COVID 19 RISK ASSESSMENT FOR ROOM ONLY ACCOMODATION

Property Name:Ardlair Guest HouseDate of Assessment:01/04/2021Assessment Carried out by:Ayesha ZimmernannDate of Next Review:15/08/2020

What are the Hazards	Who Might Be Harmed & How?	What are you already doing To control the risk?	What further action have you implemented to control the risk?
Person to person contact during Covid 19 pandemic(Host & Guest)	Becoming infected with Covid 19 further spread of the infection	To control the risk:	Minimize contact between the two parties by implementing self check in for guests Provide a pre-arrival/departure park for guests via email explaining procedures. Hand Sanitizer and Signage in front porch, small hand sanitizers in rooms, signage requesting guests check in/enter property one room grouping at a time.
			Any issue needing a maintenance visit will be arranged when guest is out of the property. Have an illness during stay reporting procedure and useful contact numbers. Ask guests to maintain social distancing in entrance, stairs and hall, be courteous of other guests. Copy of Local community forum document to be added information pack in rooms.
			Payment can be taken by booking.com, PayPal or bank transfer to minimize use of cash.
Housekeeper not fit for work/has become infected with covid 19	Could contaminate accommodation or spread of Covid 19		Have back up cover incase of illness so rooms can still be cleaned.
Cleaning regimes not fit for Covid	Contaminated accommodation and spread of Covid 19		Create a cleaning checklist and leave in rooms for transparency Make sure checklist is regularly updated from government guidelines.

		Use gloves and mask when cleaning rooms, change between rooms and change clothes when finished cleaning
		Touch points, door handles, banisters, surfaces, bathrooms, front porch to be cleaned more regularly.
		Use disposable bleach wipes in every room, use a different polishing cloth in each room and wash at 60 degrees
		Hard floors to be bleached and curtains and carpets to be sprayed with disinfecting spray between stays.
		Waterproof bed linen on all mattresses, duvets and pillowcases, all linen to be washed at 60 degrees, all scatter
Dealing with a guest who is unwell with signs of Covid 19	The spread of Covid 19	cushion covers to be washed after each stay. Place a what to do if you suspect you (as a guest) are ill with signs of covid 19 document with relevant phone numbers and actions required in each room
		Send out information document to guests prior to stay with details of what would happen should they have symptoms of Covid 19
		Build into terms and conditions the cost and requirements if a guest has to extend their stay through illness for self-quarantine
		Guests presenting themselves with symptoms of Covid 19 should be advised to check out and return home to self-isolate as per current government guidance if they are
		domestic guests. Where this is not possible and guest would need to fly home they will have to self isolate in property but cover the costs of the room for this time.
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		Guests that need to be cancelled due to Covid 19 self isolation will be helped as much as possible to find alternative accommodation through buddy system set up with other accommodation providers If guest shows acute symptoms such as breathing problems, seek medical help immediately and refer to NHS Inform Where there is a confirmed or suspected infection refer to NHS Inform for further advice and follow Government
Cleaning of Room following Spread of i to governm suspected Covid 19	nfection if Room not cleaned nent guidance	guidance for cleaning Don't shake laundry and bag up in double bags and leave securely before washing. Wash hands and disinfect any surfaces that may have been contaminated by the bags after taking them to a secure place. Steam clean soft furnishings and mattresses with steam cleaner Using a disposable cloth, first clean hard surfaces with warm soapy water then disinfect with Sursol disinfectant.
		Pay particular attention to frequently touched areas and surfaces After cleaning dispose of clothing, mop heads, cloths and any other waste in the room by double bagging, securely hold for 72 hours then throw away as regular rubbish Keep room well ventilated while doing this