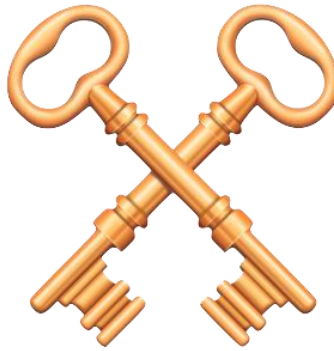


Cross Keys Hotel Chatteris



Coronavirus (COVID-19) Risk Assessment

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>	David Leaning		
Address of Premises	Cross Keys Hotel 12-16 Market Hill Chatteris Cambridgeshire		
Postcode	PE16 6BA		
Assessor:	David Leaning		
Date of Risk Assessment	23 rd June 2020 updated from 29 th May 2020		
To be reviewed on an annual basis unless any pertinent event or change warrants a review sooner.			
Subsequent Review Dates			
Reviewed by	David Leaning	Date	28 th November 2021

Cross Keys Hotel Coronavirus (Covid-19) Risk Assessment

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

*Risk matrix used in risk assessment below
RR = residual risk*

User guidance from the World Health Organization (WHO), HM Government and NHS England to ensure the risk assessment is following the latest advice.

Assessment date: 23rd June 2020 updated from 29th May 2020

Review date: 28th November 2020

Version: 1.1 (Final)

Hazard	Risk	Control measures	RR	Persons at risk
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a	4 x 3 = 12	<ul style="list-style-type: none"> To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers' Any existing individual risk assessments (e.g. disability, young persons or events) to be reviewed Maintain contact with line management and Human Resources (HR) and to follow hotel policy / guidance. Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) 	4 x 1 = 4	Cross Keys Staff Key Workers (Residents) Workers (Residents)

Cross Keys Hotel Coronavirus (Covid-19) Risk Assessment

<p>public health agency that contact with a diagnosed case has occurred. 4) People (including Staff) from talking loudly thereby increasing the risk of spitting out saliva</p>		<ul style="list-style-type: none"> To continue following ongoing government guidance Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required The hotel to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020. Follow good NHS hygiene measures at all times. Avoid all visitors to your room or home unless they are providing a medical requirement. Do not approach delivery staff, allow packages to be left on the doorstep Do not take any antibiotics as they do not work against viruses. Encourage people to talk quieter and prohibit loud music playing. 		
<p>Suspected case whilst resident or patron at The Cross Keys</p>	<p>4 x 4 = 16</p>	<p>If a resident or patron develops a high temperature or a persistent cough while at The Cross Keys, they should:</p> <ol style="list-style-type: none"> Return home immediately Avoid touching anything Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 	<p>4 x 1 = 4</p>	<p>Cross Keys Staff Key Workers (Residents)</p>
<p>General travel including any foreign travel</p>	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> Do not travel unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings Where an individual has recently visited these countries before arriving at The Cross Keys, they should self / home isolate themselves until further notice from the government (lockdown measures continue to apply) Please continue to follow any further national government advice provided Where an occupational health (OH) service provider has been appointed, please seek additional advice or concerns through this service 	<p>4 x 1 = 4</p>	<p>Cross Keys Staff Key Workers (Residents)</p>

Cross Keys Hotel Coronavirus (Covid-19) Risk Assessment

		<ul style="list-style-type: none"> All persons to limit their use of public transport. Where travel is essential by residents (key workers and workers) to get to The Cross Keys, please use private single occupancy where possible. Face Masks are to be worn while using public transport from 15th June 2021 until further notice. 		
Access / egress to The Cross Keys	<p>4 x 4 = 16</p>	<p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> 1) Stop all non-essential visitors e.g. cold calling Sales People. 2) Introduce staggered start and finish times to reduce congestion and contact at all times. 3) Monitor hotel access points to enable social distancing – entrance through the front door, exit through the rear door. 4) Require all workers to wash or clean their hands before entering or leaving the Cross Keys. 5) Allow plenty of space (two metres) between people waiting to enter the hotel. 6) Regularly clean common contact surfaces in the bar, reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times. 7) Reduce the number of people in attendance at Cross Keys inductions and consider holding them outdoors wherever possible. 8) Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials, e.g. beer delivery orders. 	<p>4 x 1 = 4</p>	Cross Keys Staff Key Workers (Residents)
Inclement weather – cold temperature allows disease to survive	<p>2 x 2 = 4</p>	<ul style="list-style-type: none"> All persons to dress appropriately for the weather. Welfare facilities provided to shelter from the elements. Maintain good hygiene measures at all times. Appropriate respiratory protective equipment (RPE) masks to be considered as last resort however face fit test (FFT) must be completed to ensure mask effectiveness. It is advised to speak to your H&S competent person on these matters and supplies should be reserved for medical staff as it has been documented that supplies have been difficult to procure. 	<p>2 x 1 = 2</p>	Cross Keys Staff
Poor hygiene	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS. Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. Provide additional hand sanitiser facilities to the usual welfare facilities if a large spread out at The Cross Keys. Regularly clean the hand washing facilities and check soap and sanitiser levels. Provide suitable and sufficient rubbish bins for hand towels with regular 	<p>4 x 1 = 4</p>	Cross Keys Staff Key Workers (Residents)

