

Covid-19 Risk Assessment

This guidance applies only to the bedrooms, please see separate guidance for the restaurant and other areas.

Company name: Tytherleigh Arms

Assessment carried out by: Rosie Starling

**Date of next review: 24/7/2020
out: 24/6/2020**

Date assessment was carried

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?
Covid-19 presenting onsite	All people present onsite are at risk of contracting, carrying and spreading the virus.	All people informed not to attend if they have any symptoms or if they have been told to isolate by track & trace. We will keep a record of guests contact details should they be needed for track and trace. Social distancing 2m where possible. Managing deliveries to not bring in the virus. Staff not to bring unnecessary possessions onsite. Working with our suppliers and linen service to ensure all practices are covid-secure	Clearly communicate this message to all staff, suppliers and customers	Management, Staff taking bookings	Ongoing

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<p>Covid-19 passing between customers</p>	<p>Customers may catch the virus from other customers either directly or via contact with contaminated surfaces.</p>	<p>Allow plenty of space to avoid congregating. Each bedroom has its own front door onto the patio area, there are no communal indoor areas, the patio is closed to non residents.</p> <p>Cleaning instructions and paperwork have been updated, all staff are trained in the new procedures. Cleaning will be carried out meticulously, special attention will be given to items such as keys, remote controls, light switches etc.</p> <p>Extra cleaning supplies will be left in guest rooms, for their own use including loo cleaner and antibacterial wipes.</p> <p>Items that are non essential and hard to sanitise, for example wool blankets and cushions are removed.</p> <p>Linen will as ever be commercially cleaned inline with covid secure guidelines.</p> <p>All pillow and mattress protectors will be washed between each guest.</p> <p>Where possible rooms will be vacant for 72 hours between guests. Where this is not possible the duvet and pillows will be replaced with fresh and the used items quarantined for 72 hours.</p> <p>In keeping with guidelines only members from one household may share a room as the rooms are not large enough to practice social distancing.</p> <p>Two households may book separate rooms and join together on the patio seating or in the restaurant (subject to booking) but must maintain social distancing.</p> <p>Supplying sufficient soaps and encouraging regular hand washing. Leaving bathroom doors open for arrival to allow access to the sink without touching doorhandles etc.</p>	<p>Clearly communicate systems to the customers via email and with signage, which areas they may or may not access etc.</p> <p>Ensure guidelines and rules are being followed.</p> <p>Thoroughly clean all areas between each customer.</p>	<p>Management and Housekeeping Team</p>	<p>Ongoing</p>

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Covid -19 passing between staff	The virus could be transmitted between members of staff	Housekeeping staff will work independently. Morning briefings will be done at 2 meters and outside where possible. Each housekeeper will have their own set of supplies.	Staff training Ensure guidance is followed. Continual reassessment of strategies.	Whole team	Ongoing
Covid-19 passing between customers and staff	Staff and Customers could transmit the virus between them.	<p>Contactless check in on guest arrival. Providing a contact number that guests can call or text should they require anything during their stay.</p> <p>Housekeeping will follow the new cleaning procedures, for before guests check in and after they check out.</p> <p>Housekeeping during a stay is reduced, some housekeeping is available at the customers discretion and other contactless options are available to them such as the delivery of fresh supplies.</p> <p>Staff will avoid entering guest rooms wherever possible, Any member of staff entering guest rooms will be following hand washing guidance, and will only touch anything that's strictly necessary. Should a member of staff be required to enter a guest room the guests will be asked to vacate the space first. Staff time spent in guest rooms will be as brief as possible.</p> <p>Housekeeping will follow covid safe guidelines on handling guests linen, towels etc on their departure.</p> <p>We have relocated a washing machine and dryer, into a shed near the accommodation, to remove the need for any items that require washing being brought lto the main building.</p>	Staff training. Monitor cleaning through checklists and sign off sheets.	Whole team	Ongoing

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Mental health issues related to Covid-19	All Staff, there is a greater risk of mental health problems occurring at this stressful time.	Have open conversations with each member of the team, ensure no-one is suffering from anxiety as a result of returning to work or working during the pandemic.	Monitor the well being of each member of the team, intervene if required.	Management	Ongoing
Other Risks due to long period of closure	Legionella in water system General property maintenance	We have regularly run the showers and taps to remove risk of legionella. We have been on site and kept up with general property maintenance.			
If a guest has a suspected infection during their stay	Anyone on site coming into contact with contaminated areas or surfaces	<p>Ask the guest to leave if they are safe to do so, or isolate in the bedroom if they cannot travel.</p> <p>Contact The local Public Health England.</p> <p>Notify NHS test and trace of anyone that has been in a communal area with the guest.</p> <p>Ask the guest to get tested and inform us of the result, assume it is positive until we know otherwise.</p> <p>Close the room off, for at least 72 hours. This may mean altering or cancelling the next booking.</p> <p>After 72 hours follow the government guidance on how to clean and dispose of waste. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>			