

# Risk Assessment



Number Four at Stow Hotel | The Redesdale Arms Hotel

Housekeeping – Update 2020

Date Written – 16.05.2020

Date for Review – May 2021

HAZARD & TASK	THOSE AT RISK	CONTROL MEASURES	RESIDUAL RISK	WHAT FURTHER ACTION IS REQUIRED TO CONTROL RISK?
<p><b><u>COVID 19 – Coronavirus</u></b></p> <p><b><u>Cleaning of Rooms</u></b></p> <p>Due diligence needs to be taken in light of the high risk of infection of corona virus. Reducing the spread.</p>	<p>Housekeeping</p>	<ul style="list-style-type: none"> <li>• Prior to returning to work, all staff are required to complete a Covid-19 Health Declaration, in addition to confirming whether they have suffered from any gastroenteritis symptoms.</li> <li>• Staff to travel to work in own clothes, with clean uniform bagged and protected. Try to avoid public transport.</li> <li>• Changing room made available – one person at a time. Boxes for each team member to store home clothes. Procedure</li> </ul>	<p>High</p>	<p>Continuous monitoring and updating of this risk will be required. As we learn more and receive more guidance from the government.</p> <p>Open windows and doors to create maximum ventilation while cleaning</p>

<p><b><u>Receiving of Deliveries</u></b></p>	<p>Housekeeping</p>	<p>reversed on departure. Uniform to be washed after each use</p> <ul style="list-style-type: none"> <li>• Staff are to wear gloves and these are to be changed after every room. Staff will be shown how to remove and dispose of gloves carefully and correctly to reduce the risk of contamination.</li> <li>• Staff are to wear a face mask at work.</li> <li>• Do not shake dirty laundry, linen needs to be taken off beds and packed into laundry bags with as little rigorous movement as possible.</li> <li>• Cleaning and disinfection of all surfaces in the bedroom. Antibacterial sprays are provided and must be used to spray all surfaces during the cleaning process. Particularly areas of high use such as door handles and light switches.</li> <li>• Remove all unnecessary items from room, e.g. magazines, flyers to ensure wipe down easy</li> <li>• Disposable Cloths used in the cleaning so no room to room transference.</li> <li>• Social distancing must be kept at all times. Rooms are only to be</li> </ul>	<p>Low</p>	<p>No further action required</p>
<p><b><u>Changing Light bulbs</u></b></p> <p>Falls from height caused by impact</p>	<p>Housekeeping</p>	<p>cleaned when guests are not present. Do not go into a room if guests have not vacated the room. Initially stay over's will not be cleaned. Replenishment stock</p>	<p>Low</p>	<p>No further action required</p>

<p>injuries. Shocks or burns from faulty electrical equipment. Cuts from broken glass</p> <p><b><u>Mopping of Floors</u></b></p> <p>Slips, trips and falls may occur when floor is mopped from excess water on the surface making the floor slippery.</p>	<p>Housekeeping</p>	<p>can be left outside the room door.</p> <ul style="list-style-type: none"> <li>• Gel antibacterial sanitizers are to be used before leaving HK area. (before breaks and before end of shift)</li> <li>• 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.</li> <li>• Deliveries must be left in the laundry room for 24hours (where possible) before they are unpacked and stored in linen cupboards.</li> <li>• Always use gloves when receiving the delivery note and signing for anything.</li> <li>• Maintain social distancing at all times.</li> <li>• Staffs have been trained to work off ladders.</li> <li>• Ladder checked before task commences.</li> <li>• Light switch is in OFF position before contact with bulb of light fitting.</li> <li>• Other staff are informed that task is being carried out.</li> <li>• Bulb is cool before changing.</li> <li>• Light bulbs are disposed of</li> </ul>	<p>Low</p>	<p>No Further action required</p>
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<p><b><u>Use &amp; Contact with Cleaning Chemicals</u></b></p> <p>Use and contact with Cleaning/washing chemicals.</p>	<p>Housekeeping</p>	<ul style="list-style-type: none"> <li>• Water is changed frequently to avoid greasy, slippery surface.</li> <li>• Warning signage is displayed at wet or mopped area.</li> <li>• Floor is left as dry as possible after cleaning.</li> <li>• Mop or bucket is never placed close to electrical sockets and take caution when mopping near to electrical sockets</li>   <li>• Chemicals are always sprayed on to a cloth and not directly on to glass.</li> <li>• Spillages are cleaned up and dried immediately following method from our spills policy.</li> <li>• Windows are cleaned from the ground where possible.</li> <li>• Windows above 2m are cleaned by maintenance team.</li> </ul>	<p>Low</p>	<p>Provide staff with suitable hand cream to replace the moisture removed by frequent washing.</p>
<p><b><u>Personal Protective Equipment</u></b></p> <p>Use of PPE</p>	<p>Housekeeping</p>	<ul style="list-style-type: none"> <li>• Damaged glass is reported immediately to line manager.</li> <li>• Damaged/broken glass is repaired immediately.</li> <li>• Windows are cleaned during less busy periods.</li> <li>• Spillage is never left unattended.</li>   <li>• Ladders and Stepladders are never used for this task.</li> <li>• Staff are trained never to lean out of open windows. Staff are trained never to over reach whilst carrying out this tasks.</li> </ul>	<p>Low</p>	<p>No Further Action Required</p>

