

## Risk Report



**Hotel** Novotel London Stansted Airport  
**Activity/Task** Setting Up a Meeting Space  
**Department/Area** F & B and Admin  
**Expiry Date**  
**Document Last Reviewed** 08/07/2020  
**Reference No.** Arora19-4071Assessment

## Hazards

Hazard	Persons At Risk	Control Measures	Outcome	Likelihood	Risk Rating
Biological agent	Employees	Control Measure 1: Covid 19 Specific SETTING UP A MEETING SPACE Risk Assessment to be referred to Control Measure 2: • All employees must receive Covid-19 awareness training so that they are aware of the actions that they can personally take to reduce risk. • Signage must be used at the entrance to all hotel meeting rooms to advise that 2-metre social distancing should Control Measure 3: • Markings can be used in meeting rooms to indicate 2 metre to visually demonstrate the separation distance. Control Measure 4: • Chairs should be set 2-metres apart and where a table is less than 2-metres in width the chair locations should be staggered so that attendees do not sit directly opposite one another. Excess chairs should be removed from the room. Control Measure 5: • Bottled water and glassware, if required, should be set up by each chair so that items do not need to be shared. Control Measure 6: • Hand sanitiser to be provided at the entrance to each meeting area. • Meeting rooms should be disinfected daily and always immediately after a meeting has been held, with 1,000 ppm available chlorine disinfectant used on chairs, tables, door handles an Control Measure 7: • Pens and other objects must never be shared during meetings Control Measure 8: Remove pens from meeting rooms unless they are disinfected and in individual sealed bags for single use. Control Measure 9: • Meeting and Events staff setting up a room should wash their hands thoroughly before setting up and immediately afterwards. • Meeting and Events staff clearing a room post meeting should wear protective gloves and should immediately wash their hands af Control Measure 10: • Glassware, bottles etc. should be sterilised after use through a hot wash. Control Measure 11: • Waste should be handled in accordance with the waste handling risk assessment.	Major	Unlikely	8
Biological agent	Employees	Control Measure 1: COVID 19 Departmental SOP to be referred to	Major	Unlikely	8

## Comments / Actions

Description
COVID 19 Specific Risk assessments to be signed and dated
COVID 19 Departmental SOPs to be signed and dated

Assessment Details	
Assessed By	Jonathan Hunter

Approved By	Health and Safety Manager
Assessed Date	08/07/2020
Approved Date	08/07/2020