**Coronavirus Risk Assessment**

June 2020

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| **Workplace** | Cairngorm Hotel, Aviemore |
| **Manager** | Craig Docherty |

**Summary**

This risk assessment identifies the hazards, risks and control measures associated with Coronavirus. It is written following consideration of guidance issued by the Government. The assessment will be reviewed on a regular basis and always where revised guidance has been issued and controls need amending

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| **Potential Hazard**  **Task**  **Environment** | **How might harm occur?** | **Who might be harmed?** | **Control Measures** |
| Spread of Coronavirus | Inhalation of airborne viral particles through proximity to someone with Coronavirus symptoms | ● Team Members,  Customers  ● Vulnerable groups  including:  o Pregnant workers  o Team Members  with underlying  health issues | **Social Distancing Measures** **(Team Members)**  ● Revised procedures will be adopted which allows for the maintenance of social distancing between Team Members.  ● Covid-19 Health questionnaires completed by all staff prior to starting work and confirmed every 2 weeks.  ● We will work with a minimum amount of staff to ensure social distancing can be adhered to  ● Non-essential activities will not be carried out.  ● Screens will be installed at reception to provide physical separation between staff and guests  ● Contactless payments will be encouraged where possible  ● Alcohol based hand gel will be available to staff and customers at various locations both front and back of house |
|  |  |  | ● Social distancing reminders to staff and hand washing posters will be displayed in back of house areas.  ● All team members will undergo ‘COVID19’ training modules on flow and evidence of training record available on return to work and before starting a shift.  **Social Distancing Measures (Customers)**  ● Advice about the measures adopted to encourage social distancing will be provided to customers via posters and verbally  ● A premises layout plan will be created to evidence the social distancing and displayed particularly to show restrictions on numbers for entry  ● Queue management procedures will be implemented where necessary  ● Dedicated entrance and exits will be in place and signposted  ● Covid19 Secure (Government) 2020 poster will be displayed  ● Limits on numbers of people entering the premises will be calculated and enforced based on size of premises.  ● Directional arrows in place  ● Notice advising that contactless payments are encouraged  ● Service payment rules displayed as necessary. Signage to manage payment queues provided e.g. wait here  ● Social distancing champion (duty manager) available during opening hours - identifiable to customers to ask questions and accountable for implementation of social distancing, cleaning and handwashing measures  ● Display of Risk Assessment on company website (over 50 employees)  ● Social distancing in toilets managed  **Vulnerable Team Members**  Any Team Member who is pregnant or with underlying health issues likely to make them more susceptible to severe consequences of contracting Coronavirus are encouraged to speak to their line manager. Those notified by their GP as being at particularly high risk must advise their line manager that they ​must​ self-isolate.  **Action If Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough, loss of smell or taste or a high temperature they will be sent home and advised to follow the stay at home guidance. Management will maintain regular contact with staff members during this time.    If advised that a member of staff or public has developed Covid-19 and were recently on our premises, we will identify people who have been in contact with them and will take advice on any actions or precautions that should be taken by contacting Local Public Health team.  **Hand Washing**  ● Hand washing facilities with soap and water available  ● Team member hand washing taking place every 30 minutes PLUS when contaminated and moving between tasks  ● Hand washing posters displayed  ● Drying of hands with disposable paper towels  ● Alcohol hand gel available to staff and customers. Place at key contact areas such as; doorways and entrances |
| Spread of Coronavirus | o Contact with surfaces / objects previously contaminated with Coronavirus  o Inadequately equipped welfare facilities  o Poor hygiene practices adopted | ● Team Members, Staff, Customer, Contractors | **Provision of Personal Protective Equipment (PPE)**    The business will make available the following equipment for use by Team Members:    - Disposable Protective Gloves    Team Members will be reminded that wearing gloves does not stop virus particles being taken into the body; only thorough and regular washing hands can do this especially before touching your face. Gloves should be changed in the same circumstances as the advice for when you should wash your hands including:  ● After handling waste  ● After carrying out cleaning tasks  ● After handling cash ● Before taking breaks  ● Between tasks and when contaminated    Procedures for changing gloves trained to staff and observed in practice:    ● Remove gloves  ● Dispose of gloves in a bin  ● Wash / sanitise hands  ● Put on new gloves      **Face Protection** **Masks**  Face masks/covering will be available for Team Members. These Team Members will be reminded of the importance of:  o Continuing to work to the 2m social distancing guidelines  o Washing hands before putting on the mask  o Storing the mask in a clean environment  o Changing the mask as soon as it begins to get damp  o Washing hands after removing the mask  o Understanding that the Government advice about the wearing of face mask protection is currently only in circumstances where you are working near someone with a Covid-19 infection and where there is limited or no opportunity to maintain social distancing. The measures to maintain social distancing and / or provide a physical barrier between Team Members and customers is the main control along with washing hands. |
| Spread of Covid-19 / Coronavirus | o Contact with surfaces / objects previously contaminated with Coronavirus  o Inadequately equipped welfare facilities  o Poor hygiene practices adopted | Team Members, Customer & Contractors | **Cleaning and Waste Disposal**    Cleaning and disinfection will be increased throughout service regularly, ensuring staff are including all frequently touched areas such as counters, switches, door handles, chip and pin machines, kitchen work tops, tables, toilet doors, toilet flush handles, keyboards, any phones in use (team phones must be shut away during working time), tills, all contact surfaces and kitchen utensils.    Chemical in use is effective against envelope viruses (BS14476) and staff are adhering to the correct contact time. At the end of the shift staff will clean all hand touch surfaces one more time before closing.    Handwashing & cleaning down of surfaces and equipment and disinfect every 30 minutes. Teams willbe reminded this is not instead of, but in addition, to the regular hand washing and cleaning completed as per normal procedures. |