

COVID- 19 Infection Control Holiday Inn Corby

Risk Assessment

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COVID -19 Infection Control Hotel Risk Assessment

Hazards	Who might be harmed	Controls	Additional controls	Likelihood (L) (1 -3)	Severity (S) (1-3)	Risk rating (LxS)
Transmission of COVID-19	Colleagues/ Visitors/ Contractors	<p>Hand washing/ hygiene</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and hot water in place. • Stringent hand washing taking place. • Paper towels/hand dyers for drying of hands. Paper towels available in all locations • Hand sanitisers in areas where washing facilities not readily available: <ul style="list-style-type: none"> - at the front desk - entrances and exits of building, - Guest restrooms, - entrance to the restaurant, - food service counters, - staff restrooms, - staff restaurants - lift lobbies, - entrance to stairwells - gym & spa - Meetings and event rooms - Business lounges - Offices - Anti bac wipes also around on lobby tables - Also available in all public washrooms 	<ol style="list-style-type: none"> 1. Signage detailing all of this in place around hotel. 	1	3	3

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		<p>Cleaning</p> <ul style="list-style-type: none"> • Frequent cleaning and disinfection of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning and disinfection products and methods. • Cleaning schedules increased including more manning. All staff responsible for all areas. • Dedicated new infection control cleaning process (IHG way of clean) has been developed and implemented. • All staff trained in the new cleaning and PPM practices. • All HOD IHG Way of Clean & Culture of clean trained 	<ol style="list-style-type: none"> 1. Checks carried out by ALL and where applicable Ops / GM to ensure that the necessary procedures are being followed and standards and processes are adequate, and cleaning completed correctly. 2. Environmental hygiene and decontamination guidance in the IHG guidance note 'Prevention and Control of Communicable Diseases' 3. External cleaning providers should follow the IHG guidance of cleaning and disinfection. 4. Advice and guidance from local public health/government officials on additional measures will be implemented. 5. Dedicated cleaners recruited in all public areas 7 days per week. 6. Group arrivals split to different rooms and routes through the building minimising contact put in place. Each entrance, base and route cleaned regularly. 7. Senior group team also undertake continuous cleaning and advise if any further PPE / sanitising is required. 8. Disposable wipes are be provided at desks for cleaning of keyboards and mouse and wipe down desks and chairs after use. 			
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		<p>Social distancing</p> <ul style="list-style-type: none"> • No longer required. • Contactless payment and ordering options developed to limit close contact. Focus on contactless payment. No cash accepted. 	<ol style="list-style-type: none"> 1. Working from home where possible will remain. 2. Screens installed in offices and reception desk. 3. Sanitizing stations will remain. 4. RA checked by 3rd party H&S company, emailed to EHO, and displayed on hotel website. 			
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		<p>Face coverings</p> <ul style="list-style-type: none"> • Hotel will follow local public health/government official's advice and guidance on use of PPE (personal protective equipment). • Where coverings are required training will be provided to staff on putting on and taking off and disposal 	<ol style="list-style-type: none"> 1. All staff advised wearing of masks is optional, they can continue to wear if they wish. 2. All guests advised wearing of face coverings is optional. 		

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		<p>Mental health / Wellbeing</p> <ul style="list-style-type: none"> • Management should promote mental health and wellbeing awareness to colleagues. • Head of departments will have regular check-ins with their staff members to offer guidance and support 	<ol style="list-style-type: none"> 1. Where applicable IHG Care Line is available for guidance and support for colleagues 2. Samaritans number issued. 3. Line managers should check in regularly with staff and teams (including home workers) 4. Posters with local organisation's details that can help with personal and mental health to be displayed. 5. From home fitness classes available for all team working at home at any time (either live or recorded) 6. Revised return to work back created and issued to all to cover off all Covid measures and support available. Updated to reflect current measures 			
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		<p>3D Health & Fitness</p> <ul style="list-style-type: none"> • Fully reopen as normal. • 3D responsible for putting own control measures in whilst adhering to IHG guidance. • Enhanced cleaning regime in place. 	<ol style="list-style-type: none"> 1. All members and guests advised club operations as normal but booking system is prepared to manage access if required. Club management will liaise with hotel management and implement if needed. 			
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		<p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature, loss of taste / smell in the workplace or in the hotel, they should be sent home or isolated in the hotel and advised to follow the quarantine guidance. • Line managers/ hotel management should maintain regular contact with colleagues/ guests during the time they may be isolated. • If advised that a member of staff or guest has developed Covid-19 and was recently on IHG premises (including where a member of staff has visited other work place premises such as domestic premises), the management team should contact where appropriate the local public health / government official to discuss the case, identify who has been in contact with the patient and take advice on any actions or precautions that may be required. • We have a room that is dedicated for isolation of guest/ staff with potential Covid 19 symptoms (ground floor) • Hotel follows track & trace storing all own records for 21 days. • Hotel follows local guidance on reporting to local health authority suspected/ positive cases 	<ol style="list-style-type: none"> 1. Where guest is in self-isolation in a hotel the hotel is being used as quarantine then the management team should follow the SOP and complete the necessary training with impacted team members. 2. All incidents should be reported on Risk Connect additional advice can be sought from regional risk management team. 3. Guests' isolating should be reminded to report any signs or symptoms of COVID-19 via telephone to hotel where they will be asked to stay isolated in their rooms and guidance and support will be given to them from hotel management as detailed in Quarantine/Isolation SOP 4. Where detailed by the local public health/government official additional control measures may be required. 5. All staff throughout hotel will be trained on the Covid 19 hotel tool kit and their roles and how to serve and managed, suspected cases and positive cases. 6. Track and Trace in place at hotel reception as per government guidelines 7. Advice given to all staff to where possible avoid travelling to work on public transport, and where this is not possible ensure social distancing is maintained. 8. Process for isolation of any guest revised with guest letter issued, 72 hours vacant till clean, no room access and phone support only unless emergency. 9. Full inhouse list of any isolation or confirmed covid by guest or staff maintained by GM 			
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| | | <ul style="list-style-type: none">• Remember to stay informed on the latest developments about COVID-19. Follow advice given by IHG, your healthcare provider, your national and local public health authority on how to protect yourself and others from COVID-19. Check gov.uk for all latest national and regional updates.• Additional guidance and resources for COVID-19 are available in the IHG COVID-19 digital hub in Merlin.• Remember to follow the Hierarchy of controls to mitigate risks.• Review this risk assessment as the risk changes or new measures are implemented across your site. |
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Date Completed: V16 16/07/21

