

Risk assessment template

Company name: Ocean Lodge

Assessment carried out by: Sue Weeks

Date of next review: ongoing

Date assessment was carried out: 24th June 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
Guests entering the building	Guests Us, personal contact			Us	4th July 2020	
Check in	Guests, handing over of keys	Keys and fobs disinfected on return		Us	4th July 2020	
Luggage handling	Us, cross contamination	Use of PPE, luggage taken separately and left outside door.		Us		
Breakfast service	Guests and Us, close contact	Breakfast room is closed	Room only basis	Us	4th July	
Servicing of rooms	Guests us, cross contamination	No servicing of rooms		Us		

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<p>Laundry</p> <p>Guest becoming ill</p>	us, guests	Bedding and towels washed at 90 degree	<p>If guests require fresh towels during their stay, they are asked to put them in the bags provided and left outside their door.</p> <p>If guests are ill room will be closed off for 72 hours</p>	us	From 4th July onwards	

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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/