

ABBEY HOUSE COVID 19 RISK ASSESSMENT

JUNE /JULY 2020

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a **Risk Assessment** to undertaken to address the considerations and precautions taken here at Abbey House

Guidance is based on information available at <https://www.hseni.gov.uk/news/coronavirus-covid-19-and-hseni-contact-details-update>

What are the hazards?	Who might be harmed	Controls Required	Additional Controls
Spread of Covid-19 Coronavirus	Visitors to Abbey House Anyone else who physically comes in contact with us in relation to our business	<u>Hand Washing</u> Hand washing facilities with soap and water are available in each room along with Sanitiser Gels Gel sanitisers are available in all areas where washing facilities not readily available.	Sharon and I wash our hands for 20 seconds with water and soap on a regular basis and as a minimum before any guest interaction. Of course we will catch coughs and sneezes in tissues – Following Catch it, Bin it, Kill it and we will avoid touching face, eyes, nose or mouth with unclean hands.

Activity	Change or Additional Precautions Taken
Greeting Guests	Sharon will initially wear a mask and gloves, No hugs or handshakes I'm afraid Sanitiser is available at the front door and we encourage guests to use this before entering
Signing In	We will sign each guest in to the guest book to avoid guests needing to touch this book
Hand Sanitiser	Is available at the front door, in the reception hall and on each landing. We will request that guests use this sanitiser whilst we complete check in formalities
Keys	Keys will have previously been disinfected and will already be in the lock for the Guests Room
Luggage	We would request that guests carry their own luggage to the room, where assistance is required our guests can go to their room and we will then carry luggage up after the guests have reached their room
Room Preparation	To allow for the most effective sanitising we have restricted the number of rooms available and also the days where we are

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	<p>open for guests – this is to specifically allow each room to be vacant for 72 hours prior to your arrival</p> <p>We have always ensured that our rooms are cleaned to the highest standards in line with our Visit Wales Gold 5 Star accreditation.</p> <p>Additional cleaning will ensure that ALL hard surfaces will have been thoroughly cleaned and disinfected</p> <p>All towels, bedding etc will be freshly laundered.</p> <p>To allow for the sanitisation of soft surfaces we use disinfectant sprays and the room will have been vacant for 72 hours prior your arrival.</p> <p>Hand Sanitiser is available in each room for our guests</p>
Handrails and Bannisters	<p>We will regularly wipe the bannisters but we would ask our guests to use the hand sanitiser on their landing before going downstairs and similarly to use the hand sanitiser outside the dining room before going back upstairs</p>
Breakfast	<p>We will only have 3 rooms therefore 3 breakfast tables in use – this means that we can maintain safe distancing between tables – we would ask guests to use the same table during their stay.</p> <p>All cutlery, crockery and hard surfaces will be cleaned prior to use,</p> <p>We would ask guests to maintain social distancing whilst using the cereals and fruit table.</p> <p>We will wear mask and gloves during all food preparation and whilst serving your food.</p>
Room Refresh	<p>We normally offer to refresh guests rooms as required but due to the additional extensive cleaning required if we enter your rooms we currently do not offer this refresh service.</p>
Check out	<p>We use a card reading machine that is cleaned after each use.</p> <p>We continue to welcome cash payments.</p> <p>Sadly, for now, no hugs, kisses or handshakes – Namaste is the new normal.</p>

We trust that the more visible aspects of COVID precautions do not detract from your stay with us. If there should be any concerns or even suggestions we would welcome your observations and intend to make sure that your stay is as good as we can make it.