



HAUGHTON HALL HOTEL
& Leisure Club - Shifnal, Shropshire
www.houghtonhall.com

COVID-19 RISK ASSESSMENT JULY 2020

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
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Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a copy of a **Risk Assessment** for dealing with the current Covid-19 situation in the workplace, to minimise the risks but recognising you cannot completely eliminate the risk of COVID-19.

<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Couriers & drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels where possible. • Staff encouraged to protect the skin by applying anti-bacterial gel regularly in any area where washing facilities are not readily available <p>Cleaning – Public Areas & Offices</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Cleaning - Guest Bedrooms & Bathrooms</p> <p>Bedrooms will need a thorough clean and sanitisation before guests arrive. All unnecessary items in the room have been removed to help keep cleaning surfaces easier. Door handles, switches, TV remote controls and more will need extra care. Rooms should be cleaned on departure only, and dirty laundry should be bagged up in the room with staff using gloves and face masks for each room.</p> <p>Food & Beverage Service</p> <p>Whilst maintaining limited contact with guests, tables should be well spaced and surfaces sanitised before use. Cutlery</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/COVID-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Menus will be single use and disposed of after every service. Ordering should be from at</p>	<p>All staff and customers</p> <p>All</p> <p>Housekeeping</p> <p>F&B and Duty</p>	<p>Regularly throughout the day</p> <p>Regularly</p> <p>In each room daily and store rooms / laundry</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		<p>will be allowed in the Manor Suite to meet exhibitors at each session time and a maximum of 30 people will be allowed at the event at any time, excluding venue staff.</p> <p><u>Murder Mystery Dinners & Weekends</u></p> <p>These events will operate in the Manor Restaurant on socially distanced tables of up to 6 guests or in the group size booked if less than 6 (i.e. all guests will have their own table for their group).</p> <p>The actors will not interact with guests within 1-2m, will wear suitable face coverings and will adjust plots and operating procedures to ensure covid safe arrangements.</p> <p>Breakfast service may be a plated or buffet option with staff serving food to avoid contact with utensils from multiple guests using items. One table served at a time. Sauce sachets in use too.</p>	<p>and trace information either in advance or on the day if not previously registered. All guests must wear face masks in public areas of the hotel from August 2020. Doors will remain open to exhibition areas to avoid touching of handles etc. No food or drinks are available in that part of the hotel.</p> <p>Directional arrows to follow and aid guests are also in use at the event.</p> <p>Staff will take all guest and actors temperatures on arrival as part of the track and trace details (contact details provided on booking).</p> <p>The Manor Restaurant will have socially distanced tables and guests seated in the numbers booked with 6 a maximum to a table.</p> <p>Staff will now take drink orders at tables on arrival so guests do not need to go to the bar for drink service. This will continue throughout the evening.</p> <p>Staff will also wear face coverings while serving food and drink, clearing tables and set up while guests are present in the Restaurant. Food orders will be made in advance with name cards on tables to ensure staff do not need to ask guests for orders to limit contact. Pencils will be provided for completing murder paperwork forms and drink orders. Antibacterial gel stations are located around the property for all guests to use.</p>	GM & NG	Day prior and on the day of the events	Prior to each event – 25.9.20 next one
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