

Risk Assessment for Covid 19

<b>Business Name</b> <b>- Alderwood</b> <b>Lodges</b>	<b>Carried out by</b> <b>Leigh Barnes</b>	<b>Date assessment was carried out</b> <b>23<sup>rd</sup> June 2020</b>	
<u><b>What are the Hazards?</b></u>	<u><b>Who might be harmed</b></u>	<u><b>Existing Control Measures</b></u>	<u><b>Additional Controls</b></u>
Spread of Covid 19 Coronavirus  Pre Arrival & Check out	<ul style="list-style-type: none"> <li>• Guests</li> <li>• Host</li> </ul>	<ul style="list-style-type: none"> <li>• Request that guests do not continue with their journey if they or any members of their booking group have symptoms of COVID-19.</li> <li>• Email guests of extra cleaning by sanitising the keys and key box and front door</li> <li>• Ask guests to ring when they arrive and ask if they require any assistance with check in. If so, then keep my distance and wear gloves to help with luggage.</li> <li>• If any maintenance issues occur during guest stay then attend whilst they are out with their agreement or if not possible, then ask they stay in another room whilst fixing problem.</li> <li>• All information required i.e. key &amp; wifi codes, general information on hot water etc emailed to guests prior to arrival</li> </ul>	<ul style="list-style-type: none"> <li>• Contact guests day before they are due to arrive to ask if any symptoms</li> <li>• Ask guest prior to leaving to open windows to reduce risk of possible Covid virus airborne</li> <li>• Ask guests to leave keys in key box on departure of lodges</li> <li>• Use own master key to keep guest keys clean</li> <li>• Tell guests instructions on table in laminated form and sanitised but can contact by phone or email if need further information and help</li> <li>• If outside maintenance contractors need to fix any problems then make sure they adhere to social distancing guidelines and protect guests and themselves with masks and disposable gloves available from host</li> <li>• Let guests know they can contact me anytime for questions or help and if I need to visit them, then will adhere to social distancing</li> </ul>

Dated June 2020

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<p>Property &amp; Items cleaning from previous guests</p>	<ul style="list-style-type: none"> <li>• Guests</li> <li>• Host</li> <li>• Cleaning staff</li> </ul>	<ul style="list-style-type: none"> <li>• Hand sanitiser available in each lodge</li> <li>• Use gloves to remove all dirty bed linen and towels and clean ones to move clean linen</li> <li>• All rooms – All high touch surfaces &amp; items cleaned &amp; sanitised after each changeover including, handles, surfaces, light switches, door handles, heaters.</li> <li>• Bathrooms as above – remember taps and shower controls</li> <li>• Kitchen as above – including kettle, toaster, microwave.</li> <li>• Lounge/bedrooms as above including, remote controls, wifi routers, TV and other electrical items</li> <li>• Ensure a complete walk around to check all touch points have been covered under antiviral spraying such as window handles</li> <li>• Antibacterial soap available at every sink</li> <li>• Antiviral cleaner left in lodges for guests to use during their stay</li> <li>• Remove all board games, DVD's and magazines from lodges</li> <li>• Clean and spray outside furniture, BBQ, outside door handles, shed door handle and recycling container lids, outside bin lids and tumble dryer in shed</li> </ul>	<ul style="list-style-type: none"> <li>• Signs to remind guests to wash hands each time they enter lodges from outside</li> <li>• Spray with antiviral after normal cleaning</li> <li>• Ask guests on day of departure, to remove their used bedding and towels and place in black bin liners supplied and tie up, if they can.</li> </ul> <p>As above</p> <p>As above</p> <p>As above</p> <p>Cleaning staff to be reminded on a regular basis to wash their hands for 20 seconds with soap &amp; water if disposable gloves removed. And to use hand sanitiser available</p> <p>Also reminded to catch coughs &amp; sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Cleaners and if any maintenance contractors, to be reminded on a regular basis of the importance of social distancing both at work and outside of it.</p> <p>Cleaning schedule in place of what and how items are cleaned. All welcome packs, toilet roll packs, soaps, shower gels will be either sanitised or left in sealed bags for 72 hours and moved into lodges by using disposable gloves.</p>
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