

## Housekeeping - Cleaning of Staff Areas

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
- Visitors / Guests
- Contractors
- Members of the public
- Hotel Guests

### Practices Resulting in Hazards:

Severity (A)	Major Injury/Serious Damage (5)	Likelihood (B)	Possible (5)	People (C)	6-50 People (2)
Calculation	Score: 5	X	Score: 5	X	Score: 2
<b>Total Score:</b>	50		<b>Risk Rating - High (&gt;50)</b>		

### 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.
- **Staff Entrance** - All main staff entrances will be sanitised on a regular basis. Team members need to maintain government social distancing when arriving for shift. Temporary re-location of department arrival areas if social distancing cannot be adhered to.
- **Smoking Area** - Signage is visible, social distancing observed plus a reminder to wash your hands after. Ash urn in the smoking area will be cleaned / sanitised frequently. Walls, pillars will be cleaned on a daily basis.
- Any tables, chairs, doors or handles will be sanitised frequently throughout the day/evening
- **Staff Lockers** - The team members with lockers must maintain social distancing, if the changing rooms are full then they must wait until it is safe. Possible shift timings to be planned to allow staggered usage of lockers / canteen
- **Changing Rooms** - All team members must wash their hands upon arrival and hand sanitise straight after leaving these facilities. Team members must not use this facility unless you can maintain the government social distancing rules.
- All team members MUST ensure all their personal clothing is placed inside their locker. Changing rooms MUST be cleaned and sanitised frequently during peak times and frequently during the day/night. Sanitiser will be readily available.
- **Shower & Staff Facilities** - Showers will be deep cleaned daily. Staff Toilets, hand basin and all touchpoints will be frequently cleaned throughout the day/night ( Although more regular during peak periods). If feasible no team members must use the public toilets in the main hotel.
- **Staff bedrooms** - Team Members MUST ensure they change their bed linen on a regular basis - bagging all soiled linen in their bedroom before taking it to be laundered
- **Staff facilities** - Staff bathrooms must be thoroughly cleaned after every person and deep cleaned regularly. All staff eating facilities need to be sanitised after every meal period and frequently. Checklists may be needed to log every clean.
- Staff laundering their own clothes etc must ensure they sanitise this area before and after they use this facility. Laundry area will be fogged over-night.
- **Rest / Break Periods** - The team members must maintain social distancing during these periods. This will be achieved by staggering departmental break times, reducing furniture in the staff area and ensuring a social distancing in the smoking area.
- **Staff Uniform** - Uniforms are provided and they must be washed daily and only wear once.
- **Fire Exit Staircase and Landing** - Hand rails, doors and handles to be cleaned and sanitised daily. Hand sanitiser is available after doors that need to be opened manually. Consider door guards where appropriate.
- **Guest Corridor** - All lights switches, fire extinguishers and artwork will be cleaned daily. All furniture on corridors must be cleaned daily.
- Fire exit doors along corridors must be sanitised daily. Hand sanitising units will be available after a door needs to be manually opened. Social distancing signage is present.
- **Housekeeping Stores** - All soiled linen will be bagged in bedrooms to minimise the risk. Linen shelves, bins, trolleys, cabinets to be sanitised before placing fresh linen. All touchpoints will be sanitised frequently.
- Soiled linen to be brought down by the team, and put straight into the cages for collection. Pedal bin to be provided labelled medical waste to be used to dispose PPE, then disposed daily. All used E-cloths will be washed daily.
- **Disinfection of touchpoints** - All touchpoint surfaces must be regularly disinfected with Virosol disinfectant spray in line the relevant COSHH guidelines (See attachment\*)
- **De-fogging** - Housekeeping office, linen rooms and stores will be de-fogged with disinfection after every shift by the Nights Team.

- **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.
- **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.
- 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
- **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.
- **Other mitigtaing 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'

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)	6-50 People (2)
Calculation	Score: 2	X	Score: 5	X	Score: 2
<b>Total Score:</b>	<b>20 Risk Rating - Medium (20-49)</b>				

**Additional Specific Control Measures:**

- Site specific - Staff food will not be available
- Site specific - Coffee machine
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Responsible Person Signature: **Emma Underwood** Date: **4/6/2020**