

COVID-19 Risk assessment

Company name: **Pembroke Arms Hotel** Assessment carried out by: **Ethan Davids**

Date of next review: **September 1st 2020**

Date assessment was carried out: **June 24th 2020**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of COVID-19	Staff / guests / contractors / delivery drivers / vulnerable groups / anyone who comes in contact with the business premises	<u>Hand washing</u> <ul style="list-style-type: none"> • Putting facilities in place with adequate soap and water • Stringent controls on frequency of hand washing for staff • Drying of hands with disposable paper towels – disconnect hand dryers • Sanitising stations on entrance to the pub and 	<u>Hand washing</u> <ul style="list-style-type: none"> • Encourage staff to report any issues with washing / sanitising stations • Install signage at hand washing stations to encourage 20 	Management	Ongoing	

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		where hand washing facilities are not available	seconds of washing			
		<u>Cleaning</u> <ul style="list-style-type: none"> • Frequently cleaning and disinfecting all objects and surfaces that are frequently touched • Providing staff with guidance of areas to clean and sanitise, as well as the associated materials and cleaning products • Remove difficult to clean objects from bedrooms to minimise the spread of the virus • Ensure housekeeping staff are aware of regularly touched surfaces and 	Management checks to ensure implemented procedures are being followed.	Management	Ongoing	

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		<p>understand the appropriate cleaning protocol for these.</p>				
		<p><u>Social distancing</u></p> <ul style="list-style-type: none"> • Reducing the number of persons in any work area to comply with 1 metre + guidance • Setting stations and set roles for individual members of staff • Implementing a one-way system throughout the pub to minimise congestion in high traffic areas • Restricting toilet usage to one person at any one time • Removing tables in tight areas and thus reducing capacity in the pub 	<ul style="list-style-type: none"> • Staff to be reminded on a daily basis of the importance of social distancing in limiting the spread of the virus • Management checks to ensure these restrictions are being adhered to. 	<p>Management / all staff members</p>	<p>Ongoing</p>	

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		<ul style="list-style-type: none"> Taking steps to constantly review work schedules to incorporate working in set teams with set groups of people. Reduced transfer of staff between sites. 				
		<p><u>PPE</u></p> <ul style="list-style-type: none"> The provision of PPE will be ensured and worn on a discretionary basis Staff to be reminded that wearing of gloves is not a substitute for hand washing On the whole, PPE is not an effective substitute for any other risk-mitigating measures 	Constant monitoring of PPE levels and ease of ordering if supplies run low.	Management / all staff members	Ongoing	
		<p><u>Staff screening</u></p> <ul style="list-style-type: none"> All staff to be temperature and symptom checked 	Internal communication channels and	Management / all staff members	Ongoing	

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		<p>before entrance to the building.</p> <ul style="list-style-type: none"> Staff advised to stay at home if symptoms are shown or if they live with others with symptoms, in accordance with public health guidance. <p><u>Ensuring respiratory hygiene</u></p> <ul style="list-style-type: none"> Train staff on the importance of coughing into elbows if they are not able to “catch it, kill it, bin it” 	<p>cascading of messages through managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p>			

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			<ul style="list-style-type: none">• Ensure there are signs in place throughout the building			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/