

Covid-19 Risk Assessment Castle Green Guest House

This Risk Assessment has been carried out following the guidelines on the HSE (Health and Safety Executive) web site www.hse.gov.uk

Assessment carried out by: Janet Green

Castle Green Guest House Matlock DE43DJ

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Potential Hazards

- Contamination of the site by Host/ Guests who are asymptomatic or who develop symptoms while in situ.
- Transmission of the virus between guests or between guests and contractors/suppliers.
- Cleaner/host not fit for work
- Cleaning regime not effective
- Bedding
- Change over cleaning day

Who is at Risk or may be harmed from the hazard?

- Other guests on site or with subsequent bookings, particularly the elderly or those with underlying health conditions.
- Cleaning staff and Maintenance Contractors and their immediate families, particularly if they care for relatives who are elderly or have underlying health conditions.
- The wider public locally.

What may be the harm?

- Becoming infected with COVID19 and spreading the infection
- Contaminated accommodation
- Cleaning and sanitising not effective

Actions to Control Risk

Anybody who is exhibiting symptoms or who has any reason to believe they may have come into contact with the virus up to 14 days prior to their booking must follow the Government instruction to self-isolate and follow NHS guidelines. Therefore, they should not arrive at the Guest House.

Anybody in one of the vulnerable groups identified by the Government should follow Government advice to self-isolate; they can contact Castle Green for help and advice with their booking. They should not arrive at the Guest House.

Contractors who are exhibiting symptoms or who have any reason to believe they may have come into contact with the virus within the previous 14 days should not come to the house and they should follow NHS guidelines.

We will ask guests to follow guidelines on social distancing.

PPE to be provided to staff

Ensure guests are not present during cleaning

Ask guest to open room window before leaving room

Any issues needing a maintenance visit to be arranged when guests are not in the property

Create a cleaning plan and checklist for staff

Ensure staff training for use and disposal of PPE and cleaning products

COSHH file to be completed

Use cotton sheets/linen bedding and towels supplied by the laundry Clean Sheets LTd

All change over cleans to be completed once guests have left

All cleaning and maintenance procedures adhered to and documented

We will provide additional hand sanitiser and cleaning materials for guests to clean shared equipment during their stay.

Implement Changes to cleaning policy

We always strive to maintain extremely high standards of cleanliness at Castle Green Guest House. We currently hold a 5* Food hygiene certificate and have successfully completed City and Guilds certificate in Food Safety and Hygiene

Under normal conditions we also strive to maintain high standards of sustainability. We recognise that at this time some sustainable practices will need to be compromised. For example, washing and reusing cleaning cloths and using mostly natural cleaning products. We promise to resume these practices as soon as it is safe to do so however for the duration of the Corvid-19 outbreak we have decided to adopt the cleaning practices recommended by Public Health England (PHE) for Cleaning in Non-Healthcare Settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

As guests may not exhibit symptoms until after they return home, we will treat every clean as if the guests had potentially been infected. Therefore, we will:

- Use disposable cloths and mop heads.
- Clean with diluted chlorine bleach.
- Pay particular attention to frequently touched surfaces such as door handles and handrails.
- Reduce the amount of soft furnishings provided so that we can rotate them and allow 72hrs for potential virus to die before they are returned to a property.

To Protect our Cleaning Staff we will:

- Delay cleaning until the property has been vacant for 6 hours if possible.
- Provide rubber gloves and aprons.

- Limit the number of team members in any room to two at a time.
- Ask guests if they wish their room to be serviced whilst staying with us
- Ask guests to open windows before departure
- All waste will be double bagged.

There is a delay of at least 72hrs before used linen is collected by the laundry service providing an adequate buffer to protect their staff.

This policy will be reviewed monthly until the Government advises that the Covid-19 threat has passed.