<p><b><u>Vacuuming</u></b></p> <p>Accident from misuse, electric shock, slips and trips whilst using a vacuum cleaner.</p>	Housekeeping	<ul style="list-style-type: none"> <li>• Correct PPE is provided.</li> <li>• Staff have received training in the correct use of chemicals and the dosage required for the task.</li> <li>• Chemicals are always kept in their original containers.</li> <li>• Cleaning materials are stored according to manufactures recommendations.</li> <li>• Where possible, staff avoid storing chemicals in high, difficult to reach places.</li> <li>• Spills are mopped up immediately.</li> <li>• Dishwashers are used where possible instead of washing up by hand.</li> <li>• Staff reminded to thoroughly dry hands after washing.</li> <li>• Staff reminded to check skin for red, dry or itchy areas and tell supervisor if this occurs.</li> </ul>	Low	Continued vigilance and inspection of appliance
<p>Machine falling and causing injury to person.</p>	Housekeeping	<ul style="list-style-type: none"> <li>• Staff have been trained to recognise what type of PPE is required for the task.</li> <li>• Suitable PPE is supplied and staff are not allowed to start shift without the correct PPE.</li> <li>• Staff have been trained how to fit and wear their PPE correctly, ensuring that they are wearing the right size</li> </ul>	Low	
<p>Trips and falls due to cable being pulled and raised if there are too few wall sockets to plug in to and cable has to be stretched to maximum</p>	Housekeeping	<ul style="list-style-type: none"> <li>• Staff have been trained to recognise what type of PPE is required for the task.</li> <li>• Suitable PPE is supplied and staff are not allowed to start shift without the correct PPE.</li> <li>• Staff have been trained how to fit and wear their PPE correctly, ensuring that they are wearing the right size</li> </ul>	Low	

<p>length.</p> <p>Fire or electric shock due to cable not being fully extended from machine before use</p> <p>Electric shock due to cleaner or cable coming into contact with water</p> <p>Electric shock due to damaged plugs and sockets</p>	<p>Housekeeping</p>	<p>items.</p> <ul style="list-style-type: none"> <li>• Staff are trained to check PPE for wear and tear and damaged articles.</li> <li>• Staff are instructed upon how to use the vacuum cleaner and correct attachments needed for the task and area they are cleaning.</li> <li>• Consideration has been made in choosing the correct machine for the intended use.</li> <li>• Manufacturer instructions for correct operation of equipment are fully understood by all operators before use.</li> <li>• The electric cable on the machine is a comfortable length to carry out tasks easily without causing cable to become taught.</li> </ul>	<p>Low</p> <p>Low</p>	
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		<ul style="list-style-type: none"><li>• Staff pay attention to the environment in which the vacuum cleaner is to be used, considering stairs, uneven flooring etc.</li><li>• The vacuum cleaner can be parked safely on stairs avoiding hazards arising from it toppling down the stairs.</li><li>• Care is taken to avoid pulling the electric cable taught, becoming a trip hazard to oneself and others.</li><li>• Steps are taken to minimise this hazard by utilising the sockets throughout the building, keeping the cable loose throughout the task.</li><li>• Cable is fully extended from the machine before cleaner is operated.</li><li>• Care is take avoid using plug sockets that are in close proximity to water sources/sinks and surfaces that may have become wet.</li><li>• All electric sockets are checked for damage before plugging in and defects are reported. Suitable signs are placed and socket is taken out of use until repaired.</li></ul>		
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		<ul style="list-style-type: none"><li>• Appliances are checked for damage and for serious abrasions Leads and cables are checked to ensure they are securely fixed to the plug. If any faults are discovered, the item will be taken out of use until it has been repaired or replaced.</li></ul>		
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I confirm that I have read and understood the following:

- Company Covid Policy
- Department Risk Assessment
- Government Guidance Website as of 23<sup>rd</sup> June 2020
- Completed my back to work Employee Health Checklist
- I will wear all offered PPE and follow government guidelines

Signed:

Date: