

Risk assessment template

Company name: **Bramwood Guesthouse**

Assessment carried out by: **Helene Haythorne**

Date of next review:

Date assessment was carried out: **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
<p>Legionella</p>	<p>Hosts Guests Staff</p> <p>Infection of Legionella from standing water while the property was lying empty</p>	<p>Throughout the period the building was empty the following procedure was carried out on a weekly basis:</p> <ul style="list-style-type: none"> • All toilets flushed • All kitchen, bath and hand basin taps run for two minutes to let both hot and cold water to pass through. • All showers run for two minutes 	<p>Before reopening all showerheads will be removed and disinfected by immersing for at least an hour in a sterilising solution.</p>	<p>Host/staff</p>	<p>Before reopening</p>	

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<p>Guest Arrivals and check ins</p> <p>Person to person contact during COVID 19 pandemic</p>	<p>Hosts Guests Staff</p> <p>Becoming infected with COVID19 and further spread the infection</p>		<p>Pre- Arrival</p> <p>Send details of Covid19 measures and protocols to guests on confirmation of booking.</p> <p>Ask lead guest or booker to provide contact details for all members of the party for contact tracing purposes.</p> <p>Consider asking guests to sign a declaration confirming no pre-existing Covid 19 symptoms</p> <p>Consider allocating specific guest arrival times.</p> <p>On Arrival</p> <p>Greet guest while maintaining recommended social distancing</p>	<p>Host</p> <p>Host</p> <p>Host</p> <p>Host</p>	<p>01/07/2020</p> <p>At point of booking / during booking confirmation.</p> <p>Await Government guidance to determine this requirement.</p> <p>Monitor on reopening to determine if the measure is necessary.</p>	<p>Ongoing</p>

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			<p>guidelines.</p> <p>Explain protocols that will be in place for the duration of the stay</p> <p>Provide rooms keys pre-sanitised and provided in sanitised container.</p> <p>Our usual drinks on arrival service will be suspended.</p> <p>Cases will be carried to rooms where required and left outside of the room.</p>			
<p>Staff</p> <p>Person to person contact during COVID 19 pandemic</p>	<p>Hosts Guests Staff</p> <p>Becoming infected with COVID19 and further spread the infection</p>	<p>Owner and staff already know they must not come to work if they have symptoms of Coronavirus or if anyone in their household has symptoms of Coronavirus.</p>	<p>Staff required to wash their hands on arrival at work, and after each task throughout the working day.</p> <p>Where possible Clothing and Uniforms should be washed at temperatures above 60 degrees. Alternatively use of a</p>	<p>Host & staff.</p>	<p>Ongoing</p>	

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			<p>sanitising agent should be utilised. Uniform and clothing may also be left in a bag unused for 72 hours then washed at normal temperatures.</p> <p>If any member of staff develops symptoms while at work they will be sent home and advised to follow the latest Government guidance.</p>			
<p>Guest not maintaining social distancing within the house</p> <p>Person to person contact during COVID 19 pandemic</p>	<p>Hosts Guests Staff</p>	<p>N/A</p>	<p>Appropriate signage throughout the building reminding guests of social distancing requirements..</p> <p>Hand sanitising stations at each entry & exit.</p> <p>Consider a 'one way' system for entry and exit from building to minimise guest contact in communal areas.</p> <p>Close communal spaces where social distancing cannot be monitored by the host/staff, for example the guest lounges and the house toilet.</p> <p>Guests to use toilet facilities in their own rooms.</p>	<p>Host</p>	<p>Continuing</p>	

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<p>Breakfast Service</p> <p>Person to person contact during COVID 19 pandemic</p>	<p>Hosts Guests Staff</p>		<p>A specific dining table will be allocated to each room for the duration of each stay.</p> <p>At busy times guests will be allocated a time for breakfast to stagger flow of guests through communal areas between bedroom and dining rooms. This will also help staff cope with the extra time needed for full table service.</p> <p>Tables will be set at Government recommended social distancing guidelines.</p> <p>Breakfast will be on a pre-order basis only</p> <p>No self-service items will be available.</p> <p>Pre-ordered breakfast items will be taken to the guests at their allocated tables</p> <p>All condiments to be provided in single serve sachets.</p> <p>All used crockery, cutlery and utensils to</p>			

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			<p>be cleaned in dishwashers.</p> <p>Serving staff to wash their hands after each task.</p> <p>Kitchen and serving staff to wear appropriate PPE</p>			
<p>Room Servicing</p> <p>Person to person contact during COVID 19 pandemic</p>	<p>Hosts Guests Staff</p>		<p>Guest will be asked if they would like their room to be serviced during the stay</p> <p>Rooms will only be serviced in the absence of guests.</p> <p>Staff will wear appropriate PPE before entering a room and will wash hands before entering each room.</p> <p>Crockery will be replaced daily. Dirty items will be cleaned in the dishwasher.</p> <p>If guests do not require their room to be cleaned during their stay, hosts will provide an order sheet for consumables which can be left outside of the room. Replacement items also to be left outside of the room.</p>			

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<p>Cleaning of Guest rooms</p> <p>Person to person contact during COVID 19 pandemic</p>	<p>Host Guests Staff</p>		<p>Bed Linen and Towels are laundered by professional laundry company hence appropriate measures taken.</p> <p>All cleaning performed in accordance with a comprehensive Check List (Appendix 1)</p> <p>En-suites fully cleaned using recommended products conforming to BS EN 1276</p> <p>Bedrooms will be cleaned and sanitised.</p> <p>All surfaces will be disinfected including but not limited to Remote controls, light switches, skirting boards</p> <p>Curtains will be sprayed with appropriate fabric spray conforming to BS EN 1276</p> <p>All other soft furnishings will be removed</p>			

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			<p>from each room until further notice</p> <p>Guest Information packs and leaflets will be removed from guest bedrooms and communal areas</p>			
<p>Cleaning of communal areas</p> <p>Person to person contact during COVID 19 pandemic</p>	<p>Hosts Guests Staff</p>		<p>The guest lounge will be closed until further notice.</p> <p>The house toilet will be closed to guests until further notice.</p> <p>All cleaning performed in accordance with a comprehensive Check List (Appendix 1)</p> <p>All surfaces in eating areas will be cleaned and disinfected in accordance with COVID 19 protocols</p> <p>Communal hallways and staircases will be cleaned and disinfected each morning and afternoon to include all high frequency touch points including door handles, 'Ring' Video Doorbell , bannisters, hand rails. Architraves around doors, skirting boards will be cleaned & wiped daily with disinfectant meeting BS EN 1276</p>			

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Guest Departures Person to person contact during COVID 19 pandemic	Hosts Staff Virus transmission via keys/money		Guest will leave keys in their room and are encouraged to pay any balance contactless using our existing Fabpay system. Cash payments are to be discouraged.			
Guests presents with Covid 19 Symptoms during their stay	Host Staff Guests	The Host will follow the latest published government guidance for dealing with any such incidences.	Monitor government guidance for latest policy.	Host Guest	Continuing	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/