

Seamill House Hotel CoVid-19 Risk Assessment

Hazard	Who is at risk?	Control Measures	Additional Control Measures	Who?	Date
General Spread of Covid-19 Coronavirus	Staff Guests of hotel Contractors Delivery Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	<p><u>Hand Washing</u></p> <p>Hand washing facilities with soap and water in place and stringent hand washing taking place. Drying of hands with disposable paper towels or hand driers Staff encouraged to use Moisturiser regularly to protect skin Sanitisers in any area where washing facilities not readily available</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. Tissues will be made available throughout the workplace. All staff to be temperature checked prior to the start of their shift and sign a fitness to work document. Contactless thermometer to be used.</p>	DR,JM,LA	
		<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, push panels, hand-rails and reception area using appropriate cleaning products and methods.</p>	<p>Staff to check all toilets hourly and sanitise. Toilet sign off sheet to be present in all toilets. Manager to spot check and follow up if necessary. Public information posters are in place to advise of precautions.</p>	DR,JM,LA	
			<p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. Hotel/Restaurant and Kitchen</p>	DR,JM,LA	

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		<p><u>Social Distancing</u></p> <p>Social Distancing – Reducing the number of persons in any area to comply with the 1+metre gap recommended by the Public Health Agency for hotels.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in smoking area.</p>	<p>management to check this is adhered to regularly within the hotel.</p> <p>All tables to be wiped regularly with D10. Stairways, push panels, lift buttons and rails and hotel touch points to be cleaned every hour with sanitizer.</p> <p>Gloves to be worn when cleaning and disposed of straight away and hands then washed.</p>		
		<p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Maximum of 2 in the office at any one time and maximum number of 5 persons in kitchen.</p> <p>One person at reception, with one at the clocking machine at any one time.</p> <p>One way system implemented around the hotel to also reduce the risk of people coming into close contact.</p> <p>Maximum numbers in gents is 1, ladies is 2.</p>	DR,JM,LA	

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			<p>1 person in smoking area at once, social distancing to be adhered to.</p> <p>All staff to follow a clean hand policy, regularly washing when on shift, at the start and end of shift.</p>		
		<p><u>PPE</u></p> <p>As well as face masks for FOH and reception, individuals are asked to observe social distancing measures and practice good hand washing techniques</p> <p>Taking steps to review work schedules including start & finish times/shift patterns.</p>	<p>To minimise the risk of transmission of COVID-19 a supply of face masks will be available.</p> <p>Those with non-disposable masks should clean the mask themselves in line with washing guidance from manufacturer to avoid damaging the mask.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	DR,JM,LA	

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	<p>Reception Staff Guests Delivery Drivers Vulnerable Groups</p>	<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the government guidance.</p> <p>Managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><u>Mental Health</u></p> <p>Wellbeing documentation sent to all member of the team, with an open</p>	<p>No room charging will be available, saving a lengthy check out process. Bill will be emailed to guest instead of paper bill.</p> <p>Key box system to save transfer between hands - Box sanitised hourly as well as keys when handled.</p> <p>Guests shown to rooms and still offered help with luggage; however, staff members will wear gloves and facemask and follow at a distance.</p> <p>Encourage guests to use the in room phones to talk to reception instead of coming to the desk.</p> <p>Twice daily clean of the office – morning and night using approved cleaning chemicals.</p> <p>Regular use of hand sanitiser.</p> <p>STAND HERE signs to dissuade guests from coming too close to the reception desk.</p> <p>Door openers being looked at to see if they can be a practical solution to reduce the amount of physical touching.</p> <p>Details taken at the time of booking and QR reader for all guests to input details onto. (VisitSafe).</p> <p>Temperatures taken of all visitors and employees by the receptionist, recorded and archived. Contactless thermometer to be used.</p>	<p>DR,JM,LA</p>	

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		<p>door policy to allow any person to discuss any issues in confidence.</p> <p><u>General Operations</u></p> <p>Try to reduce guest contact as much as possible while still providing as effective and friendly service.</p>			
		<p><u>Health & Safety</u></p> <p>Keeping a high level of cleanliness daily and following government and WHO guidelines.</p> <p><u>Operations</u></p> <p>Ensuring an exceptionally high level of daily clean is done, whilst also ensuring the safety of staff and guests.</p>	<p>One way system implemented around the hotel to help prevent unnecessary close contact.</p> <p>Specific staff member designated to sanitising rooms before the main clean and after clean has taken place. Also responsible for sanitising the room keys.</p> <p>Staff uniform to be washed at the staff members home at 60 degrees centigrade or above.</p> <p>Gloves worn by housekeeping staff and changed for each room they have worked in.</p> <p>Masks worn by staff members doing the initial sanitising of the rooms.</p> <p>Minimise the number of staff working in one area at once and at appropriate distance.</p>		

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	<p>Kitchen Staff Guests Vulnerable Groups</p>	<p><u>Health & safety</u></p> <p>Keeping a high level of cleanliness daily and following government and WHO guidelines.</p> <p><u>Operations</u></p> <p>High food, prep and cleanliness standards whilst also ensuring staff and guest safety.</p>	<p>All deliveries left at back door, fresh fruit/veg washed straight away before putting away. Designated sections of the kitchen where chefs stick to. Designated drop station at the stairs for KP to collect dirties. No FOH staff in kitchen Minimise stacks of dirty dishes at KP section – all plates/crockery should go straight into dishwasher or sink full of hot water. Fresh uniform to be worn daily – can use the high temperature washing machine in laundry.</p>		
	<p>FOH Staff Delivery Drivers Guests</p>	<p><u>Health & safety</u></p> <p>Extra measures to be taken outside of the usual H&S procedures to ensure no contamination between staff and guests.</p> <p><u>Operations</u></p> <p>Maintaining a professional and efficient service while keeping close guest contact to a minimum</p>	<p>Chefs to work in own sections and not overlap. KP to ensure dishwasher is running correctly and a constant sink of hot water is available to soak dirty dishes. Delivery drivers to keep a safe distance when unloading goods. Extra care taken when doing the nightly clean – surfaces properly sanitised etc Chefs to ensure that back area is kept tidy – cigarette area scrubbed nightly and sanitised. Restaurant tables spaced at an appropriate distance – (looking at screens)</p>		

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			<p>Maximum number of covers per half hour to keep restaurant numbers at an acceptable level.</p> <p>Daily briefing so that everyone knows their specific role.</p> <p>Bar deliveries handled and unpacked with gloves.</p> <p>Staff rotas looked at to prevent unnecessary overlaps of shifts, and to keep the same team on.</p> <p>All chairs/tables to be sanitised after breakfast and before/after dinner service daily.</p> <p>Staff to ensure they wash uniform nightly at high temperature and keep high levels of personal hygiene.</p> <p>Sanitising stations set up at reception, bar and restaurant to encourage regular cleaning.</p> <p>One staff member smoking at once and nightly sanitising of the smoking area.</p> <p>Maximum numbers of staff in areas at once e.g. bar & kitchen and at sensible distances.</p>		