

RISK ASSESSMENT FORM

Centre:	The Montana Guest House	Date:	28.06.2020	Review Date:	28.06.2020
Risk Assessment:	COVID-19 Measures				

Advisory note pre arrival – DO NOT TRAVEL IF SHOW SIGNS OR HOUSEHOLD MEMBERS ARE SHOWING SIGNS OF COVID-19. If a guest shows signs during their stay then guest will need to immediately contact the NHS for further guidance and self-isolate at home (not on premises).

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
--------------------------	---	--

Risk: General

General	Customers and host	<ul style="list-style-type: none"> ▪ Upon greeting, no handshaking ▪ 2m distancing between guests and host/guests ▪ Self check-in option available ▪ Handsanitiser available in communal areas ▪ Guest to handle own belongings (luggage) ▪ Customer card will not be handled by host during payment ▪ Clean card machine after usage ▪ Both guest & host sanitise hands after exchanging keys ▪ Host will sanitize keys between each guest ▪ All high touch points in common areas cleaned regularly by host
---------	--------------------	---

Risk: Breakfast

Breakfast	Customers and host	<ul style="list-style-type: none"> ▪ Pre-order breakfast using dry wipe pen (each guest will have their own pen and order form) ▪ Breakfast pre-order form to be placed on front desk by 9.00pm night before ▪ Host to sanitize breakfast form and return to guest room ▪ Allocated times to guests dining for breakfast – Guests to write down their preferred breakfast time slot on whiteboard in hallway ▪ 2m distance between tables ▪ Guests to sit at allocated tables by room number ▪ Salt & pepper provided for each table ▪ Sugar is given at tea/coffee order ▪ Toast added to menu (no communal toaster) ▪ Jams and preserves on request ▪ Cereal is served for them by host (no self-serve) ▪ No buffet and only preordered food available ▪ Sauces on each table ▪ Host to sanitize all tables/chairs/ condiments etc after each breakfast service
-----------	--------------------	---

RISK ASSESSMENT FORM
Issue 1

Risk: Rooms		
Rooms	Customers and host	<ul style="list-style-type: none"> ▪ Teas & coffees provided at beginning of stay (more upon request) ▪ One toilet roll per room (more upon request) ▪ Welcome folder removed from room and now available digitally if required ▪ Soap will be available for showers and sinks ▪ Bins to be left outside room door by guest between 10am and 11am to be emptied by host ▪ To minimize cross contamination between rooms, rooms will not be serviced during duration of stay ▪ Following departure, host to deep clean using certified BS certified sanitiser

Risk assessment made following guidelines listed on UK Government website:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation>

		Name	Signature	Date
Review	Original Assessment Conducted by:	Hannah Leadbetter		28.06.2020
	Review Conducted by:	William Durrant		28.06.2020
	Review Conducted by:			
	Review Conducted by:			