



COVID -19 RISK ASSESSMENT

This risk assessment is only valid from the date of publication i.e. 24th June 2020 and may be altered as a result of further government guidelines. It builds upon our normal high standards of good practise.

Staff Protection

1. All staff are required to wash hand on arrival and prior to departure.
2. Waterproof aprons are to be worn at all times.
3. Face masks are to be worn at all times when working in public areas
4. Hand sanitiser to be used after each visit to a table in the dining room and bar.
5. Hand sanitiser to be used after each room has been cleaned and after the removal of bed linen and towels.
6. Each member of staff to have their own identified cleaning containers and cleaning cloths.
7. Only one member of staff is required per each room clean.

Entrance Hall

1. Hand sanitisers to be available at the entrance to the hotel and dining room with appropriate signage.
2. Pool/Games room to be closed at all times except as a waiting room during breakfast periods.
3. Public toilet will be closed at all times.

4. Key box to be provided in entrance hall for keys to be placed at the end of each stay.
5. Entrance hall doors, handrails and outside area furniture to be cleaned daily.
6. Guests are encouraged to wear masks/face coverings in the entrance hall and stairs

Dining Room

1. Only five tables to be used to provide social distancing. These will be clearly marked.
2. Maximum of two members of staff to be on duty in the dining room.
3. All menus and bar tariffs to be placed under glass tops.
4. Staff A is to be positioned at Dining Room entrance to direct guests to a vacant table, to take orders from guest, to deliver tea/coffee, toast, cereals, fruit juice, sauce sachets, individual jam portions, salt/pepper sachets, sugar sachets, butters and cutlery.

Staff B is responsible for delivering main course, removing all items from the table when guests leave and cleaning of tables and chairs. All dirty plates etc to be placed in Kitchen B to be washed via dishwasher. All unused sauces, jams etc to be placed into a basket in Kitchen B and left for 48hours before being returned to the dining room.

Bar

1. Bar will only be used with waiter service
2. Only the five designated tables in the Dining Room are to be used.
3. Bar bills are to be settled at the end of each session.
4. The bar area is to be used for reception duties.
5. Card machine is to be sanitised after every use.
6. Children must be seated at all times.

House Keeping

In addition to the usual house keeping practices the following will be required.

1. Each member of staff to have their own cleaning boxes
2. All staff will use fresh cleaning cloths for each room.
3. Each member of staff to work independently.
4. Extra attention to be paid to spraying antibacterial cleaners on contact points e.g light switches, door and window handles, remote controls, headboards and all hard surfaces.
5. Signage in each room requesting guests to wash hands prior to leaving the room and to leave windows open at the end of their stay.
6. Dirty laundry to be immediately bagged and kept safely in store room.
7. Hands to be sanitised after touching laundry.
8. Guests may request cleaning materials which will be left outside their door.
9. We will restrict staff entering rooms for cleaning according to the length of stay of the guests.

Prior To Arrival

1. Guests will be required to complete registration forms for each guest including name, address, contact telephone number, email and length of stay. These forms can be either brought with the guests or emailed in advance. This information will not be used for any future marketing purposes or shared with any third party except if required by NHS. All details will be destroyed after 21 days
2. Information will be sent to guests regarding Covid 19 restrictions i.e. bar and dining room use prior to their arrival.
3. Guests arriving with feeling ill or with Covid 19 symptoms will not be allowed access and would be liable for the full amount of the reservation.

Guest Illness.

1. In the event of a guest becoming ill due to Covid 19 they will be required to leave the hotel immediately and return home. If this cannot be done safely i.e. it would involve the use of public transport, then they must self-isolate in their rooms. The guest would be liable for the full cost of their additional stay.

2. Staff will be available by telephone at all times by using the hotel telephone number 01253 625026

Signed:

Print Name:

Date:

Position: