

Details	
Group	LFH Hotels Limited
Site	LFH - The Ickworth
Title	COVID-19 Risk Assessments
Assessed By	Faye Kelly

Task	Completed date of assessment
COVID-19 Risk assessment 5 - Employee safety	01-07-2020

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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

Guests

Staff

Suppliers

Visitors

Controls in place

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 new provisions 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

Shaking of hands is discouraged - we encourage the use of other verbal greetings and smiling as non-contact methods of greeting

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

Health screening questionnaires will be completed daily on arrival at work. Where employees indicate they are at risk of infection they will be excluded from work and asked to remain away from the workplace for 14 days

Training and guidance will be provided on how to communicate our controls to customers/guests and on how to deal with any person/s who fail to adhere to the controls in-place

Touch points such as door handles, tills, card machines, keyboards, touch-screens, telephones and handrails will be cleaned and sanitized every 30 minutes

Dirty surfaces will be cleaned with soap and water/detergent before disinfection with a sanitiser

The use of PPE will be carefully assessed. The use of face masks and gloves will only be considered for essential tasks where personal hygiene standards are not considered to be a suitable control. See PPE risk assessment

As far as reasonably possible, physical distancing to current recommended standards will be maintained between employees at work

Staff uniform requirements will be reviewed, especially the use of hats in areas where the risk of food contamination is low to assist with the reduction of hand to face contact

Staff will be encouraged to avoid the use of public transport to get to work. Where they do have to use public transport then they will be advised to wear face coverings

Staff will be encouraged to bring their uniform to work in a bag and change into their uniform upon arrival. Changing areas will be regularly cleaned and disinfected

Rota planning will take into account arrival at work time with times staggered to avoid large groups arriving at any one time. Rota planning will also look to achieve a Team A and Team B approach

Records of staff rota's will be retained for a minimum of 21 days to assist with the NHS Test & Trace Scheme operation

Additional controls required	Action by whom	Action by when	Completion date - comments
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Completed date of assessment:	01-07-2020		
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Review date	Person completing review	Reason (e.g. annual review, following accident, changes)
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Trained employees	Training date	Signature