

Risk assessment

Company name: Mogford Ltd

Assessment carried out by: Gino Di Napoli

Date of next review: 1st February 2021

Date assessment was carried out: 25th June 2020

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---------------------------------------|---|---|---|--|--|------|
| Spread of Covid-19 Coronavirus | <ul style="list-style-type: none"> • Staff • Hotel Guests • Restaurant Customers • Elderly visitors to the premises • Delivery Personnel • External contractors • Any visiting service engineers | <p>General FOH/BOH:</p> <p>Workspaces to be kept clear and all waste should be removed. All personal belongings must be removed from work areas at the end of their shift ie. Water bottles, mugs, stationery</p> <p>Lift use – 1 x laundry staff permitted at any time</p> <p>Hand washing with soap and water in place and guidance for hand washing guide distributed to back of house areas:</p> | <p>Line Managers and Duty Managers to ensure this is adhered to at the end of and start of the shift</p> <p>Lift Signage - Max 3 persons from same house hold</p> <p>Employees to be reminded on a regular bases to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> | <p>All staff</p> <p>Maintenance</p> <p>All staff</p> | <p>29th June</p> <p>4th July</p> <p>29th June</p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|--|--|---|---|--|------|
| | <ul style="list-style-type: none"> Any individual who physically comes into contact with you or in relation to the business | <ul style="list-style-type: none"> https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <p>Installing disposable paper towels to all WC in replacement of hand blowers as per government guidelines</p> <p>Installation of wall mounted hand sanitisation units throughout buildings focusing in high traffic and high contact areas such as reception, restaurant, lift entrances, staff rooms, laundry cupboards, back office, goods delivery entrance and meeting rooms</p> <p>Custom screens installed throughout restaurant area to provide clear divide between tables and customers.</p> <p>Main host point screen installed upon entry to restaurant</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 and mouth</p> <p>Maintenance to install and carry out RA to ensure suitable coverage Posters, leaflets and other materials are available for display:</p> <p>ps://www.gov.uk/government/publications/guidance-employers-and-businesses-about-covid-19</p> | <p>Housekeeping</p> <p>Maintenance</p> <p>Maintenance</p> | <p>4th July</p> <p>4th July</p> <p>4th July</p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|---|--|--|---|------|
| | | <p>Revised table plan to provide a minimum 1-2m space between customers</p> <p>Remove majority of bar stools to prevent prolonged close contact with staff and guests</p> <p>Professional deep clean and sanitisation undertaken of both kitchens, ventilation and extraction</p> <p>Social distancing to be adhered to in staff canteen and smoking areas, this will involve staggered break times to minimise grouping of staff</p> <p>Bar/Waiting Staff regularly hand sanitise (over government recommended guide lines) when handling plates/cutlery/glassware</p> <p>Where possible, making use of outside seating to increase restaurant capacity and spread customers further apart</p> | <p>Table plan uploaded on to Opentable</p> <p>Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it</p> <p>Maintenance installing additional outside heating, lighting and rain cover</p> | <p>Marketing</p> <p>Maintenance</p> <p>Maintenance</p> <p>Line Managers</p> <p>Line Manager</p> <p>Maintenance</p> | <p>29th June</p> <p>4th July</p> <p>29th June</p> <p>29th June</p> <p>Ongoing</p> <p>Jan 5th</p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|--|---|--|--|------|
| | | <p>PPE:</p> <p>All staff to wear face masks at all times</p> <p>Housekeeping to wear face masks with gloves in communal areas</p> <p>Reception Team to wear face masks with gloves in clean rooms</p> | <p>All HODs to ensure they have stock for their department</p> <p>Rigorous checks will be carried out by supervisors and HOD to ensure that necessary procedures are being followed</p> <p>Reception team (incl Guest Services) to ensure any access to a clean room is done so in accordance with risk control and sufficient stock of gloves/masks are available – where possible, entry to clean rooms will be avoided</p> | <p>HODS</p> <p>Housekeeping Team</p> <p>Reception Team</p> | <p>4th July</p> <p>29th June</p> <p>Ongoing</p> <p>Ongoing</p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|---|---|------------------------------------|-------------------------------|------|
| | | <p>Housekeeping:</p> <p>Prior to opening of hotel, every room will be deep cleaned and sanitised</p> <p>Upon housekeeping entry to the room, windows will be opened and the room left to ventilate</p> <p>Disposable gloves used upon room entry and disposed upon exit of room</p> <p>No more than 3 staff permitted per room at one time, for example 2 x cleaner and 1 x maintenance</p> <p>All handheld devices such as phones, remote controls and switch gear to be sanitised daily</p> <p>Steam cleaning upon checkout of all upholstered surfaces such as headboards, curtains, blanket boxes, bed throws and cushions</p> | <p>HOD to ensure stock control is managed accordingly with the demand</p> | <p>HODS</p> | <p>Ongoing</p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|---|--|---|---|------|
| | | <p>Colour coded cloths used per room to prevent room to room contamination</p> <p>Public area attendants increased throughout building covering all high traffic/contact areas with a maximum cycle time of 30 mins for all doors, lift controls, bannisters WC</p> <p>Minibars will have reduced item list and once the unit is sanitised the door will be sealed with a decal to show any signs of usage</p> <p>Supervisors/HOD will sign the rooms off and note posted on the system and door, no further access to the room until guest arrival</p> <p>Key sanitisation, prior to handing keys to guests each key will be sanitised and sealed in an envelope</p> | <p>Time sheets to be completed by attendants</p> <p>Maintenance and reception to adhere to this procedure working closely with housekeeping</p> <p>Night porters to undertake this as a daily task during their shift – this task falls under reception duties</p> | <p>Public Attendant</p> <p>Housekeeping</p> <p>Housekeeping</p> | <p>4th July</p> <p>4th July</p> <p>Ongoing</p> <p>Ongoing</p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|---|--|---|---|------|
| | | <p>Kitchen:</p> <p>Revised process and procedure to ensure we meet social distancing guidelines where possible</p> <p>All cold food to be handled with disposable gloves and food probes used to minimise hand to food contact</p> <p>Chef whites changed every shift</p> <p>Service Chef to wear face mask and regularly hand sanitise (over government recommended guide lines) when handling plates</p> | <p>Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it</p> <p>Head Chef and Sous Chef to ensure stock control is managed accordingly with the demand</p> <p>Line Managers to ensure sufficient stock and laundry collection</p> <p>Sufficient stock of face masks is provided for every shift</p> | <p>HC/SC</p> <p>HC/SC</p> <p>HC/SC</p> <p>HC/SC</p> | <p>4th July</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|---|--|------------------------------------|-------------------------------|------|
| | | <p>Contractors/Engineers:</p> <p>All business-related visitors will be required to sign in at reception as per standard procedure. They will be asked if they have shown any symptoms of COVID 19 in the last 7 days, whether they have been in contact with anyone who may have had COVID 19.</p> | <p>Reception to implement, add questions to the signing in process</p> | <p>Reception</p> | <p>Ongoing</p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|--|---|------------------------------------|-------------------------------|------|
| | | <p>Symptoms of COVID-19:</p> <p>If anyone becomes unwell with a new continuous cough or high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will remain in contact with staff members at this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), 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. https://www.publichealth.hscni.net/</p> | | | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|--|---|------------------------------------|-------------------------------|------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/