

Risk assessment for The Oxfordshire

OXFORDSHIRE RISK ASSESSMENT FOR Covid -19 Corona Virus COMPLETED BY: Dawn Demaio DATE: 07/07/2020						
N.B.: The Client is responsible for ensuring the accuracy of comments made in this risk assessment.					Review date:	06/07/2021
KEY:	HIGH	High risk of serious injury possibly life threatening or permanent. Do not progress until controls implemented	MEDIUM	Medium risk of moderate injury. Maximum effort must be made to reduce risk further to enable LOW / GREEN ranking	LOW	Nominal risk of slight injury. Continue to monitor

<u>1. WHAT ARE THE HAZARDS?</u>	<u>2. WHO MIGHT BE HARMED</u>	<u>3. CONTROLS REQUIRED</u>	<u>4. ADDITIONAL CONTROLS</u>	<u>5. ACTION BY WHO</u>	<u>6. ACTION BY WHEN</u>	<u>7. RISK</u>
All colleagues at The Oxfordshire	Any person at risk - contracting Covid 19 Anyone else who physically comes into contact with you in relation to your business	Training on the risks and signs of Covid -19 All colleagues to complete online training	Completion of on-line training to fully understand the risks associated with Corona Virus and COVID-19 Supply updated training material to all colleagues	All colleagues	On return to their department 1 st day of work	
		Notification of sickness Track and trace	Colleagues to be inform of the procedure for phoning in or showing signs of Corona Virus A Health Return questionnaire will be required to be filled out on colleagues return to work from furlough and when they travel abroad	All colleagues	As and when needed	

		Social distancing	<p>Colleagues always need to practice social distancing keeping to the government regulations</p> <p>When attending a bar or restaurant you will need to wait to be seated, table service is only allowed</p> <p>Signage is display on site around the premises</p> <p>Following government guidance all bars will close at 10pm</p>	All colleagues	While on shift	
		Visitors/contractors	<p>All visitors/contractors need to sign in and out once work is completed</p> <p>All visitors will need to complete a health questionnaire – Track and trace</p>	FOH	As and when required when on site	
		Usage of PPE	<p>PPE – will be provided Gloves, Googles and face covering masks</p> <p>The usage and wearing of Face masks is mandatory in all public areas following government guidance</p>	All colleagues	Provided as and when needed/daily	
		<p>Clean and Sanitised all surfaces that have been in contact with a guest/customer</p> <p>Daily morning (AM) and afternoon (PM) check and a senior manager end of day check sign off</p>	<p>PPE to be worn - gloves or Disposable nitrile gloves – must be worn where stated below. It is also recommended that you wear gloves where your hands are likely to be wet for some time or the area is very dirty Safety glasses v20 / googles – if there is risk of chemical splash or you are diluting chemicals*</p> <p>The wearing of a mask and googles are required when carrying out the following duties as specified below</p>	All colleagues If and when required	Daily /hourly	

		Chemicals	<p>1. Check your hands for cuts and scratches – cover as necessary Check your PPE – you always need to wear gloves when cleaning any surface area</p> <p>2. Do not touch any electrical sockets with wet hands</p> <p>Put in place warning sign(s) – restrict access if you can – keep others safe</p> <p>Check and report any defects</p> <p>3. All spray bottles that are being used must be labelled so that everyone knows what they contain</p> <p>4. Spray Chemical onto clean colour coded cloth</p> <p>5. Dilute chemicals in accordance with dilution rates</p> <p>6. Do not spray solution directly onto surfaces Rinse colour coded cloth in bucket with solution and wring to damp dry</p>	All colleagues as and when required	Daily/weekly monthly	
		Workstations and till points	<p>Designate workstations to colleagues to minimise risk of Covid-19</p> <p>1. Colleagues that use pens and pencils are to be issued with a pencil case with stationary personable to them to avoid risk of Covid-19</p> <p>2. Colleagues not to share pens, high lighters with other colleagues any sharing of stationary i.e. pens then they will need to be sanitised</p> <p>3. Colleagues to clean and sanitised workstation/till point once completed shift</p>	All colleagues	Daily	
	Guests/visitors/members	Guests	<p>We will be only accepting CARD payment only accept payment in the form of DEBIT/CREDIT cards.</p> <p>Policy until further notice is CASHLESS</p> <p>1. Once payment is taken the keypad needs to be cleaned and sanitised to give the next customer/ guest confidence of control</p>	All colleagues	Daily	

