

The Torcroft - COVID-19 Risk Assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

Organisation name: The Torcroft, 28-30 Croft Road, Torquay, Devon, TQ2 5UE

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 ▪ Guests 	<p>Vulnerable Groups</p> <p>Encourage those shielding or in higher-risk groups to familiarise themselves with Covid 19 Secure Policy.</p> <p>Travelling to Work Staff carpark onsite Hand wash facilities provided at entrance of hotel for guests and staff.</p>	<p>Further Considerations: Consider resources to facilitate this.</p> <p>Further Considerations: Re-assign tasks</p> <p>Further Considerations: Consider options for cycling/ walking to work</p> <p>Guidance to staff regarding public transport and car share.</p>	C-19 Secure Policy on website	<p>Guests advised at time of booking</p> <p>All guests with bookings on system have been sent Covid19 Secure Policy</p> <p>GB explains to guests are time of booking about policy and govt advice</p>	25.06.

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		<p>Work Area/ Social Distancing Social Distancing: The number of persons in any work area have been reduced to comply with the 1-metre rule.</p> <p>Break times have been staggered</p> <p>Sufficient rest breaks for staff which are timed so social distancing also to be adhered to in break area and smoking area.</p> <p>Communal toilet not in use.</p>	<p>Further Considerations: Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Redesign working environment to prevent face-to-face working.</p> <p>Open additional points of access and egress to the building to enable directional flow and movement of people.</p>	<p>GB & TW</p> <p>GB</p> <p>GB & TW</p> <p>GB</p>	<p>04.07.</p> <p>04.07.</p> <p>04.07.</p> <p>04.07.</p>	<p>DONE</p> <p>DONE</p> <p>DONE</p> <p>DONE & outlined in C19 Secure Policy</p>

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		<p>Good Hygiene</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. Hand washing guidance communicated to staff https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ Gel sanitisers in any area where washing facilities not readily available, which are in all the public places in The Torcroft Anti-bacterial soap has been provided in all guest en-suites and bathrooms 	<p>Further Considerations:</p> <p>Staff and guests 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 throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publication/s/guidance-to-employers-and-businesses-about-covid-19</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>GB & TW</p> <p>GB</p> <p>GB</p> <p>GB</p> <p>GB</p>	<p>04.07.</p> <p>04.07.</p> <p>04.07.</p> <p>04.07.</p> <p>04.07.</p>	<p>DONE</p> <p>DONE</p> <p>DONE</p> <p>DONE</p> <p>DONE</p>

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		<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 areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p> <p>PPE Following the release of revised government guidelines n 24.07. hotels have been advised to encourage frequent hand washing, and inform guests they are advised to wear face masks when they are in the communal areas of the hotel. Social distancing should be observed, at 2m wherever possible particularly in communal areas and if not, 1m to be observed.</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 is not a substitute for good hand washing.</p> <p>Inform guests that government advice is to wear face masks in communal areas. Ensure that frequent hand washing is observed particularly during cleaning.</p>	<p>GB</p> <p>GB & TW and staff</p> <p>GB & TW</p> <p>GB</p>	<p>4.07</p> <p>04.07.</p> <p>04.07.</p> <p>04.07.</p>	<p>DONE</p> <p>DONE</p> <p>DONE</p> <p>DONE</p>

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		<p>Symptoms of Covid-19 If anyone 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.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premise, the management team of the workplace 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>Further Considerations: Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Guests will be advised that if they feel unwell there is a thermometer on site and we can take their temperature. If the temperature exceeds 38c they will be asked to return home.</p> <p>Staff will take and record their temperatures daily and if there is a concern they will self-isolate or not come in to work.</p>	GB	04.07.	C19 Policy sent to all guests
				GB	04.07.	DONE
		<p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p>	<p>Further Considerations: Regular communication of mental health information and an open door policy for those who need additional support are recommended.</p>	GB	04.07.	TO BE COMPLETED DAILY
				GB	04.07.	DONE

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/)