

COVID 19 Risk Assessment

Assessors Name:	John Pritchard	Date:	4 th April 2022	Assessment Ref. No.:	COVID 19/5/A	Review Date:	In line with Government updates.
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Description of activity being assessed	<p>These are exceptional circumstances for the Black Boy Inn and this risk assessment is to be implemented to ensure compliance with the latest Government advice on Coronavirus (Covid-19) at all times.</p> <p style="text-align: center;">SAFE REOPENING AND OPERATION – ROOM SERVICE</p>
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Location of the work being undertaken	<ul style="list-style-type: none"> • All accommodation areas of the Black Boy Inn
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Hazards	Risks	People at Risk	Measures to control the Risk
<p>1) A person with or carrying coronavirus coughing or sneezing on another person infecting them directly through inhalation.</p> <p>2) Touching surfaces or objects contaminated with coronavirus and then touching the face.</p>	<p>Contracting the virus causing illness or death.</p>	<ul style="list-style-type: none"> • Team members • Contractors working on site • Customers • Residents 	<p>In-room dining has obvious advantages in terms of managing social distancing and is an important element of our ability to reduce risks of transmission/infection. When and if we resume room service we will:</p> <ul style="list-style-type: none"> • Manage expectations – ensuring guests know that staff will have to operate social distancing and that room service trays will not be brought into the room. We will explain what our process will be. • Staff will wash their hands before picking up the room service tray to take to the guests. • Staff will knock on the door and leave the tray outside the door and step away. The guest can then pick the tray up, and the staff can remove the tray stand or table etc. • The member of staff should wash their hands afterwards. • Paperwork to be avoided where practicable. • If the guest wants to tip, then this should be done on the bill. Use of cash will be discouraged. • It will be made clear whether guests are expected to retain their tray in the room, for later collection, or to leave the tray outside their door, for collection. • Where guests are advised to leave trays outside their doors for collection, a system will be in place to ensure regular, timely collection, to reduce clutter of corridors and reduce cross-contamination risks.

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| | | | <ul style="list-style-type: none">• When trays are picked up, they will be taken to the relevant area and disinfected – crockery and cutlery to go in the dishwasher, and the tray to be disinfected. Any linen used will be used in line with new housekeeping standards. Staff should wash their hands immediately after handling the trays.• Single use items will be used where possible and disposed of in accordance with relevant guidelines. |
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Description of activity being assessed	<p>These are exceptional circumstances for the Black Boy Inn and this risk assessment is to be implemented to ensure compliance with the latest Government advice on Coronavirus (Covid-19) at all times.</p> <p style="text-align: center;">SAFE OPERATION – HOUSEKEEPING</p>
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Location of the work being undertaken	<ul style="list-style-type: none"> • All accommodation areas of the Black Boy Inn
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Hazards	Risks	People at Risk	Measures to control the Risk
<p>1) A person with or carrying coronavirus coughing or sneezing on another person infecting them directly through inhalation.</p> <p>2) Touching surfaces or objects contaminated with coronavirus and then touching the face.</p>	<p>Contracting the virus causing illness or death.</p>	<ul style="list-style-type: none"> • Team members • Contractors working on site • Customers • Residents 	<p>There is a risk of contamination/transmission subsequent to hand contact surfaces in bedrooms, on linen and towels. Staff are instructed to follow handwashing guidelines as per Government guidelines and will wash or sanitise their hands prior to entering the bedroom.</p> <p>We will review the frequency of the cycle of cleaning and in-room services to take into account different lengths of stay.</p> <p>Room cleaning will be undertaken in the absence of the guest, unless it is difficult for the guest to leave the room (e.g. due to mobility constraints) whereupon social distancing shall be observed in the presence of the guest.</p> <p>Doors and windows will be opened to encourage the movement of air.</p> <p>All dirty linen and towels will be placed in a plastic bag.</p> <p>All bin receptacles will be emptied into a yellow bag, the bin sanitised and a new bag replaced.</p> <p>Where rooms have self-catering facilities, all glasses and crockery will be placed in the dishwasher and cleaned at high temperature.</p> <p>All floor surfaces to be mopped with hot water and soap.</p> <p>All sanitaryware will be thoroughly cleaned with a proprietary cleaner (using pink cloth) and all fixtures and fittings, shelving, window sills and complementary items are sanitised.</p>

Where rooms have self-catering facilities all the appliances, (kettle, toaster, fridge etc) tables and chairs (all surfaces) will be sanitised with a green cloth.

The frequency of cleaning, requirement for the guest to vacate the room and any other relevant criteria shall be communicated appropriately, including in pre-arrival communications.

Hand contact surfaces will be disinfected. A check list of all the touch points which could include, but is not limited to, the following, all of which would – as a minimum - be disinfected when a guest checks out:

- Light switches
- Plugs
- Light fittings (including cable and switch)
- Bedside tables
- Telephone
- Headboards
- Hangers
- Iron (including ironing board)
- Fans
- Remote control
- Taps
- Flush handles and toilet seats
- Door handles, windows and drawer– inside and out
- Hair dryer handles
- Iron and ironing board, trouser press
- Safe buttons
- Wardrobe doors Mini bar handle
- Kettle handle and lid
- Heater and/or air conditioner controls.

All skirting boards and door frames wiped down.

Following the cleaning regime all cloths placed in yellow plastic bag. (Cloths will not be reused for any other cleaning procedure). All curtains and fabrics will be sprayed with disinfectant.

Room collateral will be kept to a minimum.

Glasses and crockery will be removed and washed in a dishwasher and not the room sink.

Towels and linens should be washed in accordance with washing instructions.