			<p>2. Ensure minimal contact is made with the customer/guest</p> <p>3. Installation of shield dividers to safeguard both parties from contracting the Covid-19 virus</p> <p>4. Gloves and a face covering mask to be worn when in contact with all customers/members/guests</p> <p>5. All leaflets and magazines have been removed and will be handed to guests on request</p> <p>6. Track and Trace link to be completed by guest/customer in all food/beverage outlets (link/QR code)</p> <p>7. To book via reception or the online portal to use the spa facility max of only SIX guests/members at only one time</p>			
		Queuing/seating of guests	<p>Follow the strict social distancing guidelines</p> <p>1. No more than the agreed guests to wait in a queue at any one time</p> <p>3. Offer guests/customer/members to wait in the seating area</p> <p>2. Ensure guests are adhering to the – social distancing and to follow the markers on the floor</p> <p>3. Ensure guests/customers are following social distancing guidelines</p>	All colleagues	Daily	
Spreading of corona virus by not washing hands or not washing them adequately	Workers, customers, guests, members, contractors, visitors	Hand washing facilities Sanitiser for guests	<p>Provide water, soap, and drying facilities at wash stations</p> <p>Provide information on how to wash hands properly and display posters</p> <p>Ensure the sanitiser bottle/dispenser has enough sanitiser inside the bottle/dispenser to allow customers/members/guests dispense onto their hands</p>	All colleagues	Daily Daily checks	

		Public Amenities/Toilets	<p>Ensure these are thoroughly cleaned and sanitised</p> <ol style="list-style-type: none"> 1. Clean and sanitised at regular intervals paying attention to touch points i.e. door handles, taps, surfaces etc 2. A cleaning schedule is adhered to every day and signed off at regular intervals 3. Use only authorised cleaning products 4. Use caution signage when cleaning floors 	Colleague responsible for public areas	Daily/hourly	
Cleaning to reduce the risk		Internal doors	<p>All doors internal</p> <ol style="list-style-type: none"> 1. Use of gloves/sanitised hands while at work to avoid any contact with door handles whether turning of handles or pushing /pulling of doors 2. At the end of each shift all doors need to be cleaned and sanitised to ensure the next person to work or open the doors is not left vulnerable in contracting Covid-19 3. Where possible doors will be positioned in the opened door position 	All colleagues	Daily	
		Service bins/hovering	<p>Waste Bins/ hoovering</p> <ol style="list-style-type: none"> 1. Wearing of gloves 2. Pick up any loose litter 3. Empty waste bin(s) into a waste sack and replace bin liner, wash bin out and sanitised where necessary. 4. Ensure when hoovering and the cleaning of the carpet that you are wearing gloves, once the task is completed that you spray sanitised the hoover paying particular attention to the area where you hold the cleaning hoover 	All colleagues	AM check/PM check/ End of shift check by senior manager	
	Colleagues	Colleague breaks/lunch time/ evening break	<p>Ensure that colleagues do not take their break together due to the social distancing rules</p> <ol style="list-style-type: none"> 1. Stagger breaks to ensure the team follow the social distancing government guidelines 	All colleagues	Daily	

			<p>2. Keep 2 metre apart and 1 metre where 2 meters is not suitable for the area</p> <p>3. Ensure social distancing is adhered to when anyone is in the smoking area</p> <p>4. Have a clean as you go approach</p> <p>5. Sanitised tables and counters tops down once the colleague has finished with the area</p> <p>6. Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation</p> <p>7. Provide lockers for colleagues to keep personal belongings in so that they are not left in an environment where they become at risk</p>			
	Colleagues	Travelling to work together	<p>Identify groups of colleagues that may travel to work together.</p> <p>Discuss with colleagues who live or travel to work together to agree how to prevent the risk of spreading corona virus</p>	All colleagues	On the return back to business	
		Health and Wellbeing Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can, to help all colleagues	<p>Regular communication of mental health and wellbeing information and open-door policy for those who need additional support.</p>	HR	As and when needed to support	

Review Assessments shall be reviewed at least annually or where there has been a change which will affect its validity. I hereby certify that this assessment and its associated method statement have been reviewed

Date:	Name:	Job Title:	Signature:
7 th July 2020 Updated 23/09/2020	Dawn Demaio	HR Manager	Dawn Demaio