

RISK ASSESSMENT SHEET

RISK	COVID-19
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CODE No.	COV001
AREA OF RISK	Haughton Hall Hotel & Leisure Club

Possible Injury	Level of Residual Risk	Who is at Risk
Exposure to COVID-19	High	Employees, Visitors, Guests, Contractors, Company Partners, Other members of the public

Ref	Control Measures – What you MUST do	What you need to Control Risk
	Employees are given training on Coronavirus general knowledge and the health and safety measures put in place to protect them and the other people at risk. This includes the usage of masks, gloves, hand sanitiser, often washing hands for at least 20 seconds, respect social distancing of 2 meters (1 meter where 2 meters not possible) and use stairs where possible rather than lifts, etc.	<ul style="list-style-type: none"> • Conduct staff training. • Hand washing facilities with soap in place • Stringent hand washing taking place • PPE available • Individual departments will receive training in line with the relevant government guidelines; and where needed additional risk assessments will be completed
	Employees' temperature is monitored when they come to work and anyone having more than 37.8 °C is to be sent home and advised to follow the government guidelines. That employee is to keep regular contact with the business regarding results, self-isolation if needed, etc.	<ul style="list-style-type: none"> • Non touch Thermometer • Track and Trace spreadsheet by HR
	Break rotation applied for staff to encourage social distancing, if this is not possible close contact with others should be avoided, a minimum of one metre distance being kept with others.	<ul style="list-style-type: none"> • Controlled by shift management
	Any health concerns to be raised immediately with Line Manager.	
	Practice good respiratory hygiene – covering your mouth with a tissue when you cough and sneeze (catch it, kill it and bin it). Tissues and masks provided by the company.	<ul style="list-style-type: none"> • Provide tissue and masks
	Hand sanitizers and other hygiene products are always to be used to maintain good standards of hygiene (ensure hand sanitizers are refilled on regular basis). They are provided for staff and guests. For guests, near lifts, entrances and exits hand sanitizer provided.	<ul style="list-style-type: none"> • Relevant equipment and refills available
	Keep surfaces and touch points like door	<ul style="list-style-type: none"> • An often cleaning of public areas, door



	handles, light switches, banisters etc. clean.	handles, etc. in the peak hours.
	Any employee displaying corona virus symptoms should self-isolate.	<ul style="list-style-type: none"> • Staff training and monitoring of temperature.
	Encourage card payments rather than cash	<ul style="list-style-type: none"> • Card terminal available at reception.
	Removing certain furniture from the lobby, public areas and function rooms to provide more space and fewer objects for infection.	<ul style="list-style-type: none"> • To adhere with social distancing rules
	Social distancing to be adhered in canteen area and smoking areas.	<ul style="list-style-type: none"> • Signage displayed
	Monitor social distancing between staff, guests, visitors, contractors and the general public.	<ul style="list-style-type: none"> • Signage displayed, staff training.
	Health Club Health Club has been measured and maximum of 38 people can be in at any time. Classes' capacity has been reduced to 10 people at a class. Gym studio reduced to 7. No towels, newspapers or apples will be offered. All contractors coming on site must follow social distancing and cleanliness guidelines. Enhanced cleaning schedules introduced.	<ul style="list-style-type: none"> • Booking system implemented to ensure that maximum capacity is adhered to and track and trace is in place. It is via the hotel website for all members and tracking of non residents by paper form. Staff can also book hourly slots for members too. • Staff training. • All staff reminded of the importance to clean and wipe all touch points. • Public area cleaner trained on hot spots.
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	Team safeguarding – Beauty Staff, Personal trainers and Instructors to wear visor or mask at all times. Reception desk has screens up for staff protection. Masks to be worn as required and social distancing between staff to be observed.	<ul style="list-style-type: none"> • Sufficient stock of gloves and masks. • Visors assigned to staff members. • Sanitize screens often.
	Queue Management – people to keep 1 M from reception and only step forward to pay. Lines to queue on floor after that.	<ul style="list-style-type: none"> • Signage displayed, hazardous signs on floor
	Changing rooms – Extra signage in those areas about social distancing. Members advised to come in changed for training and not to use changing rooms unless they are swimming or necessary.	<ul style="list-style-type: none"> • Every other locker has been blocked off to allow for social distancing.
	Health Club Reception area has hand sanitizer and all seating spaced out to adhere to social distancing rules – maximum of 1 person or 1 couple per sofa.	<ul style="list-style-type: none"> • Hand sanitizer topped up frequently • Reception table signage on • Reception tables sanitize after use
	Gym area – Staff trained to wipe equipment more often. Anti-Bacterial wipes in tubs spread around so guests can wipe their equipment before and after use. All equipment spaced out to adhere to social distancing rules and where not possible equipment out of order to ensure social	<ul style="list-style-type: none"> • Staff training • Sanitizer available in the gym.



	distancing.	
	Swimming pool – Spectators/Waiting visitors to wait outdoors in front of pool rather than congregate in lounge. Signage displayed and team trained to monitor social distancing.	<ul style="list-style-type: none"> • Sufficient signage • Staff training
	Facilities – Steam room, Sauna and Jacuzzi.	<ul style="list-style-type: none"> • As per government guidelines until further notice.
	Classes – Studio number of attendees reduced to 10. Studio spaced out and clearly marked squares to ensure every attendee has their space according to social distancing guides for gym classes. Class instructors to wear a visor or mask. Class instructors to ensure all equipment are sanitized before and after a class. No passing of equipment between attendees or instructor. Class instructor to ensure entrance guests enter studio one by one and go to their square.	<ul style="list-style-type: none"> • Staff training conducted with all class instructors. • Visors, gloves and masks provided

SAFE SYSTEM OF WORK

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Reviews are required after an incident, change in legislation, operation, premises or staff. Annual reviews should be carried out as a minimum.

Reviewed By	Date	Signature

