



NAVITAS
COMPLIANCE



THE LOWRY HOTEL
MANCHESTER

Online

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THE LOWRY MANCHESTER COVID-19 MEETINGS V1.1 RISK ASSESSMENT #101600

**BRAND: THE LOWRY
MANCHESTER**

**SITE: THE LOWRY
MANCHESTER**

DATE: 20/06/2020

1 - COVID-19 Meetings

1.1 COVID-19 Meetings

1.1.1 Date	20.06.2020
1.1.2 Assessor	jason orton

1.1.3 Activity

Meetings

Meetings

1.1.4 Hazards

- Cross-infection by staff or visitors

- Cross-infection by staff or visitors

1.1.5 Who might be harmed	Employee Customer
1.1.6 If 'Other', please specify	N/A

1.1.7 Initial Risk Assessment (with no controls in place)

PROBABILITY	Low	Medium	High
SEVERITY			
Low	Low	Low	Medium
Medium	Low	Medium	High
High	Medium	High	High

1.1.8 Severity	● Medium
1.1.9 Probability	● High
1.1.10 Risk Rating	● High

1.1.11 Safe systems of work and controls in place

- Using remote working tools to avoid in-person meetings where possible.
- Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.
- Where possible, hold meetings outdoors or in well-ventilated space.
- Avoiding transmission during meetings, for example, avoiding sharing pens and any equipment used by more than one person.
- Projectors, whiteboards and whiteboard markers etc should be sanitised between each use.
- Providing hand sanitiser in meeting rooms.
- For areas where regular meetings take place, using floor signage to help people maintain social distancing.
- 'Covid Awareness' notices displayed in the meeting / events room. Attendees should not share pens etc.
- Notices displayed advising staff to use the stairs rather than the lift. Due regard will need to be had to ensure that people with disabilities are able to safely access the lifts.
- Where the use of the lift cannot be avoided, it will be necessary to restrict the capacity of the lift. Suitable notices to this effect should be displayed and floor markings displayed within the lift.
- All staff must ensure that they follow all of the 'Covid Safe' Controls relating to their workplace. They should be provided with instruction and guidance to ensure that they are aware of correct procedures.
- Regular handwashing or sanitising .
- Should a member of staff become aware of a Covid 'risk' at their workplace, they should be actively encouraged to report this to their employer so that the situation can be risk assessed and/or remedied.
- High levels of personal hygiene to be followed by staff at all times. Staff informed to avoid touching the nose or mouth and care should be taken when coughing or sneezing, using a disposable tissue whenever possible, and sneezing into elbow if tissue not at hand.

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1.1.12 Site specific controls

Please detail any site specific controls additional to the above.

- all guests will be temperature checked on arrival to the hotel
- rooms will be set to social distancing guidelines
- lifts will be limited to 2 guests
- welcome pack to advise clients of the hotels covid procedures
- wipes to be available in the meeting room
- if guest shows symptoms report to covid team
- please follow procedures manual covid meetings and events
- delegates not to share microphones
- meeting rooms fully set to avoid staff entering into rooms
- individual bottles of water per guest
- flipcharts removed and replaced with whiteboards
- pens to be in sealed bags
- sanitisation stations readily available for guests

1.1.13 Further action(s) required

Please provide detail of any further actions that are required.

- this is to be reviewed in line with government advice

1.1.14 Final Risk Assessment (with controls in place)

PROBABILITY	Low	Medium	High
SEVERITY			
Low	Low	Low	Medium
Medium	Low	Medium	High
High	Medium	High	High

1.1.15 Severity	● Medium
1.1.16 Probability	● Low
1.1.17 Risk Rating	● Low