

RISK ASSESSMENT SPREAD OF COVID 19 THROUGH THE WORKPLACE

Hotel Name	HI BIRMINGHAM	Department/ Area	LOBBY
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.	Equipment cleaned between use e.g. pens/ card terminals	X
2.	Physical Barrier i.e screen	X	10	Disinfectant wipes available	X	18.	Lift etiquette in place – signage	X
3.	Floor Markings 2m apart	X	11	Natural ventilation	N / A	19.	Training	X
4.	One way system	X	12	Signage advising to adhere to social distancing	X	20.	Monitoring	X
5.	De clutter removal of non essential items	X	13	Signage for nearest handwashing	X	21.	Service Delivery Document in place	X
6.	Additional Entrance or exit	X	14	Use of radios/ telephones to reduce face to face contact with staff	X	22.	PPE – What & Why	MAS KS
7.	Remove or reduce furniture	X	15	Staff desks set 2m apart at reception/ reduced staffing at any one time	X	23	Other – state	SCRE ENS
8.	Hand sanitiser station in place	X	16	Staff able to work side along not face to face in back office of reception	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	Signage for nearest handwashing	IN PLACE	ON THE DESK
14.	Use of radios/ telephones to reduce face to face contact with staff	IN PLACE TO BE FOUND BEHIND THE DESK	IN USE
15.	Staff desks set 2m apart at reception/ reduced staffing at any one time	IN PLACE	ONGOING
16.	Staff able to work side along not face to face in back office of reception	IN PLACE	ONGOING
17.	Equipment cleaned between use e.g. pens/ card terminals	TEAM CLEAN IN PLACE	ONGOING
18.	Lift etiquette in place – signage	IN PLACE NEXT TO LIFTS AND AT DESK	ONGOING
19.	Training	ALL TEAM MEMBERS	ONGOING
20.	Monitoring	CLEN MEETING EATCH WEEK	ONGOING
21.	Service Delivery Document in place	IN PLACE	
22.	PPE – What & Why	MASKS TO BE WORN BY ALL STAFF GUESTS AND CONTRACTORS	ONGOING
23	Other – state		

RISK ASSESSMENT SPREAD OF COVID 19 THROUGH THE WORKPLACE

Hotel Name	Birmingham City Centre	Department/ Area	LOBBY
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.	Equipment cleaned between use e.g. pens/ card terminals
2.	Physical Barrier i.e screen	10.	Disinfectant wipes available	18.	Lift etiquette in place – signage
3.	Floor Markings 2m apart	11.	Natural ventilation	19.	Training
4.	One way system	12.	Signage advising to adhere to social distancing	20.	Monitoring
5.	De clutter removal of non essential items	13.	Signage for nearest handwashing	21.	Service Delivery Document in place
6.	Additional Entrance or exit	14.	Use of radios/ telephones to reduce face to face contact with staff	22.	PPE – What & Why
7.	Remove or reduce furniture	15.	Staff desks set 2m apart at reception/ reduced staffing at any one time	23.	Other – state
8.	Hand sanitiser station in place	16.	Staff able to work side along not face to face in back office of reception	24.	Other – state

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

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13	Signage for nearest handwashing	In place at front desk	needs to be reviewed before opening → Bar / restaurant
14.	Use of radios/ telephones to reduce face to face contact with staff	N/A In place	Review all staffs needs when re opening
15.	Staff desks set 2m apart at reception/ reduced staffing at any one time	In place	Review when all staff are back at work
16.	Staff able to work side along not face to face in back office of reception	In place	Re training / reminded when staff are back
17.	Equipment cleaned between use e.g. pens/ card terminals	N/A - Yet	Training when staff are back
18.	Lift etiquette in place – signage	Completed	Review when open on all floors.
19.	Training	N/A - Yet	organised training for all staff - on new processes
20.	Monitoring	N/A - Yet	Needs to be organised & managers trained
21.	Service Delivery Document in place	Completed	Review daily 10am meeting
22.	PPE – What & Why	In place	Review when ready to open for staff
23	Other – state		