible Person Signature:

Emma Underwood

Date:

4/6/2020