

COVID-19 Risk Assessment for The Woolpack Inn, Islip

| What are the hazards | Who might be harmed | Controls required | Additional controls | Who is responsible |
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| The spread of COVID-19 | Staff, visitors to The Woolpack Inn, external contractors working at The Woolpack Inn, vulnerable groups – elderly, pregnant workers, those with underlying health conditions | Alcohol based gel sanitiser in those areas where hand washing facilities are not available; hand washing facilities with soap and water available; drying of hands with disposable blue roll; thermometer on-site at all times for staff temperature checks on arrival to shift. | Operations Manager to remind all employees on regular basis to wash hands for 20 seconds; remind employees to catch coughs and sneezes in tissues; promote good practice of Catch it, Bin it, Kill it and avoid touching face, eyes, nose or mouth with unclean hands | Darren Harding and Kirsty Tilley |
| | | Cleaning Protocols in place for frequent cleaning of high use touch points including door handles, light switches, hand-rails, PDQ machines using appropriate cleaning products | Spot checks carried out by Operations Manager | Kirsty Tilley and Susan Pike |
| | | Social Distancing Measures in place to reduce the number of persons working in any area as per Government Guidelines. Operations Manager to review all staff rotas; agree start and finish times; agree shift patterns; look to reduce the number of staff | Operations Manager to remind all employees on a regular basis about social distancing; telephone calls will be used instead of face-to-face meetings; promote good practice in social distancing in the smoking areas | Kirsty Tilley |

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| | | on site at any one time | | |
| | | Wearing of Gloves with an adequate supply available and staff training on removing gloves carefully to reduce contamination and correct disposal of gloves | Operations Manager to complete staff training and remind all staff on a regular basis that the wearing of gloves is not a substitute for good hand washing | Kirsty Tilley |
| Symptoms of COVID-19 | Staff, visitors to The Woolpack Inn, external contractors working at The Woolpack Inn, vulnerable groups – elderly, pregnant workers, those with underlying health conditions | If anyone becomes unwell with symptoms at The Woolpack Inn they will be sent home to isolate and the Operations Manager will keep in regular contact with them and provide support to them and their families affected | Operations Manager to contact Public Health Authority to discuss the case and identify people who have had contact | Darren Harding and Kirsty Tilley |
| Mental Health | Staff | Operations Manager to promote mental health and well-being awareness to all staff during these unprecedented times | Operations Manager to be in regular communication with all staff and offer an open-door policy for those staff members who require additional support | Kirsty Tilley |