

Risk Report



Hotel Novotel London Stansted Airport

Activity/Task Staff Meetings and Meetings with 3rd Parties

Department/Area Front Desk/Reception/Admin

Expiry Date

Document Last Reviewed 17/07/2020

Reference No. Arora19-4078Assessment

Hazards

Hazard	Persons At Risk	Control Measures	Outcome	Likelihood	Risk Rating
Biological agent	Employees, Third parties, Members of the public, Visitors, Guests	<p>Control Measure 1: • All employees must receive Covid-19 awareness training so that they are aware of the actions that they can personally take to reduce risk.</p> <p>Control Measure 2: • Non-essential visits to the hotel are prohibited. Sales visitors and non-essential meetings with third parties should be conducted using online meeting options</p> <p>Control Measure 3: • Where visitors are required to come to the hotel (e.g. for reasons of health & safety) then hosting employees must maintain 2-metre separation,</p> <p>Control Measure 4: a well-ventilated space should be utilised, where the 2-metre separation can be maintained</p> <p>Control Measure 5: • Signage must be used at the entrance to all hotel meeting rooms to advise that 2-metre social distancing is mandatory</p> <p>Control Measure 6: • Hand sanitiser to be provided at the entrance to each meeting area.</p> <p>Control Measure 7: • Meeting rooms should be disinfected daily, with 1,000 ppm available chlorine disinfectant used on chairs, tables, door handles and door plates.</p> <p>Control Measure 8: • Pens and other objects must never be shared during meetings.</p>	Major	Unlikely	8

Comments / Actions

Description
Employee to be aware of Covid 19 additional Risk Assessment and sign awareness form
Further guidelines and procedures are in the Front Office and Admin Specific Covid SOPs

Assessment Details	
Assessed By	P.Lourenco
Approved By	Health and Safety Manager
Assessed Date	17/07/2020
Approved Date	17/07/2020