

**RISK ASSESSMENT-: HOTEL ACCOMMODATION AND HOUSEKEEPING SERVICES REF COVID-19 PANDEMIC**

<b>TASK/ACTIVITY ASSESSED:</b>	<b>HOTEL ACCOMMODATION AND HOUSEKEEPING SERVICES DURING COVID-19 PANDEMIC</b>			
<b>NAME/JOB ROLE OF PEOPLE CONSULTED DURING ASSESSMENT:</b>	<b>NAME:</b> Carol Byrne	<b>ROLE:</b> HOD Housekeeping		
<b>ACKNOWLEDGEMENTS, SIGN OFF AND AUTHORISATION</b>				
	<b>ACKNOWLEDGEMENT</b>	<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>RISK ASSESSOR</b>	By signing this risk assessment I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment	CAROL BYRNE		08/07/2020
<b>CHECKED BY</b> (where required)	By signing this risk assessment I acknowledge my responsibility as the checker for this risk assessment	STUART CARTER		08/07/2020
<b>AUTHORISING PERSON</b>	By signing the risk assessment, I acknowledge my responsibility as the Line manager/Supervisor for reviewing and approving this risk assessment and communicating controls and any additional controls to staff as appropriate	RONAN HUNTER		08/07/2020

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SIGNIFICANT HAZARDS	WHO IS AFFECTED AND HOW <ul style="list-style-type: none"> <li>Who might be hurt?</li> <li>How bad could it reasonably be?</li> </ul>		WHAT ARE YOUR EXISTING CONTROLS? Reference all safe systems of working (ie Standard Operating Procedures (SOP) and Emergency Procedures)	EXISTING RISK RATING (Consequence x Likelihood = Total)			ARE ADDITIONAL CONTROLS NEEDED? Y/N (If Yes, what is required)
				C	L	TOTAL	
<b>SPREAD OF COVID-19 CORONAVIRUS</b>	Staff Guests Visitors Contractors	An illness that can affect lungs and airways, transmitted directly from person to person or from a contaminated surface to a person. Symptoms can be mild, moderate, severe or fatal.	<b>HAND WASHING AND HYGIENE</b> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place. Stringent hand washing taking place. Drying of hands with paper towels. Hand sanitiser readily available.</li> <li>Hand washing after coughing or sneezing into disposable tissue/one's hands/one's crook of arm</li> <li>Hand washing before eating, drinking, smoking in designated areas</li> <li>Staff reminded to avoid touching face, eyes, nose and mouth with unclean hands</li> <li>Keys and hands sanitised after handling</li> </ul>	2	1	3	
			<b>SOCIAL DISTANCING</b> <ul style="list-style-type: none"> <li>Reduction of the number of people working in any work area to comply with the recommended 2 metre gap</li> <li>'No entry' signage displayed whilst cleaning is in progress to deter others from entering the area</li> </ul>	2	2	4	

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			<b>CLEANING PROCESSES</b> <ul style="list-style-type: none"> <li>Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use, such as door handles, light switches, using appropriate cleaning products and methods.</li> </ul>				












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			<b>PPE</b> <ul style="list-style-type: none"> <li>Where the general risk assessment identifies wearing of PPE, an adequate supply will be provided.</li> <li>Staff instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely</li> <li>Staff reminded that wearing of gloves is not a substitute for good hand washing</li> </ul>	1	1	2	
			<b>STAFF ATTENDANCE</b> <ul style="list-style-type: none"> <li>Staff to only come to work if symptom-free/have completed the required isolation period where applicable/have achieved a negative result where applicable</li> </ul>				

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<b>SPREAD OF COVID-19 CORONAVIRUS</b>	Staff Guests Visitors Contractors	An illness that can affect lungs and airways, transmitted directly from person to person or from a contaminated surface to a person. Symptoms can be mild, moderate, severe or fatal.	<b>STAFF ATTENDANCE (cont)</b> <ul style="list-style-type: none"> <li>Staff not to come to work if instructed to self-isolate under government contact-tracing process</li> <li>If anyone becomes symptomatic in the workplace, they will be sent home and advised to follow current guidance</li> </ul>	2	2	4	
			<b>TRAINING, INFORMATION AND SUPERVISION</b> <ul style="list-style-type: none"> <li>All staff to complete a workplace induction to include site rules, risk assessment and controls before commencing work</li> <li>Line managers to ensure procedures are being followed</li> <li>Staff to be encouraged to report any concerns</li> <li>Line managers to promote mental health and wellbeing to staff with an 'open door' approach</li> </ul>	2	2	4	

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<b>PERSONAL PROTECTIVE EQUIPMENT (PPE):</b>										
 <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input checked="" type="checkbox"/>	 <input type="checkbox"/>	 <input checked="" type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
<b>FOR EVERY ITEM OF PPE REQUIRED, SPECIFY THE TYPE AND OTHER RELEVANT INFORMATION BELOW:</b>										
TYPE	OTHER RELEVANT INFORMATION (IE MATERIAL, LEVEL OF PROTECTION, ETC)									
APRONS	DISPOSABLE APRONS TO BE USED									
<b>EMERGENCY PLANNING ARRANGEMENTS RELATING TO OPERATIONS/EVENT</b>										

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**RISK RATING MATRIX**

RISK MATRIX					
Consequence Likelihood	Negligible (1)	Minor (2)	Medium (3)	Major (4)	Severe (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Very Unlikely (1)	1	2	3	4	5

RATING	INTERPRETATION	AUTHORISATION
≤ 6 = Low Risk	Acceptable but ensure that controls are maintained	Line Manager or equivalent
9 -12 = Medium Risk	Adequate but look to improve if reasonably practicable	Line Manager or equivalent
15 – 25 = Unacceptable Risk	<b>STOP</b> activity and make immediate improvements	Director

CONSEQUENCE (considered <b>WITH</b> controls in place)		
5	Severe	<ul style="list-style-type: none"> <li>Fatality (ies)</li> <li>Severe or chronic illnesses or permanent life changing impact</li> </ul>
4	Major	<ul style="list-style-type: none"> <li>Injury such as fracture of bones, dislocation, or acute ill health e.g. occupational asthma, occupational dermatitis</li> </ul>
3	Medium	<ul style="list-style-type: none"> <li>An injury that requires first aid treatment and subsequent treatment by health care professional</li> <li>No lost time illnesses and no chronic/acute health effects</li> </ul>
2	Minor	<ul style="list-style-type: none"> <li>An injury that requires basic first aid treatment such as administering a plaster, individual able to continue at work e.g. minor cuts, bruising, abrasions, strains or sprains</li> </ul>
1	Negligible	<ul style="list-style-type: none"> <li>Superficial or no physical injury or health effects</li> </ul>

LIKELIHOOD (considered <b>WITH</b> controls in place)		
5	Almost Certain	<ul style="list-style-type: none"> <li>Will occur/greater than a likelihood of 1 in 1(yr)</li> </ul>
4	Likely	<ul style="list-style-type: none"> <li>Known to occur/probably occurs most circumstances/No greater than a likelihood of 1 in every 10</li> </ul>
3	Possible	<ul style="list-style-type: none"> <li>Might occur /no greater than a likelihood of 1 in 1000</li> </ul>
2	Unlikely	<ul style="list-style-type: none"> <li>Not likely/could occur at some time/no greater than a likelihood of 1 in 10,000</li> </ul>
1	Very Unlikely	<ul style="list-style-type: none"> <li>May only occur in exceptional circumstances/no greater than a likelihood of 1 in 100,000</li> </ul>