

Risk assessment

Company name: The Tranquil Otter

Assessment carried out by: Tazeem Abbas

Date of next review: 1st October 2020

Date assessment was carried out: 1st July 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
COVID 19 spread of coronavirus & other infections.	Staff when cleaning lodges	<p>Following guidance from the Government and Public Health England as well as applying some of the principles set out by the WHO on Infection Prevention and Control for COVID 19 virus.</p> <ol style="list-style-type: none"> 1. Sanitising and washing hands, using PPE to protect themselves when cleaning. 2. Staff sanitise any surface they touch on entering the lodge, wash their hands for 20 seconds, dry with clean cloth before putting on disposable gloves. 3. Staff work on cleaner 	<ol style="list-style-type: none"> 1. Supervisor to check that team members are following these procedures. 2. Staff are reminded to catch coughs and sneezes in tissues – Following the Catch it, Bin it, Kill it routine. Staff are reminded to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. 3. Staff are reminded to report any problems and carry out skin checks as part of a skin surveillance 	All staff	3/7/20	3/7/20

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
		<p>areas of the lodge, such as bedroom and lounge first.</p> <p>4. Each Lodge is cleaned by a team of two, one member of staff initially working in the bedroom(s), the other initially in the lounge.</p> <p>5. Staff cleaning the bedroom(s) will move onto the bathroom, and the staff member cleaning the lounge will move onto the kitchen.</p> <p>6. Staff wash their hands and forearms between bedrooms and bathroom, and lounge and kitchen.</p> <p>7. When cleaning the bathroom, staff will wear blue gloves, and use disposable blue paper to clean all surfaces. The blue gloves are to be cleaned and stored in for</p>	<p>programme.</p> <p>4. Staff are reminded to not come to work if they suspect they may have Coronavirus. We will remind staff of symptoms to look out for.</p>			

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
		<p>at least three days before being used again.</p> <p>8. When cleaning the kitchen, staff will wear yellow gloves, and clean all touch surfaces thoroughly. Staff will then load the dishwasher with plates, cups, glasses, cutlery and run a hot wash. Guests can then use the items straight from the dishwasher.</p>				
COVID 19 spread of coronavirus	Staff may be exposed to air borne particles of Coronavirus after guests have left.	<p>Guest will be asked to open the windows on departure to air the lodge and minimise risk to staff.</p> <p>Staff will wear PPE when entering the lodge.</p>	Remind guests not to travel to the site if they suspect they may have the virus.	All staff & guests	On-going	On-going
COVID 19 spread of coronavirus.	Guests in vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions.	To protect guest, we will be cleaning the lodges on the basis that it may be contaminated.	<p>We will be asking guests to:</p> <ol style="list-style-type: none"> not to come to the site if they suspect they may have the virus. Keep social distancing on 	All staff & guests and relevant contractors	On-going	On-going

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
		<ol style="list-style-type: none"> 1. We will using products that have been tested and know to kill the virus. 2. Removing items such as duvets, pillows & cushions and storing these for at least three days before reuse. 3. Provide sanitiser and antibacterial spray for guest use. 4. Removing all items that cannot be sanitised. 	<ol style="list-style-type: none"> 3. To wash hands regularly. 4. Not to flush sanitary products or any type of wipes as this is liable to block the sewage system for everyone. In the event that the sewage system is blocked we may need to ask guests to vacate their lodge in order to bring in contractors. 			
<p>COVID 19 spread of coronavirus.</p>	<p>Contractors may be at risk of being infected if required to work in a lodge and or may bring the virus to the lodge.</p>	<p>Contractors are not on site whilst guests are in lodges. If there is an emergency issue, we will require our contractor to wear PPE, including mask and disposable gloves before entering the lodge.</p>	<p>We will only call contractors in the event of an emergency. We will require contractors not to send staff they may suspect of having been in contact with the Coronavirus. We will require contractors to keep social distancing on site, to wash their hands regularly and to wear PPE.</p>	<p>Contractors</p>		

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
			We may need to ask guests to vacate lodges in order for the contractors to carry out emergency work.			
Spread of virus from area of high use – such as - bins	There are no shared facilities at The Tranquil Otter. There are two recycling stations with bins. As these are shared the Guests using the bins may be at risk when using the bins. Staff clearing the bins may contaminate the high use touchpoints or be contaminated by them. Potentially people walking on the public foot path may use the bins and introduce the virus.	We will be cleaning and disinfecting objects and surfaces that are touched regularly particularly in public areas and areas of high use, the office handle and bin lids.	Staff will be reminded to keep their social distance. We remind guests to wash their hands when using high use areas such as bins.	All guest and staff	3/7/20	3/7/20
Daily hot-tub checks	Staff undertaking daily checks and guests staying in the lodge if staff cross contaminate lodge touch points and hot-tub cover.	Staff will not wear gloves between lodges. They will wear face masks. Instead of wearing gloves staff will sanitise touchpoints	Staff will be reminded to keep their social distance.	All staff	3/7/20	3/7/20

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
		<p>when entering the lodge deck, such as, gate catches on their way in and out with antibacterial wipes.</p> <p>Staff will also clean the hot-tub touch points with bromine solution.</p>				
<p>Guests develop symptoms whilst staying at the Tranquil Otter</p>	<p>Staff undertaking daily checks and cleaning lodges.</p>	<p>Each unit accommodation is private and once clean, staff do not meet guests. Guests self-check-in and check-out and are required to vacate the deck for staff to check the hot-tub.</p>	<p>If a guest develops symptoms during their stay. Guests must inform the Tranquil Otter, and the whole family group needs to travel home in their own vehicle, this may or may not coincide with the end of their stay.</p> <p>Inform the relevant authorities.</p>	<p>Guests need to inform the Tranquil Otter as soon as they show symptoms. Guest must not travel to the Tranquil Otter if they suspect they have symptom. The Tranquil Otter will keep the unit free for 3 days before cleaning.</p>	<p>Communicate to guest via website and booking communication.</p>	<p>On-going</p>