

Coronavirus risk assessment

Company name: West Ord Cottages

Assessment carried out by: D.Wilkinson

Date of next review: 12th Sept 2020

Date assessment was carried out: 12th June 2020

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
Operations Guest Arrivals and Guest Movements	Employees, contractors, and members of the Public	<p>Guests are given site rules upon arrival and shown areas and etiquette.</p> <p>Guests are provided duty mobile number in case of any concerns.</p> <p>Guest arrival and inductions will be staggered to reduce the likelihood of families mixing.</p>	<p>Guests are to socially distance between themselves.</p> <p>Employees will assist in implementing social distancing where possible.</p> <p>Guests showing symptoms of COVID 19 will be asked to leave.</p>	Employees	Daily and per induction.	Yes

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<p>Guest accommodation and cleaning.</p>	<p>Employees and members of the public through Virus transmission.</p>	<p>All accommodation is subject to a deep clean between guest uses.</p> <p>Deep Clean is performed by a 3rd party cleaning contractor. All cleans are recorded to ensure compliance.</p> <p>Established checklist to ensure that all areas are covered within each accommodation unit.</p>	<p>Management will consult specialist cleaning contractor to perform clinical deep clean if any guests are found to be suffering COVID symptoms.</p>	<p>Management</p>	<p>As necessary.</p>	<p>Yes</p>
<p>Changing of furnishings and other sterilisation between occupants</p>	<p>Employees and guests through transmission of virus</p>	<p>Linens and bedding, towels etc are changed between occupants to ensure fresh linens.</p>	<p>Non washable bedding is changed after each occupancy and sterilised ensuring fresh bedding fittings for each occupant.</p>			

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		<p>Soft furnishings such as leathers are cleaned with anti-viral cleaner.</p> <p>Books and other papers have been removed, necessary information and guidance is laminated to ensure re-use.</p>	<p>Curtains and other fixed fabrics are steamed between occupancies.</p> <p>Cutlery and crockery are fully washed and sterilised between occupancy.</p>			