

Seabreeze COVID-19 Risk Assessment

Organisation name: Seabreeze at Babbacombe. Responsible persons; Adam Aslett, Helen Aslett joint owners referred to below as staff

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Spread of Covid-19	Guests and or staff may be infected with Covid-19	Staff asked daily for symptoms, temperature, persistent dry cough, depleted senses of taste/smell.	Continue to monitor, Staff to get tested if showing symptoms and then self-isolate	AA and HA	In place	20-06-20
Guests may be infected	Other guests and staff	Guests sent pre arrival e-mail	Guests called prior to arrival to confirm they have read email	AA and HA	In place	15-05-20
Guests may be infected	Other guests and staff	Upon arrival; Guests greeted at door from 2m and asked how they are feeling	Guests requested to return home if showing symptoms	AA and HA	In place	30-06-20
Spread of Covid-19	Guests and staff becoming infected	Guests are shown the hand sanitising stations and given instructions on usage	Check hand sanitisers twice daily for functionality and fluid levels	AA and HA	In place	30-06-20

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Spread of Covid-19	Guests and or staff from close proximity and time	Guests reminded to not linger in pinch point areas, stairwell and corridors and encouraged to wear masks in these areas.	Stairwell banisters disinfected frequently; guests requested to wear face coverings in pinch point areas and to not linger.	AA and HA	In place	30-07-20
Spread of Covid-19	Staff becoming infected from touching contaminated baggage	Bag handles disinfected and bags taken to room if required, guests requested to remain in ground floor hall until the staff member has vacated the room.	If assistance is requested upon check out, bag handles disinfected before removal from landing, guests asked to remain in room whilst this happens	AA and HA	04-07-20	
Spread of Covid-19	Staff becoming infected from touching contaminated surfaces	Refreshments left outside room and request that guests place finished refreshment tray back outside room for collection		AA and HA	04-07-20	
Spread of Covid-19	Guests and or staff from room keys	Keys left in room door for guest after sanitising. Keys to be dropped into receptacle upon guest departure for sanitising		AA and HA	04-07-20	
Spread of Covid-19	Guests from additional room items	Room hygiene change to existing regime Binoculars, playing cards, hairdryers, ornaments, tissues, room folders removed from rooms	Room folder info condensed to one laminated sheet with key info. only	AA and HA	In place	28-06-20
Spread of Covid-19	Guests and or staff from contaminated rooms	rooms sanitised with electric fogger and Covisan, including curtains and soft furnishings, prior to first opening of all rooms	Write room hygiene check list	AA and HA	In place	21-06-20
Spread of Covid-19	Guest and or staff from contaminated room trays	room drink sachets and biscuits by prior request		AA and HA	In place	28-06-20
Spread of Covid-19	Guest and or staff from contaminated rooms	Room cleaning now only prior to arrival of guests including bedding and towels replacement, no interim duties unless requested	Additional towel drying rails in rooms	AA and HA	In place	20-06-20

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Spread of Covid-19	Guest and or staff from contaminated rooms	Clearly marked additional room bins provided for recycling, guests requested to sort own rubbish into separate bins	Bins still emptied daily and double bagged, appropriate hygiene precautions undertaken	AA and HA	In place	28-06-20
Spread of Covid-19	Staff through entering of guest rooms	Regular hand washing prior to and after entering rooms, minimum 20 seconds, no touching of eyes or face. Disposable gloves to be worn as and when duties require	Regular check of stocks of PPE and replace as required	AA and HA	In place	28-06-20
Spread of Covid-19	Staff from bedding change	Dirty bed linen removed carefully, no shaking or agitating. Placed into receptacle prior to removal for cleaning	Store in weatherproof container outside front of property for laundry to collect	AA and HA	In place	30-06-20

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Spread of Covid-19	Guests and or staff from close contact in breakfast room	<p>Breakfast and breakfast room hygiene 2 sittings of max 2 tables, tables spaced apart 2 metres. 4 tables in total Breakfast pre ordered the day before. No buffet service- all previous buffet items now served upon request. Table service only, minimises staff time in presence of guests. Hand washing by serving staff member between each serving, Staff to wear face mask whilst serving</p>	Continue to monitor procedures and update as necessary	AA and HA	Ongoing	
Spread of Covid-19	Guests and or staff from contaminated surfaces	Guests reminded to use hand sanitiser provided prior to entry and after leaving breakfast room.	Clear signage by hand sanitising stations	AA and HA	In place	28-06-20
Spread of Covid-19	Guests and or staff from contaminated surfaces	Dedicated table and condiments throughout guests stay	Explanation to guests prior to first breakfast	AA and HA	04-07-20	
Spread of Covid-19	Guests and or staff from contaminated surfaces	Tables, chairs and condiments sanitised, dispensed sugar in bowls replaced with single use sachets in bowls upon request		AA and HA	04-07-20	
Spread of Covid-19	Guests and or staff from contaminated surfaces	<p>Taking payments No cash transactions, card or bank transfer only</p>		AA and HA	04-07-20	
Spread of Covid-19	Guest and or staff from contaminated books and DVD's	<p>General policies Receptacles provided for placement of used books and DVD's with clear signage, used items quarantined for 72 hours and/or sanitised where possible</p>		AA and HA	In place	28-06-20

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Seabreeze consists of 5 rental rooms, 1 of which is currently closed due to COVID-19 and the need to reduce breakfast time with 2 sittings. The staff are the co-owners, Adam and Helen Aslett. The perceived risk is viewed as low with these procedures implemented. A walk round has been conducted and all risks assessed. All other previous hygiene and working practices remain in place.

Kitchen procedures remain as present- no further action required.

Signage in common areas' hall, stairs, present to remind guests of distancing measures, masks, wash hands regularly, hand sanitiser stations in hall and lobby.