

Risk Assessment COVID-19

Company name: Cranmore Guest House

Assessment carried out by: Mark Slater & Teresa Saunt

Date of next review: + 3month

Date assessment was carried out: 28 June 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Transmission of COVID-19 Virus	Staff, Guests. Exposure to COVID-19	<p>Guests advised on COVID-19 Conditions including if showing any symptoms before arrival date not to travel.</p>	<p>Advise guests prior to arrival and on arrival regarding COVID-19 conditions. Ensure customers aware of procedure if they are showing any sign of any Symptoms.</p>	Owners	Ongoing	
		<p>Hand Sanitizer stations as you enter building and at reception. Social distance and hand washing signage. Minimise items in bedrooms and bathrooms by taking out extra cushions, throws and any unessential items. Condiments supplied on request. Information packs given on arrival explaining procedures together with room keys which have been disinfected. Guests advised to either take information packs away with them or to discard with rubbish on departure. Contact via mobile, where possible for pre-ordering breakfast, help/assistance and any requests for clean towels or condiments for room. Pre-payment before arrival.</p>	<p>Ensure hand sanitizer always available. Ensure signage always in place. Prepare information packs using gloves.</p>	Owners	Ongoing	
		<p>Information packs given on arrival explaining procedures together with room keys which have been disinfected. Guests advised to either take information packs away with them or to discard with rubbish on departure. Contact via mobile, where possible for pre-ordering breakfast, help/assistance and any requests for clean towels or condiments for room. Pre-payment before arrival.</p>	<p>Provide rooms with information packs bin bags and ensure no one other than guests go into room within 3 day stay.</p> <p>Keys to be dropped into pot on departure for them then to be collated and disinfected.</p>	Owners	Ongoing	

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Transmission of COVID-19 Virus Cont'd	Staff, Guests. Exposure to COVID-19.	<p>No staff entering guest rooms for the duration of up to 3 day stay only to briefly leave any requested condiments/clean towels or clean cups. Bin bags provided to guests with instruction for disposal of rubbish.</p> <p>Pre-order breakfast. Staggered seating times up to 3 tables. Individual condiments on request. Table service with the use of gloves. Washing hands for 20 seconds frequently and when changing gloves. No buffet. Clean and disinfect tables and dining area between sittings. All products used by guests to be put into the dishwasher and washed on 60+ degrees C. Tablecloths also removed and put into washer and washed on 60+ degrees C.</p> <p>+ In Event of Guest with COVID-19 symptoms.</p> <p>If a guest has developed Covid-19 symptoms we will advise appropriately within Government Guidelines.</p>	<p>Ensure number of people in dining room adhered to together with social distancing.</p> <p>Request guest return home to main residence if safe to do so to self-isolate and request a test. If not possible for guest to leave, self-isolate them in their room and request a test. If positive contact the relevant authorities and inform other guests.</p>	<p>Owners</p> <p>Owners</p> <p>Owners</p>	<p>Ongoing</p> <p>Ongoing</p> <p>When required</p>	
Transmission of COVID-19 Virus whilst Cleaning	Staff. Exposure to COVID-19	Thorough cleaning and disinfecting of Guest accommodation between stays. Replacement of all towels, bed linen and protectors, clean and disinfect all	Ongoing cleaning and disinfecting.	Owners	Ongoing	

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<p>Transmission of COVID-19 Virus whilst cleaning cont'd</p>	<p>Staff. Exposure to COVID-19</p>	<p>areas including soft furnishings and high touch point areas. All bedding disinfected. All glasses and cups to be replaced. Used glasses and cups to be put into dishwasher and washed at 60+ degrees C. Dining area to be cleaned and disinfected between sittings. All of the above to be completed with the use of products effective against COVID-19. Frequently cleaning and disinfecting of public access areas and touch points.</p> <p>Minimum gap of 24 hours, where possible, between room bookings.</p> <p>PPE – Gloves and face masks to be worn whilst cleaning. Gloves to be thrown and hands washed after each room completed. Cloths and mops to be washed after each room completed. Clothes worn to be washed once cleaning completed.</p> <p>In Event of Guest with COVID-19 symptoms.</p> <p>Where possible room to be left for 72 hrs before cleaning. Gloves, face masks and aprons to be worn. Deep cleaning and disinfecting of Guest accommodation and all areas with the use of materials effective against COVID-19. Gloves, aprons, cloths and</p>	<p>Ensure have stock of PPE required. Ensure cleaning of equipment after each clean.</p> <p>Monitor when possible and block off night before and day after room booking.</p> <p>Follow Government guidelines</p>	<p>Owners</p> <p>Owner</p> <p>Owners</p>	<p>Ongoing</p> <p>Ongoing</p> <p>When required</p>	

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		mop heads to be put in bin liner and left for 72 hours before throwing away.				
Owner showing symptoms of Covid-19		Inform all guests currently staying in the Guest House. Request a test and if positive self-isolate for 14 days. Cancel any bookings due during the isolation period. Any monies due to guests will be fully refunded.	Follow Government guidelines	Owner	When required	
Legionnaires Disease	Guests if water left for long periods of time.	Weekly running of electric shower and hot and cold water taps in rooms.	Continuation of weekly flushing of toilet, running of taps and shower whilst rooms not being used.	Owners	Ongoing	