

Risk assessment template

Company name: Low Nest Studios Assessment carried out by: Heather Boden

Date of next review: September 2020 Date assessment was carried out: June 2020

What are the hazards?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed?
<p>Risk of transferring COVID-19 During check in/check out</p>	<p>Ask guests to let themselves into the apartments and not report to our door on arrival or departure.</p> <p>Ask guests to contact us by phone or e-mail and not by coming to our door, in the event that they need any assistance, or would like to inform us that they have arrived or departed.</p> <p>Ensure apartment external and internal door handles, and apartment keys are disinfected before customer arrival.</p>	<p>Guests arriving and departing</p> <p>Guests</p> <p>Cleaning team</p>	<p>Arrival and departure</p> <p>During stays</p> <p>On every clean</p>
<p>Risk of transferring COVID-19 Through the payment process.</p>	<p>Ask customers where possible to make payments via bank transfer prior</p>	<p>Guests</p>	<p>Prior to arrival</p>

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	<p>to arrival. Look into card payment options.</p> <p>Ask those customers needing to pay by cash or cheque to do so by leaving the payment in an envelope in an envelope with their details on it, in our post box.</p>	<p>Guests</p>	<p>On arrival and only if strictly necessary</p>
<p>Risk of transferring COVID-19 Through objects in the apartments.</p>	<p>Ensure all apartments are cleaned to the standard of new guidelines, including disinfecting all surfaces and door handles on departure.</p> <p>Reducing the content of each apartment, to remove unnecessary items that are likely to be touched.</p> <p>Reduce the numbers of crockery and cutlery in each apartment.</p> <p>Hot wash all crockery and cutlery in the dishwasher after each departure.</p>	<p>Cleaning team</p> <p>Mangers</p> <p>Managers</p> <p>Management</p>	<p>On every clean</p> <p>Before 4th July 2020</p> <p>Before 4th July 2020</p> <p>Each Changeover</p>

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	<p>Contents of dog welcome pack to be disinfected.</p> <p>Apartments to be aired when possible.</p>	<p>Cleaning team</p> <p>Cleaning team</p>	<p>Each Changeover</p> <p>Each Changeover</p>
<p>Risk of transferring COVID-19 To cleaning staff</p>	<p>Cleaning staff to wear recommended PPE.</p> <p>Ask all guests to strip their own beds wrapping all linen and towels inside the bed sheet ready to be collected.</p> <p>Ask all guest to leave used dog towels, dog throws in a separate pile, with tea towels and hand towels.</p> <p>Ask all guest to put out their rubbish at the end of their stay, including their dish cloth and sponge.</p>	<p>Cleaning team</p> <p>Guests</p> <p>Guests</p> <p>Guests</p>	<p>Each Changeover</p> <p>On departure</p> <p>On departure</p> <p>On departure</p>
<p>Risk of transferring COVID-19 From guest to guest during stays</p>	<p>Require that all guests observe social distancing rules and keep 2 meters apart.</p>	<p>Guests</p>	<p>At all times during stays.</p>

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	<p>Require that guest inform us, follow government advice and do not visit, if they are displaying any COVID-19 symptoms, such as high temperature, a new continuous cough or loss or change to your sense of smell or taste.</p>	<p>Guests</p>	<p>Before arrival</p>
	<p>Require that any guest who develops COVID-19 symptoms during their stay, informs us immediately. Act using the Low Nest COVID-19 action plan.</p>	<p>Guests</p>	<p>During their stay</p>
	<p>Inform guests of good hygiene and hand washing practices.</p>	<p>Management</p>	<p>Before and during stays</p>
	<p>Set rules for use of the communal laundry room, including only one group at a time and disinfecting surfaces.</p>	<p>Management</p>	<p>Before 4th July and displayed in the laundry room.</p>
	<p>Disinfect laundry room door and surfaces on a regular basis.</p>	<p>Management</p>	<p>Daily</p>

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<p>Risk of transferring COVID-19 From guest to managers during stays</p>	<p>Maintain social distancing with guests.</p> <p>Do not allow guests to enter any private accommodation areas.</p> <p>Practice good hand washing procedure after handling any items removed from the apartments.</p>	<p>Management and guests</p> <p>Management and guests</p> <p>Management</p>	<p>At all times</p> <p>At all times</p> <p>At all times</p>