

Risk assessment Covid-19

Revision # 4 (10th September 2020)

Company name: Aaran Guesthouse

Assessment carried out by: Jim (Co-owner)

Date of next review: 10.10.20

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 |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------|------|
| Virus via Guests or visitors or delivery persons | Guests Staff Visitors Delivery persons Owners Airborne, droplets, contact surfaces (ADC)(fomites) | 1m+ distancing No visitors inside unless PPE Staggered arrival Isolate deliveries Wipe contact surfaces 4/day 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. Track+trace via reg'n | Owners | Immediate | √ |
| Virus via staff | 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 room for 14 days | Owners | Immediate | √ |

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| Virus via owners | 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 | √ |
| Virus via objects | Guests Staff Visitors Delivery Persons Owners (Contact)(fomites) | No visitors PPE + 1m+ wipe everything coming in the house Quarantine all items for 3 days | Review Maintain stocks of PPE and wipes, etc | Owners Staff | Immediate | √ |
| Virus via in-house food | Guests Staff Owners (Contact) | Revised 4 th July served to room So, no contact Baskets sprayed, quarantined and waste double- bagged, isolated and disposed Further revised 9 th August - decision to terminate breakfasts from 1 st October | Reviewed 4 th July Following “best practice” guidelines, Gov’t, NHS, BBA, UKH, major hotel chains, local association, etc. Revision to eliminate breakfasts from 1 st October, ends all covid risks from food service (also saves excess food waste + those risks) | Owners | Immediate Cessation of breakfast service by 1 st October | √ |

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| Virus via takeaway food | Guests, delivery persons (ADC, contact) | ONLY guests can handle takeaways. Delivery person should wear PPE and have used safe procedures. Dining room closed to guests | Review Monitor additional needs or contamination (double bag waste as per food, ibid.) Observation: Guests are eat only in rooms disposing of their own food waste. | Owners to monitor+clean if required(staff not on premises at these times) | Ongoing | √ |
| Virus via waste | 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. October - no breakfast = no waste food + packaging | √ |
| Virus via bedding and soft furnishings | Guests, staff, owners (Contact) | Laundry handled via PPE, laundered according to NHS guidelines, Cushions etc removed. Antivirus spray entire room after | 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 | √ |
| Virus via cash | | | | Owners | Immediate | √ |

