GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

Site	Garth House	Department	Campus Services	Version / Ref No.	2
Activity Location	Edgbaston Park Hotel and Conference Centre	Activity Description	Return to commercial hotel operations risk assessment 60 Staff are currently actively working for Edgbaston Park Hotel since the Coronavirus Lockdown began. They are a mix of Managers and operational staff. 8 of these are regularly working from home.		
Assessor	Tracey Whyte	Assessment Date	08.01.2021	Date of Assessment Review	08.06.2021
Academic / Manager Name	Richard Metcalfe	Academic / Manager Signature	Richard Metcalfe		

Hazard Assessment				Control Assessment										Actions		
Hazard Category	Hazards Identified	Who might be harmed? Staff Students Contractors Others	How might people be harmed?	Existing Control Measures	Initial Risk Rating			Are these adequate? Yes/No	Changes to/ Additional Controls	Residual Risk Rating			Owner	Due Date	Action Complete
					S	L	R			S	L	R			
Biological	Virus transmission in the workplace	Staff and guests	Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.	The controls and management arrangements for the psychological and well being risks for the staff within the building are included in the Edgbaston Park Hotel and Conference Centre Risk Assessment which has been shared with staff and an electronic copy is available on the hotel website. *Social distancing: Garth House Checklist* has been completed to identify the control measures to consider reducing the risk of workplace infections. This risk assessment will be shared with all staff and guests. Staff will be emailed a copy and updates and guests will be able to review it on the hotel website. The hotels on line FLOW training modules specific to Covid-19 have been provided and completed for all staff returning to work in the hotel. To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff	4	2	8	y		4	2	8			

				from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and inductions. Managers keep track of when staff can return to work after the symptom free period. Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., carrying out services out of hours. Un-essential trips within buildings and sites discouraged and reduced, e.g. access to some areas restricted, use of radios or telephones encouraged ensuring cleaning them between use.										
Environmental	Virus transmission due to lack of social distancing	Staff and guests	Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.	Workplace routines changed to ensure room/building capacity calculated to maintain social distancing is not exceeded including • Change to peak staff entry and exit times. Staff will only work in Garth House when an event or bedroom booking requires it. • Amended shift routines, staff handovers and team briefings. Staff handovers will take place in EPH to ensure social distancing, • Fixed teams or adjusted booking processes in use to reduce the number of people in the building at the same time to avoid overcrowding. Each meeting booking will be reviewed prior to its delivery in the weekly operations meeting. Procedure in place for dealing with instance of unexpected employee / 3rd party arrival (eg. refused entry recommended). Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry. Due to the potential increased risk of transmission from aerosol transmission steps have been taken to avoid people needing to unduly raise their voices to each other e.g. not playing music or broadcasts at a volume that makes normal conversation difficult, using microphones during training sessions. One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining two metres distance throughout the building/workplace. Arrival and departure times at work have been staggered where possible to reduce crowding into and out of the	4	3	12	N	Procedures to ensure that meetings and events can socially distance during break/arrival and departure times.	4	2	8			

Environmental	Virus transmission in the workplace due to lack of social distancing		Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.	workplace, taking account of the impact on those with protected characteristics. Staff activities are segregated to promote social distance including: • Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms e.g. open plan offices and meeting rooms. • Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.) These capacities are displayed on the entrance doors. • Staff encouraged to remain on-site and, when not possible, maintaining social distancing while off-site. • Where available safe outside areas used for break. • Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). Smaller facilities has a one out one in policy. Additional signage has been placed on facilities doors to announce people's presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition. Clear method of socially distancing of staff and guests in reception areas defined and implemented including: • Queuing systems or processes • Social Distancing in waiting in entrance areas Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option *(for example engineering contractors and F&B staff)* visitor arrangements have been revised to ensure social distancing and hygiene at all times. Where possible corridors are : • Marked in areas to ensure social distancing is adhered to (lines on floor). • Have a one way system around the building. • Where this is not possible, keep left signs are displayed Additional signage in corridors reminding staff about social distancing Information provided and signs displayed informing people to use the stairwells unless they have difficulty using the stairs. The maximum occupancy of the lift has been reduced. Additional signage in stairwells reminding staff about social distancing. Wash hand / use hand sanitiser on exit from stairwell. Social gathering amongst employees have been discouraged whilst at work including meetings where											

| Environmental | Virus transmission in the workplace due to lack of social distancing | | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | alternative arrangements have been provided e.g. virtual meetings.

