

Covid-19 Workplace Risk Assessment

Coronavirus (Covid-19) is a new and unique workplace hazard. In advising you on the control measures you need to take to prevent the risk of work-related coronavirus infection and spread we must draw heavily on official Government guidance materials. This guidance is liable to change at very short notice and we advise all employers to monitor the guidance continuously and to review all coronavirus risk assessments in the light of any significant changes to the guidance.

Task:	Running the House & Cottage during Covid-19 pandemic.	Assessment Number:	CL/RAC19/002
Assessor(s):		Assessment Date:	30.6.20
		Assessment Review Date:	13.7.20

Item	Risks	Persons at Risk	Existing Control Measures	Level of Risk			Further Action Required	Residual Risk		
	Step 1	Step 2	Step 3	High	Med	Low	Step 4	High	Med	Low
01	Transmission of Covid-19 in the House or Cottage	Cleaners, Clients & employees	Hygiene: <ul style="list-style-type: none"> ▪ Housekeeping staff will regularly use Handwashing facilities available. ▪ Face Masks & gloves issued to cleaning staff & chefs. ▪ Soap and hot water available at each handwash basin. ▪ Signage in place reminding clients to wash hands at regular intervals and the 20-second hand wash guidance. ▪ Sanitiser available at entrance points. 		10		Undertake weekly temperature checks of hot water taps to ensure supply is maintained. Daily and weekly Covid-19 compliance checks to be adopted.			

			<ul style="list-style-type: none"> ▪ Room keys to be cleaned before and after client use ▪ Housekeeping staff will keep a checklist of all hand contact areas to be cleaned when clients vacate rooms ▪ Enhanced cleaning of all touch points in the house, particularly common areas, kitchen and dining room. <p>Social Distancing when moving in the House:</p> <ul style="list-style-type: none"> • 2m distancing preferable or 1m with risk mitigation if 2m is not viable ▪ All 4 entrance doors to be used in the House to prevent congestion points. ▪ One-way flow in place at entrance and exit points to the House. ▪ Cleaners will not clean the same room at once so as to keep a 2metre distance from colleagues. ▪ Main entrance doors have swipe keys for non-touch access. ▪ Non-essential internal employee movements have been reduced by using phone calls rather than face-to-face meetings where possible. 						
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		<ul style="list-style-type: none"> ▪ Job and equipment rotation have been reduced. ▪ Priority to people descending has been introduced on the House staircase. ▪ Internal corridors and walkways have been subject to distance control markings. ▪ Lounge max occupancy of 4 ▪ Breakfast Room max occupancy of 2 people <p>Social Distancing when using Tables & Kitchen Working Areas:</p> <ul style="list-style-type: none"> ▪ Only 1 person allowed at each of the 2 Kitchen sink areas to allow 2 metre distance. ▪ Kitchen restricted to Staff Only ▪ Floor tape or markings are in place to maintain 2m distance. ▪ Tape marking 2m distance is in place on tables to maintain social distance. ▪ Dining Room max occupancy of 10 ▪ Outside seating max occupancy of 2 people per bench ▪ Consistent pairing measures have been implemented where colleagues must undertake 2 person working tasks that cannot be re-designed. 							
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			<ul style="list-style-type: none"> ▪ Clean working area policy implemented to reduce personal items and other items in kitchen. <p>Controlling risks of staff & client interactions:</p> <ul style="list-style-type: none"> ▪ Only essential participants will attend face to face meetings. ▪ 2 metre distance rules implemented at face to face meetings. ▪ Hand sanitiser provided in the House & Dining Room. ▪ Meals eaten outdoors and windows open in all rooms where possible. ▪ Floor markings in place in hallway, kitchen & dining room to maintain 2 metre distance. ▪ Shared bedrooms & bathrooms only to be used by clients from the same household or support bubble. <p>Controlling risks when preparing or serving food:</p> <ul style="list-style-type: none"> ▪ Staggered meal times adopted if more than one group of clients in the Studio ▪ Outside areas used for meals where possible. ▪ Additional common areas created in other areas of the building, eg Lounge, Breakfast Room. 						
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			<ul style="list-style-type: none"> ▪ Meals provided to clients will be table service or pre-packaged. ▪ Seating in common areas has been reconfigured to maintain social distance. ▪ Social distance marking in other common areas such as toilets, breakfast room & Lounge. ▪ Kitchen Staff to use face masks & gloves. ▪ Cutlery & condiments will only be provided when food is served ▪ Disposable condiments will be used or cleaning of non-disposable condiment containers after each use. ▪ Clients not allowed to enter the kitchen ▪ Staff will collect empty plates & cups & return them to the kitchen ▪ Room service will not be provided. <p>Emergency Situations:</p> <ul style="list-style-type: none"> ▪ During a genuine emergency, i.e. accident, fire or break-in, employees do not have to remain at a 2m distance in response if it would be unsafe to do so. ▪ Colleagues involved in the provision of assistance to others in an emergency ensure they sanitise hands immediately afterwards. ▪ Shift patterns and working groups. 						
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			<ul style="list-style-type: none"> Where possible, fixed team shift patterns are adopted. Direct contact i.e. employees passing items to each other has been minimised. 						
02	Employees entering the premises with Covid-19	All Employees	All employees have been issued with the companies HR procedure relating to their duty should they have any of the pre-defined symptoms of Covid-19.			5			
03	Employees exposed to Covid-19 because of contact with clients and contractors entering the premises	Employees clients and visitors to the site	<p>Clients are required to complete a form before arrival - form</p> <p>A remote Sign-In App has been introduced for all staff, clients & contractors</p> <p>Client numbers to be minimised to essential visitors only.</p> <p>Visitors/contractors visits are revised to reduce possible engagement with employees and only allowed if essential.</p> <p>A record is maintained of all visitors to site on the Sign-In App.</p> <p>Visitors are informed of the sites Covid-19 management controls prior to entry to site.</p>			5	Distribute the Company's Covid-19 management plan to all clients.		

