

## **Risk assessment**

**Company name: 1 The Paddocks B&B**

**Date of next review:**

**Assessment carried out by: Milly Goddard**

**Date assessment was carried out: 15 May 2021**

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
<b>TOUCH POINTS:</b> Front door handle Bannisters Bedroom door handles/locks Keys Light switches Bedside locks Drawer knobs Wardrobe knob Coathangers Window handles Chairs Beds Bathroom door handles/locks Shower, Bath, Basin, Toilet	Guests / MG	Sanitise regularly.	Keep doing it.	MG	Between guests	Yes Repeat
<b>Bedroom tea trays</b> <b>Remote Control</b> <b>Items in bathroom</b>	Guests / MG	Provide a list of items available and asking guests to select precisely what they would like. Change plastic cover on remote control.	Offer list to all guests.	MG	On arrival	Yes Repeat

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<b>Changing beds / towels</b>	Guests / MG	Use gloves or wash hands thoroughly after changing sheets.	Keep doing it.	MG	Between guests	Yes Repeat
<b>Cleaning bedrooms / bathrooms</b>	Guests / MG / Jeannette	Use gloves or wash hands thoroughly after cleaning bedrooms and bathrooms. Use sanitiser spray on key points.	Keep doing it	Jeannette / MG	Between guests	Yes Repeat
<b>Cleaning kitchen/diner</b>	Guests / MG / Jeannette	Use gloves or wash hands thoroughly after cleaning kitchen and dining area.	Keep doing it	MG / Jeannette	At the time	Yes Repeat
<b>Preparing breakfast table</b>	Guests / MG	Ensure all items on table are clean. Guests pre-order breakfast. Serve as much as possible rather than self-service.	Inform guests of policy.	MG	Every breakfast time	Yes Repeat
<b>Cooking breakfasts</b>	Guests / MG	Ensure all items used in cooking are clean. Wash hands regularly during the cooking process. Maintain social distancing as far as is possible.	Keep doing it	MG	Every breakfast time	Yes Repeat

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<b>Check-in greeting</b>	Guests / MG	Guests to wear masks in hall. Guests asked to scan QR code and sanitise hands. Temperature will be taken on arrival. No shaking hands or carrying suitcases.	Inform guests of policy.	MG	On arrival of guests.	Yes Repeat
<b>GENERAL</b>	Guests / MG / Jeannette	All guests required to complete and return questionnaire about their movements within two weeks of staying. Advice given to guests about reporting poor health after visiting.  Leave two days between occupancy of each room.  Cleaner familiar with policies.	Always direct guests to website tab outlining Covid-19 policies  <a href="https://www.1thepaddocks.co.uk/coronavirus-covid-19/">https://www.1thepaddocks.co.uk/coronavirus-covid-19/</a>	MG	At time of booking.	Yes Repeat