



COVID-19 Risk Assessment

Old School Bed and Breakfast

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	Visitors to your premises	<p><u>Before Arrival</u></p> <p>Implementation of flexible cancellation terms if the Covid-19 situation were to change.</p>	Allow guests to cancel without any penalty	Jhe	13 th July 2020	Completed
	Delivery Drivers	Ensure emergency telephone number to communicate with the guest if we had to close suddenly	Check on booking that mobile number and address are available	Jhe		Ongoing
	Anyone else who physically comes in contact with us in relation to our business	Contactless check in/check out	Key box is located at front door of bed and breakfast, combination to be emailed with booking confirmation together with check in details. Always ask for a reply to the email to ensure that the guests have received the information	Jhe		Ongoing



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		<p>Inform guests that no daily room service is available at this time.</p>	<p>Inform guests at breakfast and on email that NO daily room service will be taking place at the moment, due to the current situation that we all find ourselves in, this may change is the situation changes in the future</p>	Jhe	13 th July 2020	Ongoing
		<p>Email any visitor information including menus, FAQs etc so guests can plan before they arrive</p>	<p>Page to be added to website with information and also emailed to guest with booking confirmation.</p>	Jhe	13 th July 2020	Completed
		<p><u>On Arrival</u></p> <p>Gel sanitizers, anti bacterial spray and disposable tissue to be available to guests at front door where washing facilities not readily available</p> <p>Front door, stair banister, light switches and high touch areas to be cleaned after arrival of each guest during check in times.</p>	<p>To help reduce the spread of coronavirus (COVID-19) these facilities need to be antibacterial sprayed throughout the day and the bins emptied and sprayed regularly throughout the day</p> <p>Cleanpro antibacterial spray (251226) used to British standard EN13697</p>	Jhe	13 th July 2020	Ongoing
				Jhe		Ongoing



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		<p><u>Rooms</u></p> <p>Hand washing facilities with anti-bacterial hand wash and water in place in all rooms.</p> <p>Rooms deep cleaned after each guest,</p>	<p>Anti-bacterial hand wash container to be cleaned with antibacterial spray after each guests leaves</p> <p>Use antibacterial spray</p>	<p>Jhe</p> <p>Jhe</p>	<p>13th July 2020</p>	<p>Ongoing</p> <p>Ongoing</p>
		<p><u>Breakfast</u></p> <p>Breakfasts are staggered to help keep guests apart</p> <p>Windows in breakfast room to be opened fully to allow air flow in the room</p> <p>Keep distance between guests and staff at all times</p> <p>Tables and seating area to be re-arranged at least two meters apart</p>	<p>To help reduce the spread of COVID -19 guests will not have access to the kitchen at any time</p> <p>All guest contact details are kept digitally</p>	<p>Jhe</p> <p>Jhe</p>	<p>Ask guests to keep to their allocated breakfast times, which will be arranged prior to them arriving</p>	<p>Ongoing</p>



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		<p><u>Before departure</u></p> <p>Encourage contactless payment</p> <p>Receipt for stay will be emailed</p> <p>Keys to be left either in door, key storage box or on the hook by the outside of their room</p>		Jhe		Ongoing
		<p><u>Social Distancing</u></p> <p>Social Distancing – Advise guests to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p>				Ongoing
		<p><u>Restrictions</u></p> <p>Check government guidelines on countries and counties which are on lockdown.</p>	<p>Do not accept bookings with countries which are not on the safe list</p> <p>Do not accept bookings from counties in the united kingdom which are back in lockdown</p>	Jhe		Ongoing
		<p><u>Updates</u></p> <p>This risk assessment MUST be updated when guidelines and legislation changes</p>	<p>Check updates daily</p>	Jhe		Ongoing

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