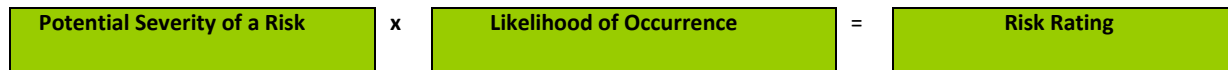
Date to be reviewed: Weekly initially, then as required but always annually

Completed by: Martyn Hewitt & Anne Grant

Reviewed by: GM, OPS & Key Management Team

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The "Potential Severity of a Risk" is an assessed value between 1 and 3 depending on how serious the potential impact might be from a particular hazard:

Potential Severity of a Risk		
Major	Death; Permanent or major injury; National adverse publicity; Prosecution by Regulatory Authority; Inpatient care; Loss of contract or business; Extended service closure	3
Serious	Semi-permanent injury; Outpatient care; Absence from work for more than 3 days; Formal action (letter or notice) by Regulatory Authority; Local adverse publicity; High risk of complaint; Loss of goodwill; Short service closure	2
Slight	Absence from work for less than 3 days; Unable to carry out normal tasks; Low risk of adverse publicity; No injury; No adverse outcome; Accident log entry	1

The "Likelihood of Occurrence" rating is also a value between 1 and 3 depending on how often an impact might occur:

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Likelihood of Occurrence		
High	Where it is certain that harm will occur	3
Medium	Where harm will occur frequently (likely – weekly)	2
Low	Where harm will seldom occur (unlikely)	1

By multiplying these two figures together a "Risk Rating" of between 1 and 9 is calculated.

It is important to rate the risk since there are benefits to be gained by estimating the level of risk associated with hazards and the benefits of any control measures can be evaluated:

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		Potential Severity of a risk		
		Major - 3	Serious - 2	Slight - 1
Likelihood of occurrence	High - 3	9 Intolerable Risk	6 Substantial Risk	3 Moderate Risk
	Medium - 2	6 Substantial Risk	4 Moderate Risk	2 Tolerable Risk
	Low - 1	3 Moderate Risk	2 Tolerable Risk	1 Trivial Risk

Degree of risk	Risk category	Evaluation of tolerability	When to act	Guidance on necessary action
9	Intolerable Risk	Unacceptable	Immediately, risk is too high to continue, work must stop	<ul style="list-style-type: none"> Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable or acceptable level The work activity should be halted until risk controls are implemented If not possible to reduce risk the work should remain prohibited.
6	Substantial Risk	Risks that should be reduced so that they are "Tolerable" or "Trivial" and "Acceptable"	Today	<ul style="list-style-type: none"> Substantial efforts should be made to reduce risks Risk reduction measures should be implemented urgently within a defined time period Consider suspending or restricting the activity, or apply interim risk control measures, until this completed Considerable resources might have to be allocated to additionally control measures Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
4	Moderate Risk		This week	<ul style="list-style-type: none"> Consideration should be given to lower the risks, where applicable, to a tolerable level, and preferably to an acceptable level, but the costs of additional risk reduction measures should be taken into account The risk reduction measures should be implemented within a defined time period Arrangements should be made to ensure that controls are maintained, particularly if the risk levels are associated with harmful consequences.
3				
2	Tolerable Risk	Acceptable	Review annually	<ul style="list-style-type: none"> No additional controls required unless they can be implemented at very low cost (time/money/effort) Actions to further reduce these risks are assigned low priority Arrangements should be made to ensure the controls are maintained.
1	Trivial Risk			<ul style="list-style-type: none"> No further action necessary other than to ensure that the controls are maintained.