

Risk assessment – Covid-19

**Company name: Filey Holiday House**

**Assessment carried out by: Helen Owen**

**Date of next review:30.06.2021**

**Date assessment was carried out: 30.06.2020**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Virus spreading by touch</b>	Guests in the house and housekeeper	Employ Sparkle & Shine Housekeepers who have strict changeover policies for cleaning and changing linen <a href="https://www.sparkleandshinecleaning.info/covid-19-protocols?utm_campaign=460ee3b8-36a4-493d-8540-e5d1f92c2bb0&amp;utm_source=so&amp;utm_medium=mail&amp;cid=9ba95070-3261-4283-b273-44bcf518f10e">https://www.sparkleandshinecleaning.info/covid-19-protocols?utm_campaign=460ee3b8-36a4-493d-8540-e5d1f92c2bb0&amp;utm_source=so&amp;utm_medium=mail&amp;cid=9ba95070-3261-4283-b273-44bcf518f10e</a>	Guests need to be informed of additional measures and guidelines in place and asked to adhere to them	Helen Owen Sparkle & Shine	Prior to arrival	On going
<b>Germs on doors and banisters</b>	Guests	Providing antibacterial sanitizer in front and back entrance House House Keepers have increased cleaning regimes to sterilise high use/handled items	Inform all guests that this is available and must be used every time they enter the property	Helen Owen Sparkle & Shine	Prior to arrival and reminders in the house	On going

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<b>Germs from linen</b>	Guests and Housekeeper	Bags are being provided by housekeepers for guests to strip their own beds and put linen into bags in entrance hall	Guests to be informed in advance of holiday and reminded on arrival when bags are given to them	Helen Owen Sparkle & Shine	Prior to arrival and on arrival	On going
<b>Germs in the house</b>	Guests and housekeeper	Housekeepers have relevant PPE Increased changeover cleaning taking place to new standards as per Housekeepers guidelines Cleaning pack available to guests during their stay so that they can wipe down surfaces after use	Defer check in time to 5pm to allow for longer and thorough clean	Sparkle & Shine	At changeover	On going
<b>Close contact within the house</b>	Guests	Sanitizer provided at entrances. Regular handwashing recommended	Check of sanitizer stocks at changeover	Sparkle & Shine	At changeover	On going
<b>Shoes bringing germs into the house</b>	Guests and housekeeper	Requesting that outdoor shoes are removed on entry to the house	Thorough clean at changeover	Sparkle & Shine	At changeover	On going
<b>A guest</b>	Guests	Obtaining contact information from guests and asking for	Procedure of	Helen	Prior to	Complete

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<b>becoming infected while on holiday</b>		immediate communication should anyone show symptoms	notification	Owen	guests arrival	for all bookings
<b>TV remote controls</b>	Guests	Housekeepers to clean at changeover and place into plastic bag	None	Sparkle & Shine	At changeover	On going
<b>Bins – hazardous waste</b>	Guests and housekeeper	Requesting that all bins in the house are emptied by guests prior to departure. Housekeepers to clean bin handles	None	Sparkle & Shine	At changeover	On going

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)