

Risk assessment for Covid 19

Company name: The Watermark

Assessment carried out by: Natascha Garrard

Date of next review: 5/8/20

Date assessment was carried out: 26/6/20

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
Risk of staff bring Covid 19 onto the premises	Staff and guests	Social distancing, washing hands. Wearing masks. Make staff available to guests via phone, email, facebook messenger and whatsapp.	Frequent cleaning of door handles. Enhanced cleaning routines. Signs for hand washing and posters of how people should behave at the Watermark.	Richard and Natascha	When we open	yes
Risk guest pose to business in bring Covid 19 into the premises	Staff and Guests	Encouraging guest to wear masks or face coverings in communal corridors. Have guidance about visiting the premises prior to arrival on website and	New check in/out procedure. House keeping list of all hand contactservices to be cleaned daily. Remove all paper guest information and supply it on the	Richard and Natascha	As above	yes

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		at entrances.	website and by phone and email. If guest is unwell, no cleaning service.			
An infected person on the premises	The guest and their party	Tell guests to take temperatures before arriving	Asked to leave and refunded any days missed. Room left for 72 hours and deep cleaned. Staff in PPE	Richard and Natascha	Always	yes
Additional cleaning measures	Guests and Staff	Hand Sanitizer stations. Tables 2m apart. No Self Service. Allocated time for breakfasts.	Source cleaning materials that are strong enough to kill the virus.	Natascha	Always	yes
Managing Checkin, Breafast, Check out.	Guest and Staff	Pre-arrival communication to explain location and parking, room keys, Breakfast, House keeping, and assistance.Registration online. No unnecessary noise.	Social distancing, No self - service, Housekeeping suspended with provision for fresh towels top ups for complimentary tray and waste paper collection. Local restrictions awareness. Time of arrivals co ordinated.	Natascha	When we open	yes

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<p>Frequently touched areas and unnecessary source of contamination and Deliveries</p>	<p>Guest and Staff. Delivery people.</p>	<p>Remove books and games and paper details. Enhanced cleaning routine and more frequent cleaning. Deliveries to be left at side door. No entry to any delivery people. Deliveries to be sanitised and or left for 72 hrs.</p>	<p>Hand sanitizer and masks</p>	<p>Natascha and Richard</p>	<p>When we open</p>	<p>yes</p>