


**KEW  
GREEN  
HOTELS**

**COVID-19  
GENERAL RISK  
ASSESSMENT**

---



GENERAL RISK ASSESSMENT						
Assessor :	Matt Collins	Date:	Jun-20	Ref:		
Location:	Hotels - Kew Green					
Persons at Risk :	Employees, guests, visitors, contractors and members of the public					
IDENTIFIED HAZARDS	SEVERITY	CONTROL MEASURES CURRENTLY IN PLACE		PROBABLE FREQUENCY	RISK SCORE	YES / NO
☐	Enter a no. from 1 to 6			Enter a no. from 1 to 6		Scores of 9 or above require a Detailed Risk Assessment.
	1 Negligible 2 Minor injury 3 Major injury 4 Single death 5 Multi-death 6 Multi-offsite			1 Improbable 2 Possible 3 Occasional 4 Fairly frequent 5 Frequently 6 Certainty		YES / NO
COVID-19 Infection	6	<p>1. The Hotel General Manager completes a COVID-19 Checklist prior to opening to ensure compliance with the government's current guidance on managing the risk of COVID-19 (see attached checklist). Evidence of compliance is recorded in the checklist and reviewed by the relevant Director of Operations.</p> <p>2. Kew Green Hotels have developed a COVID-19 Safe Operating Plan (SOP) which details the precautionary measures that each hotel is required to implement to minimise the risk of infection (see attached document). Specific actions are stipulated for each department.</p> <p>2. The Hotel General Manager is responsible for ensuring the controls are implemented and maintained.</p> <p>4. We confirm our compliance by displaying the government's 'Staying COVID-19 Secure in 2020' notice in the Hotel.</p> <p>5. Ongoing compliance is monitored by operational teams, including the Director of Operations.</p> <p>6. An employee assistance helpline is available to all employees should they require any independent advice relating to their physical and/or mental wellbeing.</p> <p>7. A daily briefing is conducted by the Senior Leadership Team to review current issues and policies relating to Covid-19. These are kept under constant review and will be revised as an when any new guidance issued (see also notes in the Detailed Risk Assessment which accompanies this document).</p>		2	12	YES
Signature		Matthew Collins, Director of Food and Beverage Operations		Date	Jun-20	