			<p>Client temperatures are taken and health questions asked on arrival before commencing work.</p> <p>If a client becomes symptomatic during their stay, they should go home and self-isolate.</p> <p>If the client is too unwell to go home, they will stay in their room and be responsible for cleaning their own room and stripping/making their own bed.</p> <p>Meals delivered to a symptomatic client will be left outside their door for collection.</p>							
04	Cleaning of the House & Cottage		<p>Before re-opening:</p> <ul style="list-style-type: none"> ▪ Ventilation systems are adequately functioning. ▪ Fogging will be carried out in all rooms in the House & Cottage. <p>During business operations:</p> <ul style="list-style-type: none"> ▪ Frequent cleaning of work areas and all equipment using usual disinfectant cleaning products. ▪ Frequent cleaning of objects and surfaces that are touched regularly such as door handles, tables, stair handrails, common area items etc. 		10		<p>Ensure that the cleaning regime is documented.</p> <p>Cleaning after a known case of Covid-19 will follow government guidance.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>			

		<ul style="list-style-type: none"> ▪ Clearing rooms and removing waste, food, plates and cups regularly. ▪ Cleaners to change clothing at the end of each shift and put in washing machine to be cleaned. <p>Use of handwashing, sanitation facilities and toilets:</p> <ul style="list-style-type: none"> ▪ Handwashing signage and good hand hygiene practice signage is available in toilets and washrooms. ▪ Hand sanitiser and/or soap is available in washrooms. ▪ Toilet/shower room cleaning is carried out regularly through the day and recorded. ▪ Cleaning is enhanced in busy periods. ▪ Paper towels are available as an alternative to hand towels. 							
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Understanding your level of risk

The level of risk is decided by looking at the likelihood of injury/illness and the severity of the resulting consequences. The table below is used to determine each perceived risk and the severity of any consequences that may occur.

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

Likelihood of injury/illness	rating	Severity of injury/illness	rating
Very Likely	5	Death/Fatal Illness	5
Likely	4	Major Injury/Disability	4
Possible	3	Lost Time Injury	3
Unlikely	2	First Aid Treatment	2
Very Unlikely	1	Non-Treatment Injury	1

It is advised that risks identified will require an action appropriate to the risk. Guidance is noted below for reference;

- High Risk** Action immediately
- Medium Risk** Action within 2 months
- Low Risk** Re-assess at next review