

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
Updated 8 April 2021



**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	Clean and leave guest keys on entrance hall table. 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. Use of properly cleaned key safe as alternative	Standard meeting email instructions on all platforms and website updated Alcohol based hand sanitiser used frequently between operations. Standard length of time between check out and check in (currently between 10:00 and 3:00) appears sufficient to ensure time for cleaning.
Transmission of virus from surfaces and items within the property by previous guests (or cleaners) to new guests.	Guests and cleaners	Increase cleaning level to include chlorine based cleaners where possible and in line with guidance issued. Washing hands between rooms Use of PPE (gloves, disposable aprons, facemasks etc) Reduce excess/unnecessary items in the property including surplus crockery, glassware and cutlery Guests to bag own laundry and towels	Cleaning checklist completed on each clean. Cleaning products for guests and cleaners updated in accordance with guidance. Guests advised prior to arrival and subsequently of changes made (including the reduced amount of kitchenware and advise them to bring own items if required. Towels cleaned on higher settings. Laundry cleaners have advised of updated procedures
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.	New bins purchased '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'	New guidance suggests taking lead guest's name and contact details now inadequate. NHS QR code set up for premises and downloaded. Laminated copy to be displayed in house and paper form left for guests in event that they don't have access to smart phone.
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 currently permits only one household (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.	<p>Update advice to guests left during their stay to confirm:</p> <ol style="list-style-type: none"> 1. Guests must notify us immediately if they have tested positive for COVID-19 or have symptoms 2. Guests with a positive test or symptoms should return home if they reasonably can and should contact us to discuss options if they can't. <p>If they are unable to travel the government guidance on dealing with an infection https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection should be advised to guest</p> <p>Consider whether it is possible or safe for guests to isolate at the property and advise of any costs of an extended stay</p> <p>Consider cleaning requirements and whether any incoming guests can be properly protected if their booking follows on immediately or whether delayed check ins or postponements to enable additional cleaning etc might be required</p> <p>Guidance set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings must be followed after a known or suspected case (mandatory PPE, additional cleaning, laundry and waste disposal requirements)</p>

Person carrying out risk assessment		Date of risk assessment	notes
Name	Position		
Jon Law/Jo Law	Owners	4 April 2021	

