

COVID-19 Risk Assessment of The Old Dairy B&B

The Old Dairy B&B completed this Risk Assessment to apply to our business, and will continue to identify the hazards from COVID-19 that are in our specific workplace and adapt this document to suit as necessary. Additional hazards can also be included. This risk assessment will be reviewed against new Government guidance as and when this is released.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk	Action by whom?	Action by when?	Done
Spread of Covid-19	Owners, staff and guests. Anyone else who physically comes in contact with owners, staff or guests in relation to our business.	<p>Travelling to Work/ Guest arrivals : Staff and Guests carpark onsite. Arrival procedure in place and communicated to guests/staff pre-stay. Hand sanitisation/ handwash facilities provided at entrances, reception area, dining room and throughout premises.</p> <p>Social distancing on the premises wherever possible. If not other controls in place: Wear masks where not possible to keep social distance 1 metre+. Housekeeper must wear PPE when cleaning guest rooms and public areas of B&B. Guests must keep social distance 1-metre+ in all public areas of B&B, mainly in corridors, Conservatory, garden, car parking area and cottage. In breakfast room guests limited to ensure social distancing. Separate dining areas will be provided when necessary. Where not possible to keep social distance in public areas and corridors Guests would be</p>	<p>Further Considerations:</p> <p>Use signage where appropriate to remind guests and staff of social distancing requirement.</p> <p>Staff and Guests to be reminded on a daily basis of the importance of and handwashing/ social distancing both in the Public areas of B&B and outside of it. Welcome note for guests requesting recognition of importance of local community and respecting social distancing measures.</p>	Owner and Staff	All time	

		<p>encouraged to wear their own masks. The number of persons in the premises have been reduced to comply with the 2-metre rule or 1-metre+. Work schedules have been reviewed including start & finish times to reduce number of workers on site at any one time.</p> <p>We will encourage guests to follow social distancing and explaining to the Guests that failure to observe safety measures will result in service not being provided.</p> <p>Ventilation We have installed a positive pressure ventilation and passive extraction system throughout the entire premises. This ensures a constant flow of fresh air 24 hours per day even when windows are not open.</p> <p>Good Hygiene Hand washing facilities with soap and water in place. Stringent hand washing taking place. Hand washing guidance communicated to staff. Drying of hands with disposable paper towels. Gel sanitisers in Entrance, Dining room and throughout premises.</p> <p>Information and Guidance We will keep informed and up-to-date with latest developments and Government advice. Staff will be notified of key findings of RA before returning to work.</p>	<p>Staggering staff and guest arrival and departure times to reduce congestion in high movement areas.</p> <p>Further Consideration: During the daytime owners/staff will open windows in Public areas to get more air ventilation throughout building.</p> <p>Further Considerations: Staff and Guests/visitors to be reminded to wash their hands for 20 seconds on a regular basis (including destination hand washing on arrival) with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the B&B.</p>			
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Completion Date: 27/06/20 Revision Date: 27/08/20