Large gatherings have been cancelled or postponed or alternative IT solutions provided. (Critical Training courses may still be performed but only following the Covid-19 guidance.)

The Duty Manager performs a daily evaluation against social distances controls. Staff are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it via visual aids.

Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, consideration has been given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff have been included in a task specific risk assessment and are being taken. Mitigating actions include:
• Further increasing the frequency of hand washing and surface cleaning.
• Keeping the activity time involved as short as possible.
• Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
• Re-engineering the technical activity.
• Improving ventilation.
• PPE consisting of face masks and/or a clear visor that covers the face, and provides a barrier between the wearer and others, provided for staff working in close proximity to people and in particular a person's face, mouth and nose, for an extended period of time (the majority of the working day). Re-usable visors are cleaned and sanitised regularly using normal cleaning products.

Hygiene guidance given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands is given to all staff via the flow training modules prior to their return from furlough or before July 4th, whichever is closest to their return date.

Adequate training has been made on what PPE is required (i.e. gloves, masks,, the correct donning/doffing of PPE and face fit testing. Government advice is followed: | | | | | | | | | | | | | |

				https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Face coverings are not PPE and are not required to be worn in the workplace. However where people choose to wear them managers support them.											
Biological	Suspected case of COVID-19	Staff	Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.	Response plan in place in the event of a confirmed or suspected case of COVID-19 and communicated and includes: • If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the Hotel guidance. Managers will follow the NHS Test and Trace workplace guidance: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance • The area will be cleaned in accordance with the specific Government guidance and includes: ⊖ Cleaning an area with a validated disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people o Where possible the area will be closed and secure for 72 hours, before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours o Disposable gloves, masks and aprons will be worn for cleaning. These will be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished o Once symptomatic, all surfaces that the person has come into contact with will be cleaned (including touchpoints) • Provision and monitoring of adequate supplies of cleaning materials are in place. • Team briefed via the sharing of this risk assessment and supplementary information on actions to be taken in the event of someone being suspected of having COVID-19. • Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the hotel guidance provided. • Employees to follow the Government advice: https://www.gov.uk/coronavirus • Line managers will maintain regular contact with staff members during this time and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following	4	2	8	yes	A sanitising fogging machine will be used to sterilise any work area or room that has been frequented by someone with a suspected case of COVID-19	4	2	8			

Biological	Suspected case of COVID-19		Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.	the Government's guidance for contact tracing: contact with co-workers: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance • If an individual tests positive for COVID-19 this will be managed in accordance with the University's Outbreak Management Process. • If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the Hotel manage the outbreak. The Hotel will seek advice from the local authority in the first instance. • Staff will be told to isolate because they: o have coronavirus symptoms and are awaiting a test result o have tested positive for coronavirus o are a member of the same household as someone who has symptoms or has tested positive for coronavirus o have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • Line managers hold discussions with their staff to identify those considered in 'at risk' groups - which include those who are 70 or over, have a long-term condition, are pregnant or have a weakened immune system, or are living/caring for someone in these groups and will ensure additional measures are put in place to protect them including working from home.													
Biological	Someone entering the workplace with COVID-19	Staff	Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.	Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. Services are working with the Hotel's supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures. Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.	4	3	12	NO	Staff are instructed to not allow contractors to use the Garth House's toilet facilities	4	2	8			
Environmental	Virus transmission in the workplace	Staff	Contact with an object that has been contaminated	Individuals have been instructed and are reminded in their re-induction upon their return from Furlough to clean their hands frequently with soap and water for 20 seconds and the	4	2	8	Yes		4	2	8			

| Environmental | Virus transmission in the workplace | | with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | importance of proper drying in accordance with the NHS Guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/

Posters are displayed around the workplace including in welfare facilities.

Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building, in meeting rooms and in the main foyer.
Individuals are reminded to catch coughs and sneezes in tissues – Follow: "Catch it, Bin it, Kill it" and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed at the staff entrances.

Individuals have been informed to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.

To help reduce the spread of coronavirus (COVID-19) individuals are reminded of the public health advice during their FLOW training online prior to returning from Fulrough: https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do V

A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed on the importance of keeping surfaces and work equipment clean.

