

Probability		Severity		Risk Factor = Probability (P) x Severity (S)	Observe the following guidelines:
1	Very Unlikely	1	No injury/ No Impact		
2	Possible	2	Minor Injury/Minimal Impact		
3	Probable	3	Medical Injury/ Minor Damage	Medium Risk = 7 – 11	Further controls/guidance required <b>OR</b> strict adherence to existing controls.
4	Likely	4	Major Injury/Major Impact		
5	Very Likely	5	Fatality	High Risk = 12+	Unacceptable. DO NOT PROCEED.



### RISK ASSESSMENT – Management of COVID-19

<b>Location:</b>	Whole site	<b>Version Number:</b>	1.0	<b>Date:</b>	June 2020	<b>Review Period:</b>	Annually	<b>Author:</b>	K. Grant
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Hazard, Task or Area:	Who Could Be Harmed & How?	Pre-controls Risk Rating			Control Measures	Post-controls Residual Risk Rating		
		P	S	=		P	S	=
Use of reception desk area (by employees and B&B guests) for checking in/out, signing for post, welcoming visitors, guests etc.	Employees could become ill through contraction of the virus due to close working & contaminated touchpoints and themselves spread it further.	5	5	25	1). Social distancing rules observed. 2). Employees have been given full training in adequate control measures to limit the spread of COVID-19. 3). Signage displayed throughout the premises indicating the actions that guests/visitors should take. 4). Regular cleaning and sanitising of reception, front desk area & all touchpoints. 5). PPE used by all staff.	2	5	10
Use of Bar/Restaurant areas – including restrooms - (by guests and employees).	Employees could become ill through contraction of the virus due to close working & contaminated touchpoints and themselves spread it further.	5	5	25	1) Room service shall be the preferred method of service. 2). Tables & chairs separated to ensure that social distancing rules are being observed. 3). Employees have been given full training in adequate control measures to limit the spread of COVID-19. 4). Signage displayed throughout the hotel indicating the actions that hotel guests/visitors should take. 5). Regular cleaning and sanitising of Bar & Restaurant areas & touchpoints. 6). PPE used by all staff. 7). Sanitiser stations available throughout premises.	2	5	10
Receiving deliveries (standard postal deliveries but also brewery deliveries).	Employees could become ill through contraction of the virus due to close working & contaminated	5	5	25	1). All companies should be advised that deliveries are to be made in accordance with Government social distancing guidelines. 2). Packages should be left at a safe distance and employees will collect packages once delivered. No signatures will be taken.	2	5	10

### 3-year Risk Assessment Review Calendar

June 2021	Sign:	June 2022	Sign:	June 2023	Sign:
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	touchpoints and themselves spread it further.				3). PPE used by all staff.			
Cleaning of all premises areas by employees.	Employees could become ill through contraction of the virus due to close working & contaminated touchpoints and themselves spread it further.	5	5	25	1). All staff required to clean the premises are supplied with adequate PPE to carry out their role safely. 2). All touchpoints will be sanitised thoroughly prior to each room being occupied by new guests. 3). Signage shall be displayed in each room advising occupants of the measures in place and also the actions guests must take in order to ensure the control measures remain effective.	2	5	10
Cellar works	Employees could become ill through contraction of the virus due to close working & contaminated touchpoints and themselves spread it further.	5	5	25	1). Social distancing rules observed. 2). Employees have been given full training in adequate control measures to limit the spread of COVID-19. 3). Signage displayed throughout the premises indicating the actions that guests/visitors should take. 4). Regular cleaning and sanitising of reception, front desk area & all touchpoints. 5). PPE used by all staff.	2	5	10
Table service	Employees could become ill through contraction of the virus due to close working & contaminated touchpoints and themselves spread it further.	5	5	25	1). PPE used by all staff. 2). Employees have been given full training in adequate control measures to limit the spread of COVID-19. 3). Regular hand washing and/or sanitising of employee hands. 4). PPE used by all service staff.	2	5	10
Kitchen activities & food prep.	Employees could become ill through contraction of the virus due to close working & contaminated touchpoints and themselves spread it further.	5	5	25	1). Social distancing rules observed, where possible. 2). Employees have been given full training in adequate control measures to limit the spread of COVID-19. 3). Staff numbers reduced to as far as practicable in the kitchen area/s. 4). Regular cleaning and sanitising of all surfaces and touchpoints. 5). PPE used by all staff. 6). Regular hand washing and/or sanitising by all kitchen staff. 7). Maximum ventilation encouraged by opening doors, windows etc but at not at the expense of basic food safety guidelines.	2	5	10

### 3-year Risk Assessment Review Calendar

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