

# Risk assessment Covid-19

Revision # 2 (10<sup>th</sup> July 2020)

Company name: Aaran Guesthouse

Assessment carried out by: Jim (Co-owner)

Date of next review: 10.08.20

Date assessment first carried out: 10.06.20

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
<b>Virus via Guests or visitors or delivery persons</b>	Guests Staff Visitors Delivery persons Owners Airborne, droplets, contact surfaces (ADC)(fomites)	1m+ distancing No visitors inside Staggered guest arrival Isolate deliveries Wipe contact surfaces Quarantine goods PPE provided	Review Self isolate in case of symptoms Notify Local HEO in case of disease Infected guests consult medical advice, return home if possible.	Owners	Immediate	√
<b>Virus via staff</b>	Guests Staff Delivery Persons Owners (ADC)(fomites)	1m+ distancing. PPE+ No interaction between staff and delivery and guests No clean rooms till guests leave	Review Staff sent home in case of symptoms Report local HEO Deep clean, close 14 days	Owners	Immediate	√

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<b>Virus via owners</b>	Guests Delivery Persons Visitors Staff (ADC)(fomites)	No visitors 1m+ distancing PPE	Review Close if symptoms Report local HEO Send staff home Self isolate 14 days	Owners	Immediate	√
<b>Virus via objects</b>	Guests Staff Visitors Delivery Persons Owners (Contact)(fomites)	No visitors PPE + 1m+ean + wipe everything coming in the house Quarantine all items for 3 days	Review Maintain stocks of PPE and wipes, etc	Owners Staff	Immediate	√
<b>Virus via in-house food</b>	Guests Staff Owners (Contact)	Revised 4 <sup>th</sup> July served to room So, no contact Baskets sprayed, quarantined 3 days and waste double- bagged, isolated and disposed	Reviewed 4 <sup>th</sup> July Following “best practice” guidelines, Gov’t, NHS, BBA, UKH, major hotel chains, local association, etc.	Owners	Immediate	√
<b>Virus via takeaway food</b>	Guests, delivery persons (ADC, contact)	<b>ONLY</b> guests can handle takeaways. Delivery person should wear PPE and have used safe procedures.	Review Monitor additional needs or contamination (double bag waste as per food, ibid.)	Owners (staff not on premises at these times)	Ongoing	√

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		Eaten <b>ONLY</b> in dining room, observing 1m+ safe distancing and <b>NOT</b> touching anything else. Room wiped, cleaned, sprayed and isolated after use.				
<b>Virus via waste</b>	Waste collection operatives Owners Staff (Contact)	PPE Double-bagging Quarantine 4 days We take waste to recycling centres or bins as appropriate	Review Monitor Gov't and Local Authority restrictions NB. Parking restrictions add extra difficulty when removing waste to tip!	Owners	Ongoing  Minimise waste build-up	√
<b>Virus via bedding and soft furnishings</b>	Guests, staff, owners (Contact)	Laundry quarantined 3 days, laundered according to NHS guidelines, Staff in full PPE. Cushions etc removed. Antivirus spray entire room after cleaning	Review Normal laundering kills virus in seconds – minutes Antivirus spray safe to use on soft furnishings, kills virus less than 10 minutes	Owners, staff	Ongoing  as need arises	√

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<b>Virus via cash</b>	Owners, guests, staff, visitors (Contact)	All payments online No cash handling Cash float / Bank quarantined 3 days	Review Quarantine any exceptions NB 1 exception so far - Card handled in gloves.	Owners	Immediate	√

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