Internal doors that **are not** signed as fire doors (unless held open with a mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles.

There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.

Everyone is encouraged to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared machinery handles etc before after and during work. | | | | | | | | | | |
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| Environmental | Virus transmission in the workplace | | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | Staff have been encouraged to bring their own kitchen utensils including mugs/cups, cutlery etc.

Monitoring and supervision by the Duty Manager and individual department managers have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc. | | | | | | | | | | | | |
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| Organisational | Exposure to Existing Hazards | Staff and guests | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures.

Emergency Procedures reviewed and revised including:
• **Communication**: people have been made aware during their re-induction that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe.
• **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes.
• **First Aid:** First aid needs assessment reviewed to take into account any new Guidelines issued by the HSE, and first aid information including the location of first aid kits and first aider contact information up to date.
• **Hygiene:** Washing facilities with soap/gel available. People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.

Safety critical roles will remain in place to aid safe operation.

Security implications of changes made to operations and practices in response to COVID-19, have been considered. | 4 | 3 | 12 | No | All individuals should be retrained on any changes to risk assessments prior to returning to the business. | 4 | 2 | 8 | | | |

Environmental	Inbound & Outbound Goods including Post	Staff and suppliers	Exposure to contact with an object that has been contaminated with COVID-19.	Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 in particular "speaking up" if they witness any unsafe behaviours, conditions or symptoms related to COVID-19.											
Environmental	Inbound & Outbound Goods including Post	Staff and suppliers	Exposure to contact with an object that has been contaminated with COVID-19.	Logistics for the deliveries to the unit so that social distancing can be maintained at all times has been considered and include: • Pick-up and drop-off collection points, procedures, signage and markings revised. • Unnecessary contact at delivery bay has been minimised e.g. non-contact deliveries where the nature of the product allows for use of electronic pre-booking. • Methods to reduce frequency of deliveries in place - ordering larger quantities less often. • Where possible and safe, single workers load or unload vehicles or if not possible the same pairs of people are used for loads where more than one is needed. • Drivers encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-ways. • Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents. • Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer has been avoided. • Where possible all deliveries are stripped of all packaging (which is disposed of). • Strict hand washing procedure in place after handling all deliveries. • Where possible deliveries to remain isolated and untouched for a minimum of 48 hours.	4	3	12	No	Deliveries arriving at goods in will be fogged with a sterilising machine prior to being opened	4	2	8			
Environmental	Virus transmission outside of the workplace	Staff	Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.	On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place. There is signage advising staff and guests to wash their hands regularly. Guests and staff are encouraged to use one way system via markings on the floor in public areas where possible. Building access control is used during busy spells in the building i.e. one out one in and this is managed by the Duty manager via the main entrance. Controlled access and egress is monitored to ensure it is followed.	4	2	8	Yes	No	4	2	8			

Mechanical	Machinery & Equipment	Staff	Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.	Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected. Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion. If machines and equipment are shared, sterilising will be carried out between operations.	4	2	8	Yes	No	4	2	8			
Environmental	Ventilation		Exposure to respiratory droplets carrying COVID-19.	Building users are encouraged where possible to ensure windows are open.	4	2	8	Yes	No	4	2	8			
Environmental	Virus transmission in the hotel related to the guest population.	Staff/ Guests	Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.	The hotels pre stay email to guests will inform them of the actions the hotel is taking in regards to COVID-19 and the risk assessment will be shared with guests on the hotels website. Marking points on the floors; a physical rope barrier will be used to ensure social distancing can be observed where queues are possible. Signage encouraging the use of hand sanitiser, along with hand sanitising stations, are available in all public areas and immediately visible upon entry. A one way entry and exit system for guests will be enforced, with separate check in and out desks. When checking in guest will be encourage to follow the one way system around Garth House Guests will be asked to confirm they have been Symptom free for 14 days before check in. Breakfast will be served as room service. Breakfast will be operated as per the F&B Standard Operating Procedure, updated post COVID-19 Social distancing floor markings will be present in the public areas. The frequency of cleaning guest rooms has been reviewed to take into account the different lengths of stay and the requirement for the guest to vacate their room whilst this is undertaken. Room collateral will be kept to a minimum and hand contact surfaces will be disinfected with the use of	4	2	8	Yes	No	4	2	8			

