

Risk Assessment Form

Issue 2

Facility: Les ormes resort	Date: June 2020	Completed By: Stephen Dunford
Risk Assessment: Operating during Covid-19 (Coronavirus) pandemic	Reference No:	

List significant hazards	List groups of people who are at risk from the significant hazards identified and how?	List existing control measures or note where the information may be found List actions for risks which are not adequately controlled on the risk reduction plan (RRP)
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Keeping up to date with official guidance		
Lack of up to date information regarding the virus	Staff Customers Contractors	<ul style="list-style-type: none"> Government advice regularly checked and followed by <Nathan Maguire> - www.gov.je
Preventing the spread of Covid-19 (Coronavirus) in the building		
Access points to premises: No restriction of entry and exit points to the premises which reduces the control of persons entering/exiting the building/area	Staff Customers Contractors	<ul style="list-style-type: none"> Suitable locking/closing mechanisms available on non-emergency exit doors Restricted entry/exit on some external doors (not compromising emergency exits)
No restriction on visitor access to public areas increasing potential spread of bacteria/virus	Staff Customers Contractors	<ul style="list-style-type: none"> Restricted areas kept locked to prevent unauthorised access
Door mechanisms: Contact points on doors / revolving doors creating increased risk of bacteria/virus contamination	Staff Customers Contractors	<ul style="list-style-type: none"> Sensor operated mechanisms in place Robust cleaning regime in place Hand sanitation provided on entry/exit
Lack of hand washing facilities leading to increased risk of spread of bacteria/virus	Staff Customers Contractors	<ul style="list-style-type: none"> Hand sanitation points provided Hand soap dispensers kept refilled Hand dryers maintained in working order Paper towels provided Hot water system maintained to provide constant supply Non-touch dispensers in place Extra sanitiser points located around the facility

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Lack of toilet paper increasing risk of unhygienic hand sanitation	Staff Customers Contractors	<ul style="list-style-type: none"> • Sufficient planning with consumables suppliers in place • Hot water and hand soap available at all times • Toilets checks increase to every hour with full clean taking place 4 times a day
Visitors in close contact with other visitors to the facility, incorrect social distancing	Staff Customers Contractors	<ul style="list-style-type: none"> • Café tables spread out to be at least 2m apart or government guidance • Spectators points located with distancing in place • Government guidance on social distancing followed
Handling staff/customers presenting symptoms whilst in the facility		
Staff continuing to work if feeling unwell	Staff Customers Contractors	<ul style="list-style-type: none"> • Staff must self-isolate if they feel unwell and have flu like symptoms • Government guidance followed
Customers entering the premises with flu-like symptoms	Staff Customers Contractors	<ul style="list-style-type: none"> • Should be tactfully asked refused entry and directed to self-isolate and call/email the covid helpline • Government guidance followed
High risk employees (as defined by government, including pregnant, those with underlying health issues, employees over the age of 70 years)		
Those employees who are at higher risk from contracting Covid-19	Staff	<ul style="list-style-type: none"> • Government guidance followed • Home working arranged as appropriate • Social distancing encouraged • HR procedures in place for those unable to work from home and required to isolate as per Government guidelines
Staff Behaviour		
Staff in workplace increasing risk of community transmission	Staff	<ul style="list-style-type: none"> • Staff work from home if at all possible • Staff practice 'social distancing' as much as possible
Travel for business purposes	Staff	<ul style="list-style-type: none"> • Business related travel restricted to essential staff only • Video conferencing used for meetings, contact with suppliers, and where necessary customers

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Handshaking or other greeting increasing risk of transferring bacteria/virus	Staff Customers Contractors	<ul style="list-style-type: none"> • Handshaking and general close personal greetings are discouraged • Hand washing protocols and hygiene facilities in place
Poor workspace hygiene leading to increased risk of transferring bacteria/virus	Staff Customers Contractors	<ul style="list-style-type: none"> • Information posters, advisory notices and staff training in good hygiene practice and techniques in line with government guidance • Viricidal sprays available for wiping down work surfaces and equipment • Hand sanitiser available • Robust cleaning schedule in place which is monitored • Catering staff handling and serving food/drinks to wear protective gloves at all times
First Aid		
Withdrawal of first aid to a person in need could put their life at risk	Staff Customers Contractors	<ul style="list-style-type: none"> • First aid trained personnel available during all opening hours • Preservation of life a priority • Strict hygiene protocols in place to try and reduce transmission and adhered to
Cardiopulmonary Resuscitation (CPR) training	Staff Customers Contractors	<ul style="list-style-type: none"> • Staff displaying flu-like symptoms excluded from training • Only compressions practiced during ongoing training • Compressions and rescue breaths demonstrated during a qualification course • If rescue breaths carried out, then: <ul style="list-style-type: none"> ○ Lungs/airways to be replaced and disposed of safely ○ Face and mouth of manikin wiped with disinfectant wipes in between each use, and disposed of safely • Manikin face thoroughly washed with disinfectant at the end of training session
Cleaning and Waste		

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Reduced levels of cleaning staff available increasing risk of being unable to provide adequate cleaning services	Staff Customers Contractors	<ul style="list-style-type: none"> • Additional multi-skilled staff rostered to carry out cleaning tasks • Restriction of areas available to staff/public to reduce facilities to be cleaned • Business continuity plan in place
Untrained staff using cleaning substances and equipment	Staff Customers Contractors	<ul style="list-style-type: none"> • COSHH assessments for all substances in place • Work instructions for tasks in place • Only staff trained in safe methods and use of substances carry out cleaning tasks, including mechanical cleaning equipment
Poor cleaning practice increasing risk of bacterial/viral contamination	Staff Customers Contractors	<ul style="list-style-type: none"> • Robust general cleaning schedule in place • Cleaning tasks monitored by supervisor • Additional cleaning programmed for high touch points – including light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, lockers etc. • Government guidelines followed
Inappropriate disposal of waste, in particular used tissues increasing risk of contamination	Staff Customers Contractors	<ul style="list-style-type: none"> • Work instructions in place on disposal of waste in line with government guidance in above link • Personal protective equipment available, including gloves, aprons, face masks • Waste placed in plastic rubbish bags and tied, then placed immediately in normal secured waste disposal receptacle
Handling post or packages		
Handling post, packages or food	Staff	<ul style="list-style-type: none"> • Work instructions in place • Personal protective equipment provided for handling items if required • Government guidelines followed

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Business Continuity		
Closure of building due to Covid-19 infected person having been or suspected to have been in the premises, or insufficient staff to safely open to the public	Staff Customers	<ul style="list-style-type: none"> Business continuity plan in place and communicated to all users Minimum staffing levels identified to safely operate. Building closed if such numbers are not available Flexible emergency rosters introduced to maintain a level of service
Contracted cleaning provision interrupted or discontinued	Staff Customers Contractors	<ul style="list-style-type: none"> Business continuity plan in place Staff trained in cleaning tasks
Covid-19 infected person having been or suspected to have been in the premises	Staff Customers Contractors	<ul style="list-style-type: none"> Deep clean and sanitisation of facility. Government advice followed.

		Name	Signature	Date	Actions added to RRP
Review	Review Conducted by:				
	Review Conducted by:				
	Review Conducted by:				
	Review Conducted by:				

March 2020