

# Risk assessment COVID 19

**Company name: Antrobus Hotel**

**Assessment carried out by: Stephen Fitzgerald**

Date of next review: 01/02/2021

Date assessment was carried out: 06/01/2021

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?	
<b>Cross contamination of hotel keys</b>	Guests and staff. Risk of Infection.	Keys are only handled by guests and disinfected between every guest.	Continue to disinfect keys between every guest. Maintain minimal contact with keys.	Hotel staff.	Everyday.	
<b>Cross contamination from bedrooms</b>	Guests and staff. Risk of Infection.	Housekeeping Staff are to disinfect all surfaces ie door handles, light switches, remote controls, taps, desks, kettle and surfaces, change all linen, Hoover, clean showers, toilets and sinks, to clean cups and tea spoons through a dishwasher, mop bathroom floors	Continue to disinfect all surface areas and change all linen on top of normal duties.	Housekeeping Staff.	During every daily clean.	

<p><b>Cross contamination of communal areas ie toilets, reception area, front door, access to the garden, bar and lounge</b></p>	<p>Guests and staff.  Risk of Infection.</p>	<p>Hand sanitizer provided upon entering the hotel, masks to be worn by all staff and guests where able to, housekeeping to disinfect all surface areas ie all door handles, bannisters &amp; light switches,</p>	<p>To enforce all staff members and guests are adhering to the social distancing and wearing face masks unless exempt. To ensure that Hand Sanitizer is available upon entry to the Hotel.</p>	<p>Hotel Staff.  All Guests.</p>	<p>Ongoing Daily.</p>	
<p><b>Reception desk</b></p>	<p>Guests and staff.  Risk Of Infection.</p>	<p>Masks to be worn by staff and guests, hand sanitizer on the desk, computer keyboard, phone, card machine, parking tablet to be disinfected before and after every use, surface area to be disinfected before and after every use.</p>	<p>Ensure that all surfaces are cleaned before and after every use and that disinfectant spray is available at all times to allow for this. Masks to be provided for and worn by all staff members whilst moving around the Hotel and interacting with Guests.</p>	<p>Hotel Staff in contact with Reception Desk.</p>	<p>Ongoing Daily.</p>	

<b>Bar</b>	Guests and staff Risk Of Infection.	Currently closed to guests- used by staff for soft drinks for staff, all appliances and surfaces used to be disinfected	Continue to keep closed for guests, Staff to continue disinfecting all surfaces	Hotel Staff		
<b>Lounge</b>	Guests and staff Risk Of Infection.	Currently closed to guests – used by staff, all surfaces to be disinfected after every use	Continue to keep closed for guests, Staff to continue disinfecting all surfaces	Hotel Staff		