				the fogging machine in the event of a suspected positive case of COVID19 from a guest.											
Environmental	A Guest presenting with Symptoms of COVID-19	Staff/ Guests	Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.	If a guest presents themselves with symptoms of COVID-19 or is asymptomatic but declares the need to self-isolate, they should be advised by the Duty Manager on shift to self-isolate according to current government guidance. If a guest is displaying signs of the Covid-19 virus while staying in overnight accommodation in the Garth House they should immediately self-isolate where they are to minimise any risk of transmission, and request a test. If they are confirmed to have Covid-19, they should return home if they reasonably can. They should use private transport but only drive themselves if they can do so safely. If a guest cannot reasonably return home (for example because they are not well enough to travel or do not have the means to arrange transport), their circumstances should be discussed with NHS 111 and, if necessary, the local authority. This will apply to all guests that were present in the room. If the guest shows acute symptoms has breathing difficulties or their life is at potential risk, the hotel will seek medical help immediately. **Garth House cleaning after a suspected contamination** **Personal protective equipment (PPE)** The minimum PPE to be worn for cleaning an area or bedroom where a person with possible or confirmed coronavirus (COVID-19) has been, is disposable gloves, a face mask and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed. – This will be conducted by the hotels housekeeping team. **C**leaning and disinfection** If the guest has stayed in a bedroom, no staff members should enter the bedroom until 72 hours have lapsed since the guest checked out. Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids will be cleaned thoroughly as normal. All surfaces that the	4	2	8	Yes	No	4	2	8			

| | | | | | symptomatic person has come into contact with will be cleaned and disinfected, including: | | | | | | | | | | |

symptomatic person has come into contact with will be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids

- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, lift buttons and TV remote controls.

Garth House will use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- a household detergent followed by disinfection with Ultra AX. .

Any cloths and mop heads used will be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of

A fogging machine will be used as per its guidance during the cleaning of a room in which there has been a confirmed or suspected case.

Laundry

The hotel will wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

We will train the team to not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

				The Garth House team will clean and disinfect anything used for transporting laundry with the hotels usual products, in line with the cleaning guidance above. **Waste** Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): 1. Should be put in a plastic rubbish bag and tied when full. 2. The plastic bag should then be placed in a second bin bag and tied. 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored securely and kept away from children and should not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. • if the individual tests negative, this can be put in with the normal waste • if the individual tests positive, then store it securely for at least 72 hours and put in with the normal waste										

Risk Assessment Guidance

Risk Scoring System

The scoring system is provided as a tool to help structure thinking about assessments and to provide a framework for identifying which are the most serious risks and why.

	Consequence / Severity score (severity levels) and examples of descriptors				
	1	2	3	4	5
Domains	Negligible	Minor	Moderate	Major	Catastrophic
Impact on the safety of staff, students or public (physical / psychological harm)	Minimal injury not requiring first aid or requiring no/minimal intervention or treatment. No time off work	Minor injury or illness, first aid treatment needed or requiring minor intervention. Requiring time off work for <3 days	Moderate injury requiring professional intervention Requiring time off work for 4-14 days RIDDOR / MHRA / agency reportable incident	Major injury leading to long-term incapacity/ disability (loss of limb) Requiring time off work for >14 days	Incident leading to death Multiple permanent injuries or irreversible health effects

Likelihood score	1	2	3	4	5
Frequency	Rare	Unlikely	Possible	Likely	Almost certain
Broad descriptor	This will probably never happen/occur	Do not expect it to happen/occur but it is possible it may do so	Might happen or occur occasionally	Will probably happen/occur but it is not a persisting issue	Will undoubtedly happen/occur, possibly frequently
Time-framed descriptor	Not expected to occur for years	Expected to occur at least annually	Expected to occur at least monthly	Expected to occur at least weekly	Expected to occur at least daily
Probability Will it happen or not?	<0.1 per cent	0.1–1 per cent	1.1–10 per cent	11–50 per cent	>50 per cent

The overall *level of risk* is then calculated by multiplying the two scores together.

Risk Level = Consequence / Severity x Likelihood (C x L)

	Likelihood				
Likelihood score	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5

The Initial Risk Rating is the level of risk before control measures have been applied or with current control measures in place.

The Residual Risk is the level of risk after further control measures are put in place.