

Risk Assessment Covid19 – Rydal Hall

Company name: Rydal Hall Ltd

Assessment carried out by: Amanda Fogg

Date of next review: 08/08/2020

Date assessment was carried out: 15/07/2020

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
Re-opening of Rydal Hall – Risk of Infection from Covid-19	Customers, Staff, Contractors	Clear communication always. Guest Protocol to be sent prior to arrival As certain guest ETA on day of arrival.	Add Protocol to confirmation email for new guests. Email to all guests prior to arrival, giving clear procedures of what is expected of Rydal and the Guests	Reception Team	On-Going	On-Going
Risk of infection in at check-in	Customers, Staff	Provide hand sanitising station in front entrance porch and bar entrance porch		Management	On-Going	Done

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Risk of infection in at check-in cont.	Customers/Staff cont.	Advice guests that face coverings are to be used on arrival is preferred.	Provide screen to protect Staff and Visitors	Management	By 20/07/20	Done
		Mark floor close to reception for social distancing.		Estate Team	By 20/07/20	Done
		Training staff in appropriate check-in procedures		Manager/Senior Reception Staff	Date of individual commencement	On-Going

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Re-transmission of Covid19 In public areas	Customer, Staff	Wall mounted Sanitisers provided before entering dining room, on Bar door and outside washroom facilities	Appropriate signage	Management/ Housekeeping	20/07/2020	Done
			Appropriate signage	Management/ Housekeeping	21/07/2020	Done
			Appropriate signage	Housekeeping	20/07/2020	Done
Re-transmission of Covid19 In Bedrooms	Customers, Staff	Remove all non-essential items such as room files, cushions, throws etc.		Housekeeping	On-going	Done
			Enhanced cleaning of rooms between stay, paying special attention to touch points.		On-going	On-going
			No entry to staff for the duration of a stay		On-Going	On-going

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Re-transmission of Covid19 In Bedrooms cont.	Customers, Staff Cont.	Towel change procedure Availability of tea/coffee etc from reception		Housekeeping	On-going	On-going
Public Toilet Facilities – Risk of infection	Customer, Staff	Ensure facilities cleaned and check at least three time per day.	Signature check sheet to be signed after each clean/check	Housekeeper	20/07/2020	Done
		Supply surface wipes in each cubicle.	Social Distancing Signage	Management		On-going
		A cubicle dedicated to staff only	Signage	Housekeeper	20/07/2020	On-going
		Provide Sanitisers outside L&G Toilets				On-Going
Re-transmission of Covid19 Dining Room area	Customers, Staff	Hand Sanitisers available at the entrance. No Buffet service. Pre-ordered meals.	Signage	Management	20/07/2020	Done

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<p>Re-transmission of Covid19 Dining Room area</p>	<p>Customers and staff cont.</p>	<p>Guest's to be always seated. An allocated seat/table will be reserved for each individual, family or bubble for the duration of their stay.</p> <p>All guest seated at the appropriate social distance 1+ metre apart.</p> <p>All staff will wear face shields for the duration of the meal service</p> <p>Staff will, wash/sanitise their hands between each customer.</p> <p>Staff will ensure all, crockery, table ware, chairs and tables are</p>	<p>Signage</p>	<p>Management</p>	<p>20/07/2020</p>	<p>Done</p> <p>Done</p>

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Re-transmission of Covid19 Dining Room area cont.	Customers and staff cont.	thoroughly cleaned between each service				
Lounge Bar Area – Risk of infection	.Customers, Staff	<p>Special attention to the sanitising of touch point throughout the building at least three times per day</p> <p>Table Service at all times. Pre-ordering of dinner drinks</p> <p>Tables and Chairs to be sanitised between customers</p> <p>All Staff to wear Face Shields when serving Guest</p>				<p>On-Going</p> <p>On-Going</p> <p>On-Going</p> <p>On-Going</p>

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/ed by the Health and Safety Executive 10/19