Cross Keys Hotel Coronavirus (Covid-19) Risk Assessment

		<p>removal and disposal.</p> <ul style="list-style-type: none"> The Cross Keys will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush. 		
Restaurant - exposure from large numbers of persons	<p>4 x 4 = 16</p>	<ol style="list-style-type: none"> Dedicated eating and drinking areas should be identified at The Cross Keys to reduce food waste and contamination. Break times should be staggered to reduce congestion and contact at all times. Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by residents and/or patrons when entering and leaving the bar/ hotel. The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home. Everybody should sit 2 metres apart from each other whilst eating and drinking. Payments should be taken by contactless card wherever possible. Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. Tables should be cleaned between each use. All rubbish should be put straight in the bin and not left for someone else to clear up. All areas used for eating and drinking must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. 	<p>4 x 1 = 4</p>	Cross Keys Staff Key Workers (Residents)
Use of Changing facilities, washing and ironing rooms	<p>4 x 4 = 16</p>	<ol style="list-style-type: none"> Introduce staggered start and finish times to reduce congestion and contact at all times. Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Consider increasing the number or size of facilities available at The Cross Keys if possible. Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. 	<p>4 x 1 = 4</p>	Cross Keys Staff
Cross Keys Staff working in local vicinity to Residents and Patrons (maintaining	<p>4 x 4 =</p>	<ol style="list-style-type: none"> Starting and finishing times are to be staggered and reviewed to ensure no buildup of staff in any areas. Anybody who are unwell with symptoms of Coronavirus (Covid-19) should not enter The Cross Keys. 	<p>4 x 1 =</p>	Cross Keys Staff Key Workers (Residents)

Cross Keys Hotel Coronavirus (Covid-19) Risk Assessment

<p>2m distancing)</p>	<p>16</p>	<ol style="list-style-type: none"> 3) Tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures. 4) Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance. 5) Avoid skin to skin and face to face contact. 6) Stairs should be used by Staff and Residents one at a time unless the [people using the staircase are from the same household and use a one way system throughout the hotel. 7) Consider alternative or additional mechanical aids to reduce worker interface. 8) Any additional COVID 19 measures specified by the Cross Keys rules must be followed. Details of this shall be shared at Cross Keys induction brief. 9) Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water). 10) Any health concern to be raised immediately to line management. 	<p>4</p>	
<p>Working within 2 metres of any other people</p>	<p>4 x 4 = 16</p>	<ol style="list-style-type: none"> 1) Always consider if the task can be performed differently without having to breach the 2m social distancing rule. 2) Staff are to limit face to face working and work facing away from each other when possible. 3) Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins. 4) Consider introducing an enhanced authorisation process for activities where less than 2m distance may be required. 5) Provide additional supervision to monitor distancing and teams not to be rotated. 6) Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task. 7) All equipment to be thoroughly cleaned prior and after using it. 8) Increased ventilation will be provided within enclosed spaces. 9) The Cross Keys Management will consider RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines is not met. Equipment must be face fit tested to all users. 10) Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination. 11) Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places. 12) Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (e.g. waste removed by a responsible, approved contractor). 	<p>4 x 2 = 8</p>	<p>Cross Keys Staff Key Workers (Residents)</p>

Training

The Cross Keys Management brief to Staff will be completed alerting to the hotel's specific process / procedures;

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

Management

- Ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred.
- Remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviours.
- Encourage an open and collaborative approach between Staff, Residents and Patrons at The Cross Keys where any issues can be openly discussed and addressed.