

# COVID-19 SITE SPECIFIC RISK ASSESSMENT FOR ACCOMMODATION IN WALES

|                                      |                |                                   |   |
|--------------------------------------|----------------|-----------------------------------|---|
| <b>Risk assessment completed by:</b> | Carly Weigh    | <b>Name of site:</b>              | Bridge End Hotel  |
| <b>Position in business:</b>         | Licensee       | <b>Address of site:</b>           | Mill Street, Llangollen, LL20 8RY                             |
| <b>Date of Assessment:</b>           | 10th July 2020 | <b>Brief description of site:</b> | Medium sized community pub with food and hotel accommodation. |
| <b>Next Review Date:</b>             | 17th July 2020 | <b>Name of local authority:</b>   | Denbighshire County Council.                                  |

| Item                                       | Hazard   | Who is at risk?         | Control measures to minimise risk:  | Further action required? | All controls in place? |
|--|--|-------------------------|---|--------------------------|------------------------|
| <b>1. Employees infected with COVID-19</b> |  |                         |   |                          |                        |
|  | <p>Transmission of COVID-19 between employees and also between employees and customers.</p> <p>Employees may have no symptoms but be carrying the virus.</p> | Customers and employees | <ul style="list-style-type: none"> <li>✓ Staff members briefed on identifying the symptoms of COVID-19 and the requirement to not come into work, but immediately ring in sick if they have any of these symptoms. They should then self-isolate for at least 7 days, and for any family members living under the same roof who also work at the venue, it's 14 days.</li> <li>✓ Return to work briefing for all staff members and completion of COVID-19 Controls Return to Work Questionnaire</li> <li>✓ Staff members to avoid use of public transport on their way to work and where possible travel directly between home and work, avoid shops on route etc.</li> <li>✓ Staff members immediately sent home if they show any signs of infection.</li> <li>✓ Use of hand sanitiser on entering the site and regular hand washing for minimum of twenty seconds with warm water and soap. Avoid touching face.</li> <li>✓ Staff members trained on COVID-19 and appropriate social distancing measures</li> <li>✓ Staff members to work in set 'teams' so risk is contained within a 'team'</li> <li>✓ Work area to be sanitised fully at shift change</li> </ul> | Not at this time         | Yes                    |

| Item  | Hazard   | Who is at risk?         | Control measures to minimise risk:  | Further action required? | All controls in place? |
|---|--|-------------------------|---|--------------------------|------------------------|
| <b>2. Customers entering and leaving the site</b> |  |                         |   |                          |                        |
|   | Transmission of COVID-19 between customers and also between customers and employees. | Customers and employees | <ul style="list-style-type: none"> <li>✓ Guidance and reassurance provided to customers before visiting the premises through website, social media and email</li> <li>✓ Contact details taken for customers and stored for 21 days (ensure confidentiality and GDPR compliance, for example do not leave an open book out with different customer names and contact details visible)</li> <li>✓ Welsh Government Staying COVID-19 Secure in 2020 declaration completed and prominently displayed.</li> <li>✓ Welcome signage including message about not entering the premises if suffering from any symptoms of COVID-19.</li> <li>✓ Hand sanitiser point prominently displayed adjacent to all entrance doors.</li> <li>✓ Access to premises only granted once staff informed by phone that guest has arrived</li> <li>✓ Access granted only to prior bookings and only to residents, not residents' guests.</li> <li>✓ Doors throughout site to remain open where possible to minimise contact.</li> <li>✓ Guests advised of current social-distance guidelines and advised to give one another distance in corridors where 2 meters isn't available.</li> </ul> | Not at this time         | Yes                    |
| <b>3. Guest Rooms</b>                             |  |                         |   |                          |                        |
|   | Transmission of COVID-19 between customers and also between customers and employees. | Customers and employees | <ul style="list-style-type: none"> <li>✓ Deep clean of room undertaken after check-in.</li> <li>✓ All non-essential items removed from rooms for easier sanitisation</li> <li>✓ Staff not to enter rooms during guest's stay to complete daily room cleaning - rooms will be cleaned after check-out</li> </ul>   | Not at this time         | Yes                    |
| <b>4. Guest dining</b>                            |  |                         |   |                          |                        |
|   | Transmission of COVID-19 between customers and employees.                            | Customers and employees | <ul style="list-style-type: none"> <li>✓ Guest meals will be pre-ordered via text message and delivered at a specified time</li> <li>✓ Staff will leave guest meals outside rooms and arrange for them to be retrieved once finished</li> </ul>   | Not at this time         | Yes                    |

| Item  | Hazard  | Who is at risk?         | Control measures to minimise risk:  | Further action required? | All controls in place? |
|---|---|-------------------------|---|--------------------------|------------------------|
| <b>5. Kitchen and Staff Areas</b>   |   |                         |   |                          |                        |
|   | Transmission of COVID-19 between staff members.   | Employees               | <ul style="list-style-type: none"> <li>✓ Additional cleaning and disinfection measures for all work surfaces and contact points such as cupboard handles and fridge/freezer door handles.</li> <li>✓ Only one staff member to be on shift in the kitchen to prepare breakfast</li> <li>✓ Staff not to be loaned out to other venues.</li> <li>✓ Kitchen staff should remain in the kitchen and other staff within their respective working areas or zones, such as behind the bar or front of house.</li> <li>✓ Only one staff member in the cellar or the walk-in fridge/freezer at any one time.</li> <li>✓ Regular handwashing including immediately before handling plates and cutlery.</li> <li>✓ Work surfaces to be cleaned frequently.</li> <li>✓ Wash hands thoroughly before and after smoking breaks or eating or drinking.</li> </ul> | Not at this time         | Yes                    |
| <b>8. Emergency situations including First Aid &amp; Fire Alarm incidents</b> |   |                         |   |                          |                        |
|   | Transmission of COVID-19 between staff members and also between staff members and customers.                            | Customers and employees | <ul style="list-style-type: none"> <li>✓ Ensure any First Aiders are briefed on the latest guidance on providing First Aid during the pandemic.</li> <li>✓ All external doors and fire exits to remain immediately available for use in case of a fire alarm or emergency evacuation (even if they are not being used due to COVID secure controls in place).</li> <li>✓ Ensure designated fire doors remain closed at all times unless they have automatic door releases linked to the fire alarm system</li> </ul>  | Not at this time         | Yes                    |
| <b>11. Children on the premises</b>   |   |                         |   |                          |                        |
|   | Children not social distancing.<br>Transmission of COVID-19 between customers and also between customers and employees. | Customers and employees | <ul style="list-style-type: none"> <li>✓ Parents and families will be asked to look after children at all times to ensure that they maintain social distancing.</li> <li>✓ Children must stay with their families at all times.</li> </ul>  | Not at this time         | Yes                    |