

Risk Assessment

Details

| | |
|-------------|---------------------|
| Group | The Ampersand Hotel |
| Site | The Ampersand Hotel |
| Title | covid-19 |
| Assessed By | Perry Alliston |

| Task | Completed date of assessment |
|----------------------------------|------------------------------|
| COVID-19 Meeting Risk Assessment | 20-07-2021 |

COVID-19 Meeting Risk Assessment

Hazards?

- Infection spread by staff with symptoms of COVID-19
- Infection spread by customers with COVID-19
- Infection spread from surfaces and equipment infected with COVID-19

Who might be harmed and how?

- Customers
- Employees
- Suppliers
- Visitors

COVID-19 Meeting Risk Assessment

Controls in place

Attendees are required to physically distance in line with current government guidance at all times during the meeting; 2 metres or 1 metre plus mitigation measures.

Attendees must not attend the meeting if they are exhibiting COVID-19 symptoms, sharing a household with someone who is or have test positive for COVID-19 in the last 10 days.

Attendees must not attend the meeting if they have been required to self-isolate by NHS Test and Trace or due to travel to/from certain countries as per Government guidance.

Hand sanitiser, with relevant signage, will be provided at the entrance to the meeting room for everyone to use.

Hand contact surfaces and touch points will be identified and thoroughly cleaned and sanitised at regular intervals.

Bottled water will be provided for meeting attendees. Communal jugs of water will not be available.

Table furniture will be limited to only what is necessary and will be fully cleanable.

Doors (excluding fire doors) will be propped open to avoid hand contact and promote ventilation.

NHS track and trace code on display at the entrance to the Hotel for Client who wish to use it.

Presenters and attendees will be encouraged not to share equipment whilst in meetings however sanitiser wipes will be available to use.

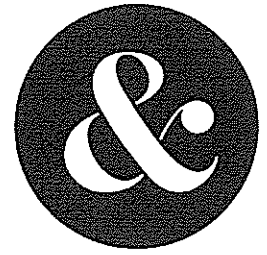
Controls will be in place to ensure that attendees remain socially distanced when arriving and leaving the meeting e.g. queuing system, staggered timings.

Members of staff are required to wear a face covering at all times in customer facing areas.

| Additional controls required | Action by whom | Action by when | Completion date - comments |
|--|--------------------------|--|----------------------------|
| Layout of the meeting room will be arranged to ensure physically distancing is adhered to and the avoidance of face to face seating of attendees. | Management | 01-01-0001 | |
| Meetings will be concluded in the shortest reasonable time. | Management | 01-01-0001 | |
| If presentations are being made as part of the meeting it should only take place if the room is well ventilated. The presenter must also remain socially distanced from the rest of the attendees. | Management | 01-01-0001 | |
| Completed date of assessment: | 20-07-2021 | | |
| Review date | Person completing review | Reason (e.g. annual review, following accident, changes) | |

Task: COVID-19 Meeting Risk Assessment

| Trained employees | Training date | Signature |
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| COVID-19 Customer safety ENGLAND from 19th July 2021 | 19-07-2021 |

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Who might be harmed and how?

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COVID-19 Customer safety ENGLAND from 19th July 2021

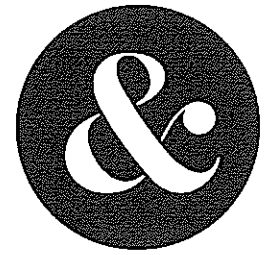
Controls in place

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|---|
| NHS Test & Trace QR code can be displayed for customers who wish to check into the venue |
| Where customers cannot use the NHS Test & Trace QR code and wish to provide their details these can be taken and must be securely held on file for a period of 21 days. |
| Customers exhibiting symptoms of COVID-19 will be politely asked to leave the premises for the safety of others. |
| Contact details and hours of work for all staff will be recorded. |
| Hand wash stations in public areas and toilet facilities will be stocked with suitable hand soap, hand drying facilities and 60% alcohol hand gel. Hot water will also be available to all hand wash basins |
| 60% alcohol hand sanitising gel stations will be positioned throughout the premises for customers to use. Staff will be encouraged to remind guests of the need to use these gels |
| All tables will be completely cleared and sanitised before customers are seated. |
| Customers will be encouraged to use contactless payments where possible, without disadvantaging older or vulnerable customers. |
| Measures will be taken to improve ventilation, for example opening windows and doors or using air conditioning with recirculating function switched off with fresh air drawn in from outdoors |

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| COVID-19 Cleaning from 19th July 2021 | 20-07-2021 |

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Controls in place

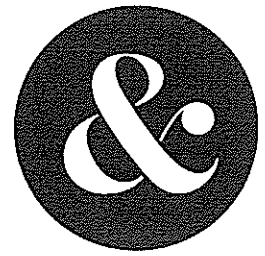
- Manufacturer's instructions will be followed for dilution, application and contact times for all detergents, disinfectants and sanitisers used within the business. Staff must be trained in the effective and safe use of all chemicals
- Only company approved cleaning chemicals shall be available for use. These shall include detergents and sanitisers which are effective against enveloped viruses such as COVID-19
- Customer dining areas will be cleaned and disinfected/sanitised between each service. This will include the sanitising of all hard surfaces i.e. tables & chairs.
- Where customer toilets are open for use, they will be checked to ensure hand washing and hygiene provisions are in-place regularly. areas will be monitored and cleaned at appropriate times, cubicles can be locked when cleaning and checks take place.
- All work surfaces and touch points will be sanitised at the start of the day prior to any activities taking place. All surfaces and touch points will also be cleaned and sanitised as a last task at the end of the working day

COVID-19 Cleaning from 19th July 2021

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| COVID-19 Employee safety from 19th July 2021 | 20-07-2021 |

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Who might be harmed and how?

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- Guests

COVID-19 Employee safety from 19th July 2021

Controls in place

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| Advice will be provided to employees on measures to adopt when travelling to and from work including the wearing of masks if using public transport and cleaning hands on arrival at work and back home |
| Training will be provided for all employees on the controls in place to combat the spread of COVID-19. Staff will apply the controls in place to prevent the risks of infection to each other and our customers |
| Staff must not attend work if they are showing symptoms or have been required to self isolate by NHS Test & Trace (England & Wales), NHS Test & Protect (Scotland) or PHA Test Trace Protect (Northern Ireland) |
| Staff will be trained and regularly reminded of the need to avoid touching eyes, nose, and mouth. Where they do touch their face etc. they should wash their hands immediately |
| Hand washing regimes will be in place using soap and hot water for at least 20 seconds. Hand sanitizer with at least 60% alcohol will be used if soap and water are not available |
| The use of face coverings will be required in all front of house areas unless exempt |
| Records of staff rota's will be retained for a minimum of 21 days to assist with the NHS Test & Trace (England & Wales), NHS Test & Protect (Scotland) or PHA Test Trace Protect (Northern Ireland) scheme operation |
| Staff must be permitted to self isolate where required following contact with NHS Test & Trace (England & Wales), NHS Test & Protect (Scotland) or PHA Test Trace Protect (Northern Ireland) |

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