

Covid-19 Risk Assessment for Coach Guest House, 11 Deer Park, Tenby, Pembrokeshire, SA70 7LE

Staff working at property – Mike Daymond & Joycelyn Young (Owners)

Risk Assessment compiled by – Mike Daymond & Joycelyn Young (Owners)

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Guests • Staff • Delivery personnel • Vulnerable groups inc elderly guests, pregnant guests & those that may have underlying health conditions 	<p><u>Hand Washing & sanitising</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in en suite facilities in every room. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • Automatic non touch hand sanitisers on each floor of guest house • Guest & staff encouraged to use hand sanitiser as they move around the building • Signage at each point 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Automatic hand sanitisers to be in place on re-opening</p> <p>Posters, leaflets and other materials are available for display.</p> <p>https://www.gov.uk/government/publications/</p>	<p>Mike Daymond</p> <p>Mike Daymond</p> <p>Mike</p>	<p>On-going</p> <p>13th July 2020</p> <p>On-going</p>	

			guidance-to-employers-and-businesses-about-covid-19	Daymond		
		<p><u>On Arrival</u> Guests to be asked to inform reception of arrival time to ensure no overlap of guests arriving at guest house</p>	<p>Staff reminded to use hand sanitisation station on a regular basis</p>	Mike Daymond	On-going	
		<p><u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, bannisters using appropriate cleaning products and methods and sanitised regularly.</p> <p>Both internal & external door bell to be sanitised regularly and after each use</p>	<p>Guests communication to be sent out prior to arrival</p>	Mike Daymond Joycelyn Young	On-going	
		<p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p>	<p>Rigorous checks will be carried out by owners to ensure that the necessary procedures are being followed.</p> <p>Use appropriate sanitiser and regular checks to be carried out Staff to be reminded on a daily basis of the</p>	Mike Daymond Joycelyn Young	On-going	

		<p>Redesigning processes to ensure social distancing in place. Staff not permitted to enter guest rooms during their stay</p> <p><u>Breakfast service</u> Dining area will be closed during guests stay, breakfast service to be provided as a continental and delivered to guest rooms and left outside guests' room each morning up to 3rd August 2020</p> <p><u>Guest room keys</u> All room keys and parking fobs to be sanitised between guest check out and next guests' arrival</p> <p><u>Guest Rooms</u> TV remote controls to be sanitised between guest's departure and arrival</p> <p>Remove hairdryers from guest rooms</p>	<p>importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Guests reminded of measures in place to adhere to social distancing</p> <p>Guests to be reminded there will be no daily housekeeping service available during stay, guests requiring top ups of Tea, Coffee, Towels etc will need to contact staff and these must be left outside guest rooms.</p> <p>Guests will be reminded of service changes, staff reminded not to enter rooms but to leave breakfast bags outside guest rooms</p> <p>Suitable sanitiser must be used</p> <p>Store in sealed bags whilst not in use</p> <p>These to be stored in sealed bags after being laundered After laundering these items to be stored in</p>	<p>Mike Daymond Joycelyn Young</p> <p>Mike Daymond Joycelyn Young</p> <p>Mike Daymond Joycelyn Young</p> <p>Mike Daymond Joycelyn Young</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	
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