



Authorised by: Tom Nicholas

Department/task	Cleaning, disinfecting and sanitising operations to eliminate risk of COVID-19 virus spreading on the premises.	Date of assessment:				01.07.2020
		Date discussed with/briefed out to employees:				
		Assessor:		Tom Nicholas		
Step 1	Step 2	Step 3		Step 4		
What's the hazard?	What harm, and to who?	What are you doing already?	What improvements do you need?	Person responsible	Target date	Completion date
Angel staff contracting & spreading COVID-19 virus in the Inn.	Risk to employees of contracting virus.	Nothing at present as virus is a new threat to health. Staff maintain a high level of cleanliness at all times for ensure the health & safety of Employees and Guests.	Provide staff with clear guidelines for entering and operating in the Inn in a safe manner.	Jack Nicholas	04/07	
			Instruct employees: <ul style="list-style-type: none"> maintain social distancing with other members of staff use PPE provided to wash hands regularly to sanitise as per our guidelines to inform employers of any risks over looked or new 	Jack Nicholas	04/07	
			Provide appropriate PPE & sanitising products	Jack Nicholas	04/07	
			Accept credit/debit card payments only & encourage contactless if possible.	Jack Nicholas	04/07	



COVID19 Risk Assessment

Reference No. SOTA026

Version No. 1
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			Revise operations & service procedures to limit contact with guests.	Jack & Tom Nicholas	04/07	
			Ventilation in the kitchen - ensure windows and doors are open when possible.	Restaurant Supervisor	04/07	



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Step 1	Step 2	Step 3	Step 4	Person responsible	Target date	Completion date
What's the hazard?	What harm, and to who?	What are you doing already?	What improvements do you need?	Person responsible	Target date	Completion date
Kitchen staff contracting & spreading COVID-19 virus in the Kitchen & Store Rooms and to Restaurant.	Risk to employees of contracting virus.	Nothing at present as a new threat to health. Staff maintain a high level of cleanliness at all times for ensure the health & safety of Employees and Guests.	Provide staff with clear guidelines for entering and operating in the buildings and using equipment / machinery in a safe manner.	Tom Nicholas & Ashley Jackson	04/07	
			Provide suppliers with procedures for safety delivering goods.	Tom Nicholas & Ashley Jackson	04/07	
			Instruct employees: <ul style="list-style-type: none">maintain social distancing with other members of staffuse PPE providedto wash hands regularlyto sanitise equipment & machinery as per our guidelinesto inform employers of any risks over looked or new	Tom Nicholas	04/07	
			Ventilation in the kitchen - ensure windows and doors are open when possible. Extraction system on when cooking as per standard service.	Ashley Jackson	04/07	



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What's the hazard?	What harm, and to who?	What are you doing already?	What improvements do you need?	Person responsible	Target date	Completion date
Guests contracting & spreading COVID-19 virus in the property.	Risk to guests of contracting virus.	<p>Nothing at present as a new threat to hNothing at present as a new threat to health.</p> <p>Staff maintain a high level of cleanliness at all times for ensure the health & safety of Employees and Guests.</p>	Provide clear guidelines for being on the premises.	Jack & Tom Nicholas	04/07	
			Instruct customers: <ul style="list-style-type: none"> to maintain social distancing at all times to sanitise hands on entry to avoid congregating on entry & exit of property 	Jack Nicholas	04/07	
			Reduce number of tables in Restaurant.	Jack Nicholas	04/07	
			Remove items in bedrooms that might be touched by multiple people.	Caroline	04/07	
			Remove items from restaurant & sitting room that might be touched by multiple people.	Tom Nicholas	04/07	
			Accept credit/debit card payments only & encourage contactless if possible.	Jack Nicholas	04/07	
			Ventilation in the property - ensure windows and doors are open when possible.	Restaurant Supervisor	04/07	



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Step 5 – Review Date	<ul style="list-style-type: none">• Ensure all Actions Needed are complete• Review relevant changes in the workplace and revise controls accordingly
13.07.2020	

Employee Briefing

We (the undersigned) have read and understood the above risk assessment and will:

1. Comply with the specified control measures.
2. Advise the management team in the event of any safety issues or changes in the way the substance is used.

Name	Signature	Date

Name	Signature	Date



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