

Risk assessment template

Company name: Ocean Lodge

Assessment carried out by: Sue Weeks

Date of next review:

Date assessment was carried out: 15 April 2021

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	Social distancing, use of PPE, hand sanitisers in place	Regular cleaning of touch points and hand rails with disinfectant	Us	17th May 2021	Yes
Check in / check out	Guests, handing over of keys. Payment	Keys and fobs disinfected on return. Card machine disinfected after each use		Us	17th May 2021	Yes
Luggage handling	Us, cross contamination	Use of PPE, luggage taken		Us		Yes

		seperately and left outside door.				
Breakfast service	Guests and Us, close contact	Tables are spaced out, guests must remain seated. Breakfast is pre ordered	Guests use same table for the duration of their stay. Thorough cleaning after use.	Us	17th May 2021	Yes
Servicing of rooms	Guests us, cross contamination	No servicing of rooms . Towels changed by guest putting dirty towels in black bag and left outside door.	Some soft furnishings removed. Disposable cups/spoons etc instead of crockery.	Us	17th May 2021	Yes
Cleaning at end of guests stay	Us	Use of PPE for each room. Anti viral products for cleaning. Thorough clean of room, special focus on touch points.		Us	17th May 2021	Yes

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

