

Risk Assessment: COVID-19 Prevention and Management for The Rob Roy Guest House

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Corona virus. Symptoms can be mild, moderate, severe or fatal. This illness is a public health pandemic affecting a global population and is not restricted only to the Rob Roy Guest House and or its operations.

Hazard:	Spread of COVID-19/Corona virus	Type of Harm:	Symptoms fall into the following categories: Mild, Moderate, Severe or Fatal
Date:	June 2020	Review Date:	Sept 2020

Who might be harmed:	Customer	X	Owners	X	Visitor/Contractor	X
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Persons that may be affected by COVID-19 - Colleagues, customers, contractors, elderly, pregnant guests, those with underlying health conditions and anyone that may physically come into contact with our business and or its operation.

The business owners are the contact and authority when it comes to managing the implementation of the measures being introduced to prevent the spread of Corona virus in the workplace. The owners are to manage the measures and ensure they are in place.

This risk assessment is not exhaustive and as such may differ in this workplace to a similar establishment.

We are required to complete this risk assessment as part of the general Health & Safety responsibilities as dictated by the Health & Safety Executive. We must ensure that the risk control measures contained within this risk assessment are implemented and enforced within our workplace. These are seen as minimum requirements for the business and as such will be required to demonstrate compliance with these measures. Everyone must be briefed upon the risk control measures to ensure that they are aware of the changes to the way we work and how we will manage the risk of spreading Corona virus.

By adopting the measures contained within this risk assessment we can manage the risk of Corona virus so it is kept as low as reasonably practicable.

The following factors are to be considered and implemented along with the risk control measures that are to be followed in order to minimise and manage the spread of Corona virus within the Rob Roy Guest House premises.

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Risk's	Control measures that should be in place:	Controls In place?
Colleagues in the workplace	<p>Ensure that everyone on the premises is aware of amended procedures as business demand increases. Plan for the maximum number of guests required so to operate the business safely and to meet its operational demands.</p>	July 2020
Hand washing	<p>Staff/guests/contractors 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 – following Catch it, Bin it, Kill it protocols and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available in all rooms and communal areas.</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place in all ensuite facilities and food preparation areas. • Stringent hand washing taking place. • In areas with no hand washing facilities (communal areas), hand sanitisers available for every ones use. <p>Where hand wash facilities are not available, use of alcohol based hand sanitiser can also be used to clean hands at allocated communal area points. Provision of hand sanitiser will be placed in communal and entrance areas in addition to a plentiful supply of soap and hand towels in guest ensuite facilities.</p>	July 2020
Cleaning	<p>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, dining tables, eating utensils etc. Cleaning of customer facing equipment with antibacterial wipes such as Dettol wipes. Do this in front of the customer to maintain confidence that cleaning steps are part of the everyday protocols in place. Ensure that suitable and ample waste collection areas are made available for the disposal of waste. Additional closed bins to be made available in communal areas. When checking in guests, wipe down card machine with antiseptic wipes before handing over to guest, then re-sanitise before storage. Rooms deep cleaned upon guest check out. If guest has shown any symptoms of Corona virus, the room will be deep cleaned {using suitable PPE and disinfecting agents} and then left unused for 72 hours before re-use.</p>	July 2020

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Social Distancing	<p>Social distancing measures need to be in place in order to comply with government rules for people at work and those that may be visiting Rob Roy Guest House (guests/contractors). Where practical a minimum of 2 metres - or 1 metre plus distance with face and hand coverings - between all people is to be maintained throughout the premises. This is in line with the requirements issued by the Government in order to maintain social distancing protocols. When checking in guests, put down card machine, step back and let guest pay for stay, maintaining 1 metre plus distance at all times, When using corridors/staircases signage in place to inform users to follow 1m plus social distancing guidelines. Visual markers and signage make this more visible and easier to maintain. Where multi-floor occupation takes place, steps taken to reduce instances of people passing on staircases. Operate one room up/one down routines with people actively managed on stairs to ensure they do not pass other people. Other factors to consider and implement:</p> <ul style="list-style-type: none"> • Implement a no hand shaking/cuddling process/protocol • Taking steps to review booking in/out and dining schedules including start & finish times. • Redesigning processes to ensure social distancing in place and can be maintained <p>Ensure clear guidance is displayed explaining the measures to be adopted by customers in order to maintain social distancing throughout the guest house. Guidance must be clear and unambiguous</p> <p>Breakfast will be pre-ordered the night before. Any cold breakfast will be pre-laid before each sitting. Tables will be allocated on a per room basis at an allocated time (45 minute slot) so as to observe social distancing rules.. Breakfast will be cooked and then served to a communal table for the customer to collect and take to their own table.</p>	July 2020
PPE	<p>Strict PPE protocols are in place for the wearing of PPE within the workplace.</p> <ul style="list-style-type: none"> • Face masks • Gloves • Aprons <p>Work must not be carried out unless the appropriate PPE is worn. Colleagues must be made aware that wearing of gloves is not a good or lasting substitute for washing and cleaning of hands and this process should be adopted at regular intervals throughout the working day.</p>	July 2020

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Risk's	Control measures that should be in place:	Controls In place?
Accidents, Illness or Other emergency	<p>In an emergency i.e. fire or accident, it may be difficult to maintain a distance of 1m plus if it is unsafe to do so. Particular attention should be made to sanitation following any incident including hand hygiene, disposal of PPE and general cleanliness.</p> <p>First aid must be administered if required however, strict hygiene protocols should then be maintained following any incident.</p>	July 2020
Symptoms of COVID-19	<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they must be sent home and advised to follow the stay at home guidance.</p> <p>Routinely ensure customers are asked if they present themselves with symptoms that they cancel bookings and re-book once they have self-isolated</p>	July 2020
Communications	<p>Provision of clear, consistent communications and training must be provided for all colleagues to improve understanding and ways of working.</p> <p>It is important that all colleagues have a good level of understanding the reasons for the measures being undertaken and the importance of reducing the risk of spreading of COVID-19.</p>	July 2020

Additional advice and support for employers and colleagues can be found at the following location:

COVID-19: what you need to do

<https://www.gov.uk/coronavirus>

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Actions required to ensure controls measures are in place	Action by Who	Date Action to be completed	Date Action Completed
Read and continually review Risk Assessment with reference to Government advice.	Proprietors	Immediately upon notification	As soon as practical
Inspection of premises after post-stay cleaning.	Proprietors	Immediately upon notification	As soon as practical

Risk Assessment Reviewed by:	Jim and Sarah Fulton
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Signatures	
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Premises Name & Address	Rob Roy Guest House, 227 Dover Road, Folkestone, Kent, CT19 6NH
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