

## Record of Risk Assessment for Activity/Location/Person

Adopting procedures to comply with the government advice on Covid-19 precautions in relation to stays at The Salt House

26 June 2020



**THE SALT  
HOUSE**

Holiday living in the heart of  
Ilfracombe's historic harbour

Hazards and harm	Who affected	How risks are controlled	Observations or actions required
Increased risks of transmission when checking guests in and key handover	Guests and staff	<p>Clean and leave guest keys on entrance hall table.</p> <p>Greet guests outside main door maintaining social distancing and let guests in using own key. Clean door knob with wipe after turning or turn using wipe.</p> <p>Use of properly cleaned key safe as alternative</p>	<p>Change standard meeting email instructions on all platforms and website</p> <p>Alcohol based hand sanitiser used frequently between operations.</p> <p>Monitor standard length of time between check out and check in (currently between 10:00 and 3:00) to ensure sufficient time for cleaning and extend if deemed necessary.</p>
Transmission of virus from surfaces and items within the property by previous guests (or cleaners) to new guests.	Guests and cleaners	<p>Increase cleaning level to include chlorine based cleaners where possible and in line with guidance issued.</p> <p>Washing hands between rooms</p> <p>Use of PPE (gloves, disposable aprons, facemasks etc)</p> <p>Reduce excess/unnecessary items in the property including DVDs, books and surplus crockery, glassware and cutlery</p> <p>Guests to bag own laundry and towels</p>	<p>Draw up and implement cleaning checklist to be completed on each clean.</p> <p>Order in more and better cleaning products for guests and cleaners.</p> <p>Order more disposable PPE</p> <p>Advise guests prior to arrival of changes made (including the reduced amount of kitchenware and advise them to bring own items if required.</p> <p>Commercially clean towels</p>

Transmission of virus from waste left by guests or cleaning waste	Cleaners	Risk of transmission high from glass objects such as bottles. Current system of open bins to be reviewed and replaced	Abandon separation of recycling waste 'Quarantining' of bagged recycled waste
Transmission of virus from guests to general public	General public	Details of guest contact information to be taken to assist with 'track and trace'	Review information currently held on guests via platforms and website to see if improvements need to be made. Consider updating standard emails sent prior arrival. Consider whether details for lead guest only adequate
Transmission of virus from shower enclosures and toilets	Guests	Government guidance suggests a shower per room will be required to re-open unless part of same households (including bubble). Three bedrooms and two showers in The Salt House only	Government guidance permits only two households (including in bubble) to stay together so shower and toilet provision adequate for guests permitted to stay under current guidance
Guests falling ill during stay	Guests	Provide information to guests on who to contact if they fall ill. Ask them to notify us so we can put additional measures in place.	Comply with the government guidelines on deep cleaning on guest notifying of illness May require amending bookings for guests arriving shortly afterwards

<b>Person carrying out risk assessment</b>		<b>Date of risk assessment</b>	<b>notes</b>
Name	Position		
Jon Law/Jo Law	Owners	26 June 2020	