Hollin Root Farm Bed and Breakfast COVID-19 Risk Assessment

Covid 19 is a public health emergency. Everyone needs to assess and manage the risk of COVID 19 and in particular as a Bed and Breakfast the risk to guests. This assessment looks at the risks guests face and what we have done that is reasonably practicable to minimise them, recognising the risk of COVID 19 cannot be completely eliminated. Whilst the risk of Coronavirus to our guests is low we recognise this is unsettling and would wish to reassure you we are closely following this developing situation and following government guidance to ensure you enjoy your stay.

Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Visitors to your premises Anyone also	Implementation of flexible cancellation terms if the Covid 10 situation were to share a	Check on booking that mobile number is available	НВ	On receipt of booking	Ongoing
who physically comes in contact with us in relation to our business • Ensure emergency tele number to communicat the guest if we had to suddenly • Online visitor infor including menus, FAQs guests can plan before arrive • We are ventilating room communal areas as mupossible to allow increas circulation On Arrival • Gel sanitisers at front where washing facilities readily available • Front door, stair bannist high touch areas to be cafter arrival of each guest check in times • Guests encouraged to ise in communal staircase hallway areas and carregular handwashing,	• Ensure emergency telephone number to communicate with	Guests to telephone on arrival or ring service bell in porch. You will be met at a social distance by myself wearing a mask where I will welcome and	НВ	On receipt of booking	Ongoing
	 Online visitor information including menus, FAQs etc so 	direct you to your room. t To help reduce the spread of coronavirus (COVID 19) a sign is at front door asking persons to	НВ	Ongoing	Ongoing
	arriveWe are ventilating rooms and communal areas as much as	follow guidance and B&B Covid 19 policy Virucidal Disinfectant	НВ	Ongoing	Ongoing
	circulation On Arrival Gel sanitisers at front door	New sanitisers to be put in rooms at each change over	НВ	Ongoing	Ongoing
	readily available Front door, stair bannister and high touch areas to be cleaned	Tray stand outside Hollin Crag room to take breakfast tray. Breakfast room to be used by Potter Fell room guests only unless one household group or support bubble.	НВ	On guest arrival	Onoing
			НВ	guest Arrival Ongoing	Ongoing
	hallway areas and carry out regular handwashing, In the case that guests from		HB НВ	Ongoing	Ongoing Ongoing
	Visitors to your premises Anyone else who physically comes in contact with us in relation to our	Visitors to your premises Anyone else who physically comes in contact with us in relation to our business Online visitor information including menus, FAQs etc so guests can plan before they arrive We are ventilating rooms and communal areas as much as possible to allow increased air circulation On Arrival Gel sanitisers at front door where washing facilities not readily available Front door, stair bannister and high touch areas to be cleaned after arrival of each guest during check in times Guests encouraged to ise masks in communal staircase and hallway areas and carry out regular handwashing, In the case that guests from	Visitors to your premises Anyone else who physically comes in contact with us in relation to our business We are ventilating rooms and communal areas as much as possible to allow increased air circulation On Arrival Gel sanitisers at front door where washing facilities not readily available Front door, stair bannister and high touch areas to be cleaned after arrival of each guest during check in times Guests encouraged to ise masks in communal staircase and hallway areas and carry out regular handwashing, In the case that guests from different households arrive Refore Arrival Check on booking that mobile number is available Guests to telephone on arrival or ring service bell in porch. You will be met at a social distance by myself wearing a mask where I will welcome and direct you to your room. To help reduce the spread of coronavirus (COVID 19) a sign is at front door asking persons to follow guidance and B&B Covid 19 policy Virucidal Disinfectant New sanitisers to be put in rooms at each change over Tray stand outside Hollin Crag room to take breakfast tray. Breakfast room to be used by Potter Fell room guests only unless one household group or support bubble.	Visitors to your premises Anyone else who physically comes in contact with us in relation to our business Online visitor information including menus, FAQs etc so guests can plan before they arrive We are ventilating rooms and communal areas as much as possible to allow increased air circulation On Arrival Gel sanitisers at front door where washing facilities not readily available Front door, stair bannister and high touch areas to be cleaned after arrival of each guest during check in times Guests encouraged to ise masks in communal staircase and hallway areas and carry out regular handwashing, In the case that guests from different households arrive Visitors to your premises Check on booking that mobile number is available. Guests to telephone on arrival or ring service bell in prorth. You will be met at a social distance by myself wearing a mask where I will welcome and direct you to your room. t To help reduce the spread of coronavirus (COVID 19) a sign is at front door asking persons to follow guidance and B&B Covid 19 policy Wirucidal Disinfectant New sanitisers to be put in rooms at each change over Tray stand outside Hollin Crag room to take breakfast tray. Breakfast room to be used by Potter Fell room guests only unless one household group or support bubble. HB HB HB HB HB HB HB HB HB H	Visitors to your premises Anyone else who physically comes in contact with us in relation to our business On receipt of booking On receipt of receipt of receipt of booking On receipt of rece

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them to respect social distancing			
as we allow one room at a time			
in the entrance hall		On change over	
Rooms	ш	On change over	Onceine
Hand washing facilities with	НВ		Ongoing
soap and water in place in all			
rooms		On changeover	
 Gel sanitisers available in rooms. 	НВ	On changeover	Ongoing
 Rooms deep cleaned after each 	НВ		Ongoing
guest. Virucidal cleaning			
products will be used to			
disinfect hard surfaces after			
cleaning. Protective masks and			
gloves are used whilst cleaning		Ongoing	
 Crockery is cleaned at 60 	НВ		Ongoing
degrees		Ongoing	
 All hand contact services 	НВ		Ongoing
cleaned		On changeover	
 Keys cleaned after each guest 	НВ	On changeover	Ongoing
 Disposable Items and toilet rolls 	НВ	S	Ongoin
will be replaced after each guest		On changeover	
 Linens are washed at 60 degrees 	НВ	On Arrival	Ongoingg
celcius on site			3 0 00
Breakfast		Breakfast	
Breakfast orders taken by	НВ	arrangements	Ongoing
text/phone the evening before.		confirmed on arrival.	
The buffet style breakfast we			
usually adopt has been replaced		Breakfast	
with a pre order system		Arrangements	
 Breakfast tray served to Hollin 	НВ	7 trangements	Ongoing
Crag room. Breakfast served in	110		Oligonia
Breakfast Room for Potter Fell		Breakfast	
room.		Arrangmements	
		Arrangments	
One household group or support bubble staying in Potter fell and	НВ		Ingoing
bubble staying in Potter Fell and	пв		Ingoing
Hollin Crag rooms can have		Draghfact	
breakfast served in the Breakfast		Breakfast	
Room.		Arrangements	
To minimise contact between			
guest and front of house at	НВ		Ongoing

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point of Breakfast Service orders will be taken the day prior and a tray delivered/ or table laid at the arranged time Cutlery and crockery is cleaned at 60 degrees.	НВ	Breakfast Arrangements	Ongoing
 Contactless payment by BACS Receipt for stay will be emailed Keys to be left in door of room. Guest Information	НВ НВ НВ	Prior to arrival Before guest departure When necessary	Ongoing Ongoing Ongoing
Social Distancing Social Distancing – Advise guests to comply with the 2 metre (6.5 foot) gap recommended by the Public Health Agency	НВ		Ongoing