

## Risk assessment template

Company name: The Old Parsonage

Assessment carried out by: Jo Starkie - Owner

Date of next review: September 2020

Date assessment was carried out: July 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><b>Guest Arrival &amp; Check In</b></p> <p><b>Person to person contact during Covid-19 pandemic</b></p> | <p>Hosts<br/>Guests</p> <p>Becoming infected with Covid 19 and further spread the infection</p> |  | <p><b>Pre-arrival:</b></p> <p>On confirmation of all bookings – Covid-19 protocols and measures to be emailed to guests</p> <p>Lead guest to provide contact details for all members of party for contact tracing purposes</p> <p>Consider allocating specific guest arrival times</p> | <p>Host</p> <p>Host</p> <p>Host</p> | <p>July 2020</p> <p>At point of booking/during booking confirmation</p> <p>On reopening to assess if this measure is necessary</p> | <p>Ongoing</p> |

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|                       |                              |  | <p><b>On Arrival:</b></p> <p>Guests encouraged to pay via BACS prior to arrival or via card machine (safe distancing guidelines) to reduce cash payments</p> <p>Greet guests whilst maintaining recommended social distancing guidelines</p> <p>Hand sanitiser to be kept in entrance area for when entering and leaving the building</p> <p>Pre-sanitised keys to be left in bedroom door<br/>Explain Covid-19 protocols in place during their stay</p> | <p>Host</p><br><p>Host</p><br><p>Host</p><br><p>Host</p> |                               |      |

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| <p><b>Cleaning of communal areas</b></p> <p><b>Person to person contact during Covid-19 pandemic</b></p> | <p>Hosts<br/>Guests</p>      |  | <p>Entrance area, hallway and staircase will be cleaned and disinfected each morning &amp; afternoon to include all high frequency touch points including doorbell, door handles, light switches, and stair bannister/balustrade. Door architraves, skirting boards will be cleaned and wiped daily with disinfectant All cleaning performed in accordance with a comprehensive Check List</p> | <p>Host</p>                        |                               |      |
| <p><b>Breakfast Service</b></p> <p><b>Person to person contact during Covid-19 pandemic</b></p>          | <p>Hosts<br/>Guests</p>      |  | <p>The breakfast room will only be open for breakfast and will be cleaned and disinfected after each service</p> <p>A breakfast time given to avoid guests crossing paths</p>  | <p>Host</p> <p>Host</p>            |                               |      |

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|                       |                              |  | <p>on the stairwell between bedroom and breakfast room</p> <p>Breakfast tables will be set at Government recommended social distance guidelines</p> <p>Breakfast will be on a pre-order basis only, NO self-service items will be available</p> <p>All used crockery, cutlery, utensils to be cleaned in the dishwasher</p> <p>Kitchen and serving staff to wear appropriate PPE</p> | <p>Host</p> <p>Host</p> <p>Host</p> <p>Host</p> |                               |      |

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| <p><b>Room servicing</b></p> <p><b>Person to person contact during Covid-19 pandemic</b></p> | <p>Hosts<br/>Guests</p>      |  | <p>Rooms no longer serviced during guests stay, all replacement items will be left outside the door</p> <p>All crockery and glasses on hospitality tray will be removed and washed in the dishwasher</p> <p>All towels/bedding to be washed on a full 60-degree wash cycle (not a quick wash)</p> <p>All unnecessary items to be removed from bedrooms</p> <p>Dressing gowns / slippers removed from the bedroom – available upon request</p> <p>Bedrooms and en-suites will be fully cleaned,</p> | <p>Host</p> <p>Host</p> <p>Host</p> <p>Host</p> <p>Host</p> <p>Host</p> |                               |      |

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|  |                              |   | <p>sanitised and ventilated, surfaces to be disinfected including skirtings, light switches, TV remotes and door handles</p> <p>All cleaning performed in accordance with a comprehensive Check List whilst wearing appropriate PPE</p> |                                    |                               |      |
| <p><b>Guest Departures</b></p> <p><b>Person to person contact during Covid-19 pandemic</b></p> | <p>Hosts</p> <p>Guests</p>   |   | <p>To leave room key in door on exit</p> <p>Encourage guests to leave online reviews</p>  | <p>Host</p>                        |                               |      |
| <p><b>Guest presents with Covid-19 during their stay</b></p>                                   | <p>Hosts</p> <p>Guests</p>   | <p>The host to follow latest government guidelines in the event of such an incident</p> | <p>Check government guidance for latest policy</p>  | <p>Host</p> <p>Guest</p>           | <p>Continuing</p>             |      |

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| <b>Legionella</b>     | Hosts<br>Guests<br><br>Infection of Legionella from standing water | Regular running of taps and showers in all en-suites | Before reopening flush the whole water system for two minutes or more.<br>Flush all toilets, let hand basin taps run for two minutes to let both hot and cold water pass through<br>Flush the shower through for two minutes, disinfect and remove showerheads*<br>*immerse all showerheads for at least an hour in a sterilising solution | Host                               | Before reopening              |      |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)