

RISK ASSESSMENT-: GENERAL CLEANING OF THE HOTEL AND DEPARTMENTS CLEANING REF COVID-19 PANDEMIC

TASK/ACTIVITY ASSESSED:	GENERAL CLEANING OF THE HOTEL AND DEPARTMENTS CLEANING REF COVID-19 PANDEMIC			
NAME/JOB ROLE OF PEOPLE CONSULTED DURING ASSESSMENT:	NAME		ROLE	
ACKNOWLEDGEMENTS, SIGN OFF AND AUTHORISATION				
	ACKNOWLEDGEMENT	NAME	SIGNATURE	DATE
RISK ASSESSOR	By signing this risk assessment I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment			
CHECKED BY (where required)	By signing this risk assessment I acknowledge my responsibility as the checker for this risk assessment			
AUTHORISING PERSON	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			

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SIGNIFICANT HAZARDS	WHO IS AFFECTED AND HOW Who might be hurt? How bad could it reasonably be?		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	
SPREAD OF COVID-19 CORONAVIRUS	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.	HAND WASHING AND HYGIENE <ul style="list-style-type: none"> - Hand washing facilities with soap and water in place. Stringent hand washing taking place. Drying of hands with paper towels. Hand sanitiser readily available. - Hand washing after coughing or sneezing into disposable tissue/one's hands/one's crook of arm - Hand washing before eating, drinking, smoking in designated areas - Staff reminded to avoid touching face, eyes, nose and mouth with unclean hands - Keys and hands sanitised after handling 				
			SOCIAL DISTANCING <ul style="list-style-type: none"> - Wherever possible areas are cleaned at night; lone working applies by area or building - Where this is not possible, number of people working in any work area reduced to comply with the recommended 2 metre gap 				

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			CLEANING PROCESSES <ul style="list-style-type: none"> - 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. - Following initial clean, areas will be sprayed with an antiviral agent and wiped clean with disposable paper towel 				

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			PPE - Where the general risk assessment identifies wearing of PPE, an adequate supply will be provided. - Staff instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely - Staff reminded that wearing of gloves is not a substitute for good hand washing				
			STAFF ATTENDANCE - Staff to only come to work if symptom-free/have completed the required isolation period where applicable/have achieved a negative result where applicable				

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			TRAINING, INFORMATION AND SUPERVISION <ul style="list-style-type: none"> - All staff to complete a workplace induction to include site rules, risk assessment and controls before commencing work - Line managers to ensure procedures are being followed - Staff to be encouraged to report any concerns - Line managers to promote mental health and wellbeing to staff with an 'open door' approach 				



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PERSONAL PROTECTIVE EQUIPMENT (PPE):

 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
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FOR EVERY ITEM OF PPE REQUIRED, SPECIFY THE TYPE AND OTHER RELEVANT INFORMATION BELOW:

TYPE	OTHER RELEVANT INFORMATION (IE MATERIAL, LEVEL OF PROTECTION, ETC)

EMERGENCY PLANNING ARRANGEMENTS RELATING TO OPERATIONS/EVENT

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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	STOP activity and make immediate improvements	Director

CONSEQUENCE (considered WITH controls in place)		
5	Severe	Fatality (ies) Severe or chronic illnesses or permanent life changing impact
4	Major	Injury such as fracture of bones, dislocation, or acute ill health e.g. occupational asthma, occupational dermatitis
3	Medium	An injury that requires first aid treatment and subsequent treatment by health care professional No lost time illnesses and no chronic/acute health effects
2	Minor	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
1	Negligible	Superficial or no physical injury or health effects

LIKELIHOOD (considered WITH controls in place)		
5	Almost Certain	Will occur/greater than a likelihood of 1 in 1(yr)
4	Likely	Known to occur/probably occurs most circumstances/No greater than a likelihood of 1 in every 10
3	Possible	Might occur /no greater than a likelihood of 1 in 1000
2	Unlikely	Not likely/could occur at some time/no greater than a likelihood of 1 in 10,000
1	Very Unlikely	May only occur in exceptional circumstances/no greater than a likelihood of 1 in 100,000