

Risk assessment template

Company name: Brathay Lodge

Assessment carried out by Karen MacPake

Date of next review: November 2021

Date assessment was carried out: 1st April 2021

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
Legionella	Hosts Guests Staff Infection of Legionella from standing water while the property was lying empty	Throughout the period the building was empty the following procedure was carried out on a weekly basis: <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 	Before reopening all showerheads will be removed and disinfected by immersing for at least an hour in a sterilising solution.	Host/staff	Before re-opening	Yes

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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. Use contactless check-in facility.</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>Host</p> <p>Host</p> <p>Host</p> <p>Host</p> <p>Host</p>	<p>17/05/2021</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>Monitor to determine if the measure is necessary.</p>	<p>On-going</p> <p>On-going</p> <p>Track & Trace On-going</p>

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			<p>On arrival greet guest while maintaining recommended social distancing 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>Cases will be carried to rooms where required and left outside of the room.</p>	<p>Host</p> <p>Host</p> <p>Host</p> <p>Host</p>	<p>During arrival</p> <p>Prior to each arrival</p> <p>Prior to each arrival</p> <p>As requested prior to arrival</p>	<p>On-going</p> <p>Ongoing by guest letter in room</p> <p>On-going</p> <p>On-going</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 do a temperature check, wash their hands before and on arrival to work, and after each task throughout the working day.</p>	<p>All staff</p>	<p>Prior to each arrival</p>	<p>On-going</p>

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			<p>Where possible Clothing and Uniforms should be washed at temperatures above 60 degrees. Alternatively use of a 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>Host</p>	<p>Continuing</p>	<p>On-going</p> <p>Done</p>

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			<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 room</p>			<p>Arranged</p> <p>Arranged</p> <p>Arranged</p>
<p>Breakfast Service</p> <p>Person to person contact during COVID 19 pandemic</p>	<p>Hosts</p> <p>Guests</p> <p>Staff</p>		<p>Guests will collect their breakfast box and take to room through one-way system. Communal area (tv lounge) closed.</p>			<p>Arranged</p>

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			Limited tables will be available set as per Government recommended social distancing guidelines.			Arranged
			No self-service items will be available.			Arranged
			Breakfast boxes can be taken to available tables			Arranged
			All condiments to be provided in single serve sachets.			Arranged
			All used crockery, cutlery, breakfast boxes and items to be cleaned by dishwashers (min 60°)			On-going
			Serving staff to wash their hands after each task.			On-going
			Kitchen and serving staff to wear appropriate PPE			Arranged

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<p>Cleaning of Guest rooms</p> <p>Person to person contact during COVID 19 pandemic</p>	<p>Hosts 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 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>Local supplier</p> <p>All staff</p>	<p>As per schedule</p> <p>Daily</p>	<p>Arranged</p> <p>On-going</p>

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			<p>All other soft furnishings will be removed from each room until further notice</p> <p>Guest Information packs and leaflets will be removed from guest bedrooms and communal areas</p>	<p>Staff</p> <p>Staff</p>	<p>Done</p> <p>Done</p>	<p>Done</p> <p>Done</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>Arranged</p> <p>Arranged</p> <p>On-going</p> <p>On-going</p>

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			Communal hallways and staircases will be cleaned and disinfected each morning and afternoon to include all high frequency touch points including door handles, bannisters, handrails. Architraves around doors, skirting boards will be cleaned & wiped daily with disinfectant meeting BS EN 1276	Staff		On-going
Guest Departures Person to person contact during COVID 19 pandemic	Hosts Guests Virus transmission via keys/money		Guests will leave keys at reception unless otherwise arranged. Existing payment measures via screened reception. Cash payments are to be discouraged.			
Guests presents with Covid 19 Symptoms during their stay	Host Guests Staff	The Host will follow the latest published government guidance for dealing with any such incidences.	Monitor government guidance for latest policy.	Host Guest	Continuing	