

RISK ASSESSMENT SPREAD OF COVID 19 THROUGH THE WORKPLACE

Hotel Name	HI BIRMINGHAM	Department/ Area	KITCHEN
Assessor	T.OLIVER	Date	26/8/2020

RISK WITHOUT ANY CONTROL MEASURES = HIGH

Those at risk of harm from the virus staff, guests, visitors, contractors, public.

1.	Shut off access	X	9.	Touch point cleaning	X	17.	Staff do not travel in whites and change at work	X
2.	Physical Barrier i.e screen between stations	N / A	10.	Disinfectant wipes available	X	18.	Non essential staff do not enter the kitchen	X
3.	Floor Markings 2m apart	X	11.	Natural ventilation		19.	Hand wash basins fully stocked at all times	X
4.	One way system	X	12.	One person to access fridge/ freezer/ pantry	X	20.	Training	X
5.	De clutter removal of non essential items	X	13.	Turn stations around to avoid face to face working	X	21.	Monitoring	X
6.	Additional Entrance or exit	X	14.	Stagger shifts to reduce amount of people working in the kitchen	X	22.	PPE – what & why	X
7.	Remove or reduce units/ stations	X	15.	Minimise contact at handover points	X	23.	Other – state	
8.	Hand sanitiser station in place at entrance	X	16.	Contactless delivery procedure in place for kitchen supplies	X	24.	Other – state	

Now you have identified your controls required – add in the details below to confirm what you have implemented

**RISK ASSESSMENT SPREAD OF
COVID 19 THROUGH THE WORKPLACE**

13	Turn stations around to avoid face to face working	Ongoing in all work areas	ongoing
14.	Stagger shifts to reduce amount of people working in the kitchen	In place	no
15.	Minimise contact at handover points	In place	no
16.	Contactless delivery procedure in place for kitchen supplies	In place	no
17.	Staff do not travel in whites and change at work	In place	no
18.	Non essential staff do not enter the kitchen	In place	no
19.	Hand wash basins fully stocked at all times	In place	no
20.	Training	In place	no
21.	Monitoring	In place	no
22.	PPE – what & why	In place	no
23	Other – state	New control measures for staff and guests below	

RISK ASSESSMENT SPREAD OF COVID 19 THROUGH THE WORKPLACE

Hotel Name	Birmingham City Centre	Department/ Area	KITCHEN
Assessor	Tracy Oliver	Date	22nd May 2020

RISK WITHOUT ANY CONTROL MEASURES = HIGH

Those at risk of harm from the virus staff, guests, visitors, contractors, public.

1.	Shut off access	9.	Touch point cleaning	17.	Staff do not travel in whites and change at work
2.	Physical Barrier i.e screen between stations	10.	Disinfectant wipes available	18.	Non essential staff do not enter the kitchen
3.	Floor Markings 2m apart	11.	Natural ventilation	19.	Hand wash basins fully stocked at all times
4.	One way system	12.	One person to access fridge/ freezer/ pantry	20.	Training
5.	De clutter removal of non essential items	13.	Turn stations around to avoid face to face working	21.	Monitoring
6.	Additional Entrance or exit	14.	Stagger shifts to reduce amount of people working in the kitchen	22.	PPE – what & why
7.	Remove or reduce units/ stations	15.	Minimise contact at handover points	23.	Other – state
8.	Hand sanitiser station in place at entrance	16.	Contactless delivery procedure in place for kitchen supplies	24.	Other – state

Now you have identified your controls required – add in the details below to confirm what you have implemented

RISK ASSESSMENT SPREAD OF COVID 19 THROUGH THE WORKPLACE

13.	Turn stations around to avoid face to face working	N/A	Already in place.
14.	Stagger shifts to reduce amount of people working in the kitchen	Focus needed	Focus needed to be open.
15.	Minimise contact at handover points	Focus needed Cleaning end of each shift + equipment	Focus needed when we re open. (minimum)
16.	Contactless delivery procedure in place for kitchen supplies	N/A	Already in place.
17.	Staff do not travel in whites and change at work	N/A	Already in place.
18.	Non essential staff do not enter the kitchen	N/A	Already in place.
19.	Hand wash basins fully stocked at all times		Checks needed daily to ensure stocked.
20.	Training	All team will need to be re trained + trained on new guidelines when return	Needs to be set up ready for re open
21.	Monitoring	N/A	This needs to be set up as a process.
22.	PPE – what & why	Masks, gloves ect are available. Team need	Team need to be trained how to use PPE effectively + safely.
23.	Other – state		