

Risk assessment template

Company name: **Bramwood Cottages**

Assessment carried out by: **Richard 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
Legionella	Hosts Guests Staff Infection of Legionella from standing water while the property was lying empty	Throughout the period the buildings were 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 reopening	

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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>On day of arrival the lead guest to call the host for the combination of the keybox.</p> <p>Guests collect pre sanitised keys from a key box on the doorframe and let themselves</p>	<p>To minimise need for host to visit the cottage in person, prepare a FAQ document on all aspects of the property including instructions for use of appliances and equipment.</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>into the cottage.</p> <p>Host to contact the guest by telephone post arrival to ensure guest satisfaction and answer any queries.</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 sanitising agent should be utilised.</p> <p>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>Host & staff.</p>	<p>Ongoing</p>	

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Guest not maintaining social distancing - Person to person contact during COVID 19 pandemic .	Hosts Guests Staff	N/A	Appropriate signage in the Cottages reminding guests of social distancing requirements during their stay.	Host	Continuing	
Hospitality Tray Person to person contact during COVID 19 pandemic	Hosts Guests Staff	Hospitality Trays Removed	None	Host	Done	Done
Cleaning of Cottages Person to person contact during COVID 19 pandemic	Host Guests Staff	<p>Bed Linen and Towels are laundered by professional laundry company hence appropriate measures taken.</p> <p>All cleaning of the Cottages is performed in accordance with a comprehensive Check List (Appendix 1) using products conforming to BS EN 1276</p> <p>All surfaces will be disinfected including but not limited to Remote Controls, light & electric switches, skirting boards. Curtains will be sprayed with appropriate fabric spray</p>	Review and monitor	Host	Ongoing	N/A

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		<p>conforming to BS EN 1276</p> <p>All other soft furnishings for example cushions and throws will be removed from each cottage until further notice</p> <p>Guest Information packs and leaflets will be removed from the Cottages.</p>				
Guest Departures - Person to person contact during COVID 19 pandemic	<p>Hosts Staff Virus transmission via keys</p>	<p>Guest will leave the keys in the cottage on departure.</p>	N/A			
Guests presents with Covid 19 Symptoms during their stay	<p>Host Staff Guests</p>	<p>Host will follow latest government guidance for dealing with any such incidences. Currently this is to advise the guest to self isolate & order a test by mail. If the test is positive they should if possible return home and follow self-isolation procedures.</p>	N/A	<p>Host Guest</p>	Continuing	

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