



## Risk Assessment

Company name: Jacaranda Hotel

Assessment carried out by: Jo Sealey & Carl Spencer

Date of next review: 19<sup>th</sup> June 2021

Date assessment was carried out: 19<sup>th</sup> June 2020

What are the hazards?	Who might be harmed and how	What we are doing to control the risks?	What further action needs to be taken to control the risks?	Who carries it out	When?	Done
<b>Spread of Coronavirus</b>	Owners of the B & B Guests Visitors Suppliers and delivery people Harmed by contact with surfaces touched by someone who has the virus or by being close to somebody who coughs or sneezes who has the virus	<b>All Groups:</b> The owners of the B & B are family who live together so do not need to social distance and we have no employees. We have always had strict hand washing and cleansing routines so we just carry on with those and now have regimented hand washing routines	All guests/visitors have to ring the bell to gain entry, we will open the door and tell people to sanitise their hands before they can enter the building and we will also take the temperature with a handheld gun and check in will commence if their temperature is OK, if not they will not be allowed entry. We will still take their luggage to their room but	Jo Sealey & Carl Spencer and Geoff Spencer	On first arrival and since lock down	Yes

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		<p>including washing our hands every time we re – enter the building after shopping or going anywhere outside of the perimeter and sanitising every time we do anything inside the building or grounds.</p> <p>All rooms have been thoroughly cleaned including all bedding, curtains and nets being washed and/or disinfected.</p> <p>All communal areas ( dining room and hall, stairs and landings ) have been thoroughly cleaned and then painted and a</p>	<p>they must either wait downstairs until we come back down or we will take it up after they have gone into their room. The doorbell and bannisters will then be cleaned with either a spray or a wipe.</p> <p>Constant discussion between us to remind each other to wash hands and/or sanitise on a regular basis and how we can protect our guests and ourselves.</p> <p>Guests will be provided with information ( probably written ) on arrival advising of all the changes to the normal routine and also to advise them to</p>			

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		<p>new carpet has been laid in the dining room and porch area and the bannisters have been cleaned and re – stained/painted. We have installed hand sanitiser pumps in the porch to be used before entering the building and also at the bottom of the stairs to be used before entering the breakfast room and upon re – entering after being out for the day and signs have been put up telling people to use them.</p> <p><b><u>Serving Breakfast</u></b></p>	<p>listen out for anyone on the landing and check who it is before leaving their rooms. They will also be asked to give way to anyone going up or down the stairs to keep to the social distancing.</p> <p>We will be wearing full face visors to see guests in and at breakfast and will continue to wear aprons to serve breakfast.</p>			

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		<p>We will still offer breakfast but there will be no buffet at all, i.e. we will serve cereals, fruit and juice to them and provide sauce as requested. All butter, jam, sugar and salt and pepper are individually wrapped or stay on the same table and the guest will have the same table each day.</p> <p><b>Room Servicing</b></p>	<p>Guests will have to sanitise their hands before entering the dining room and have their temperature taken. We will have two sittings for breakfast to comply with the two meter distancing rule.</p>	<p>Jo Sealey &amp; Carl Spencer and Geoff Spencer</p>	<p>Every morning</p>	
		<p>We will not be servicing any rooms whilst guests are staying with us to minimise the risk of cross infection.</p>	<p>Instead we will provide a check list for each room at breakfast so that the guests can advise us if they need anything for that day and they will be</p>	<p>Jo Sealey &amp; Carl Spencer</p>	<p>Every Day</p>	

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			<p>placed outside their room in a bag that they can then use to line their bin and they will be told to leave their rubbish and dirty cups etc. outside their door for us to collect. We will provide anti – bacterial wipes and bleach in each room for the guests to use. We will collect all dirty towels every two days as normal and will be placed in a black bag straight outside the room door. We will also advise guests to leave their windows open as much as possible to air the room they are in. We will wear one set of gloves per room to provide their requirements, if this is not possible we have hand</p>			

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			sanitiser already in the cleaning cupboards to sanitise our hands in between each room.			
		<p><b>Guest Departures</b> We currently have rigorous cleaning procedures in place and will continue with those. All bedding, nets and curtains have either been washed/or sprayed with disinfectant and all rooms were thoroughly cleaned during lock down and no rooms have been used since. Quite frequently people request an early check in,</p>	<p>Guest check out is currently 10:30am and will stay the same, they can have a non – contact check out by leaving the key on the visitors book and we will then clean it. Once a guest checks out we will put on gloves and an apron and go up to their room to open the door and window to let fresh air flow through, we will dispose of the gloves as required. We will leave the room for about 2 hours and then put on fresh gloves and thoroughly</p>	Jo Sealey & Carl Spencer	After every departure	

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		<p>they will be allowed to drop their bags off early and put them in the dining room and if appropriate ( depending on the material ) they will be sprayed with a disinfectant spray and put in their rooms at the appropriate time. The guest will be given an appropriate time to come back to be allowed into their room.</p>	<p>clean the room and we will spray the bedding, curtains etc. with a disinfectant spray and all other surfaces including remote control, light switches and all knobs will be cleaned with an approved cleaner and the bed re – made. The door will be kept open to keep the flow of air through and next check in is from 2:30pm although most guests check in later.</p>			

More information on managing risk: