

COVID-19 Risk Assessment of Lindum Lodge

Lindum Lodge made this Risk Assessment to apply to our business, and will continue to identify the hazards from COVID-19 that are in our specific workplace and adapt the table to suit as necessary. Additional hazards can also be included. This risk assessment should be reviewed against new government guidance as and when this is released.

Organisation name: Lindum lodge

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Staff – Housekeeper Guests Owner and kitchen staff <p>Vulnerable groups such as pregnant workers and those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with owner, staff in relation to our business</p>	<p>Travelling to Work/ Guest arrivals Staff and Guests carpark onsite Change in shift patterns to reduce congestion during peak travel periods Hand wash facilities provided at entrances, Dining room and Public toilet</p> <p>Social Distancing Social distancing in the workplace wherever possible. If not other controls in place: Wear masks where not possible to keep social distance- 1 metre+. Housekeeper must wear PPE when cleaning guest rooms and public areas of B&B. Guests must keep social distance 1-metre+ in all public areas of B&B, mainly in ground floor and first floor corridors, Lounge, Sun lounge, Bar. In dining room and in the Bar guest sit tables are arranged minimum 1 metre+. Where not possible to keep social distance in public areas and corridors Guests would be encouraged to wear masks. We will provide free masks for guests. The number of persons in any work area have been reduced to comply with the 2-metre rule or 1-metre+.</p> <p>Work schedules have been reviewed including start & finish times/shift patterns, to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Break times have been staggered and canteen redesigned in line with 2m rule.</p> <p>Sufficient rest breaks for staff which is timed so social distancing also to be adhered to in canteen area and smoking area.</p>	<p>Further Considerations: Use posters to mark out 2m and 1m+ distance Public areas of B&B. Staff and Guests to be reminded on a daily basis of the importance of social distancing both in the Public areas of B&B and outside of it. Management checks to ensure this is adhered to. Staggering employee arrival and departure times to reduce congestion in high movement areas. During the daytime staff will open windows in Public areas to get more air ventilation throughout building and back Fire exit door of access and egress to the building to enable directional flow and movement of people.</p>	Owner and Staff	All time	

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		<p>We will encourage Staff to remind Guests to follow social distancing and explaining to the Guests/customers that failure to observe safety measures will result in service not being provided. Where necessary, informing Guests/customers that police and the local authorities have the powers to enforce requirements in relation to social distancing and may instruct customers to disperse, leave an area, issue a fixed penalty notice or take further enforcement action.</p> <p>Good Hygiene Hand washing facilities with soap and water in place. Stringent hand washing taking place. Hand washing guidance communicated to staff. Drying of hands with disposable paper towels. Gel sanitisers in Entrance, Dining room and public toilet readily available</p> <p>Information and Guidance We will keep informed of developments and Government advice Employees will be notified of key findings of RA before returning to work</p> <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in Public areas of Lindum Lodge, including of high use such as door handles, light switches, reception area, room keys, public toilet, Dining room chair backs using appropriate cleaning products and methods.</p>	<p>Further Considerations: Staff and Guests/visitors to be reminded to wash their hands for 20 seconds on a regular basis (including destination hand washing on arrival) with water and soap and the importance of proper drying with disposable towels.</p> <p>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 with unclean hands. Tissues will be made available on Entrance, Public toilet and in dining room of the B&B.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice.</p> <p>Posters, leaflets and other materials are available for display.</p> <p>Posters to be displayed at entrance and strategically throughout the building to remind employees of controls: hand washing/ 2 metre rule/ symptoms of COVID-19</p> <p>Further Considerations: Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Increased cleaning regime implemented.</p> <p>Further Considerations: Staff to be reminded that wearing of gloves</p>			

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		<p>Managing service of breakfast and drinks at a Bar Maintaining social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) from Guests/customers when taking orders from customers. Minimising contact between kitchen workers and waiters/front of house workers. For example, by having zones from which front of house staff can collect food. Waiters servicing the Guest during the breakfast must wear the masks and or plastic clear face covering. We will provide free masks and face covering to waiters. Waiters must wash hands each time serving different tables. Adjusting service approaches to minimise staff contact with Guests/customers. Guest sitting tables in the Dining room would arranged to maintain social distancing of 1 metre plus. However in order to minimise the risks and maintaining social distancing during the busiest time of occupancy of B&B we will service the breakfast in a two shifts: from 8:30 Am and 9:15 AM. Guest will be encouraged to have a breakfast in different shifts. Dining room and Bar indoor table service must be used where possible, alongside further measures such as assigning a single staff member per table. Encouraging contactless payments where possible and adjusting location of card readers to social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).</p> <p>Wearing of Gloves by Staff Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be</p>	<p>is not a substitute for good hand washing.</p> <p>Further Considerations: Regular communication of mental health information and an open door policy for those who need additional support are recommended.</p>			

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		<p>instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Respiratory Protective Equipment (RPE) Housekeeper will wear mask, gloves, apron and face covering while cleaning Guest rooms. We will provide PPE to Housekeeper.</p> <p>Symptoms of Covid-19 If Staff becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. If possible (mild symptoms) the employee could be encouraged to work from home. Owner will maintain regular contact with staff members during this time. If Guests become unwell with a COVID-19 Symptoms will be encouraged self-isolate and advised where possible leave/terminate staying in the B&B and safely go home. Early checkout due to COVID-19 symptoms are not refunded.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the B&B 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>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever</p>				

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		<p>support they can to help.</p> <p>Housekeeping There is a risk of contamination/transmission subsequent to hand contact surfaces in bedrooms, on linen and towels. Housekeeper must follow handwashing guidelines as per Government guidelines. Room cleaning will be undertaken in the absence of the guest, unless it is difficult for the guest to leave the room (e.g. due to mobility constraints) whereupon social distancing shall be observed in the presence of the guest. The frequency of cleaning-everyday. Hand contact surfaces must be disinfected. The following, all of which would – as a minimum – must be disinfected when a guest checks out: o Light switches o Bedside tables o Remote control, Taps, Flush handles and toilet seats, Door handles – inside and out, Hair dryer handles , Iron and ironing board, Wardrobe doors , Kettle handle and lid. Guest information packs, leaflets etc. would be kept to a minimum. Glasses and crockery must be removed and washed in a dishwasher not the room sink. Towels and linens should be washed in accordance with washing instructions.</p>				

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Employers with five or more employees must have a written health and safety policy and risk assessment. It is important you discuss your assessment and proposed actions with staff or their representatives. You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities. [For further information and to view other example risk assessments go to http://www.hse.gov.uk/risk/casestudies/](http://www.hse.gov.uk/risk/casestudies/)