

Risk assessment template

Company name: The Old Station House B&B

Assessment carried out by: Victoria Friend

Date of next review: 25/09/2020

Date assessment was carried out: 25/06/2020

What are the hazards?	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Risk of contamination by infected persons	Guests and household	Ask guests to confirm they are free of all Covid-19 symptoms before entry	VF	04/07/2020
		Ensure all guests use hand sanitiser provided at entry	VF	04/07/2020
Risk of contamination by touch	Guests and household	Increase the frequency of handwashing and surface cleaning	VF	04/07/2020
		Provide alcohol based hand sanitiser at the entrance and in all guest rooms and communal areas	VF	04/07/2020
		Ask guests to use the hand sanitiser on entering and leaving the breakfast room	VF	04/07/2020
		Use commercial disinfectant on all "high touch" areas that complies with British Standards BS EN 1276 and BS EN 14476	VF	04/07/2020

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		Wash all guest linen, towels, bathmats, flannels at 60 degrees between bookings	VF	04/07/2020
		Wash all crockery, cutlery, cooking utensils and anything else used to prepare or consume breakfast and all tea tray items at 60 degrees in the dishwasher	VF	04/07/2020
		Wipe all multi-use items between each use – ie sauce bottles, salt and pepper shakers etc.	VF	04/07/2020
		Breakfast server to wear disposable mask and gloves in the breakfast room at all times	VF	04/07/2020
Risk of contamination through air	Guests and household	Maintain Social Distancing Guidelines	VF	04/07/2020
		When guests arrive remind them to keep 1metre distance with other guests at all times	VF	04/07/2020
		Only let two bedrooms, with a maximum of four guests, if bookings are made separately	VF	04/07/2020
		If bookings are made separately, ensure a maximum of four people are seated at the breakfast table at any one time at two opposite corners	VF	04/07/2020
		Offer guests separate breakfast times if they wish	VF	04/07/2020

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		Serve juice and cereal to guests directly, rather than asking them to serve themselves	VF	04/07/2020
		Ensure all milk, tea, coffee, toast, cereal & condiments are available separately to guests with different bookings	VF	04/07/2020
Risk of Covid-19 spreading outside the business	Members of the Public, guests & staff in other accommodations	Maintain a register of all guests who have stayed within the last 21 days and where they are going next for Track and Trace	VF	04/07/2020

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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