



The Teesdale Hotel Covid19 Specific Risk Assessment

Our aim at The Teesdale Hotel is to make your stay as relaxed as possible whilst adhering to, and implementing all relevant Government procedures regarding the Covid19 pandemic.

However should you have any concerns while using our facilities, please make the management aware of this immediately and where possible we will take immediate action.

Assessment date: 29th June 2020

Review date: 29th July 2020

Hazard	Control measures	Persons at risk
Reception/Guest Arrival & Departure	<ol style="list-style-type: none"> 1) Allotted check in and check out times for each room, avoiding congestion in the reception area. 2) Room keys will be sanitised after each use. 3) Contactless or where possible full pre-payment encouraged. 4) In the event of a reported case of COVID19 by a guest, the relevant room will be quarantined for 72 hours BEFORE being completely sanitised. 	Guests
Public Areas/Toilets	<ol style="list-style-type: none"> 1) Hourly sanitising of ALL customer contact points, such as door handles, stair bannisters, toilet seats and sink areas. 2) Sanitiser stations easily accessible on the ground floor, 1st floor corridor and 2nd floor corridor. 3) Clear signage outlining the governments Covid19 guidelines for the hospitality industry. 4) Facemasks and gloves readily available on request. 5) Overseeing the social distancing guidelines are maintained throughout the hotel. 	Guests
Housekeeping & Guest Accommodation	<ol style="list-style-type: none"> 1) All rooms are cleaned and sanitised to a very high standard, including sanitising remote controls, light switches and door handles. 2) All condiments are in sealed, single use disposable sachets. 3) Individual PPE packs containing mask, gloves and sanitiser wipes provided in each room for EVERY guest. 	Guests

Bar & Dining	<ol style="list-style-type: none"> 1) In accordance with government guidelines we will insist on 100% table service to eliminate crowding at the bar. 2) We have a blackboard menu for customers to order from but when necessary single use paper menus will be given and disposed of after each use. 3) Staff will be sanitising their hands after EVERY dish served and after every contact with a table. 4) If required for customer comfort we will issue servers with PPE (facemask and gloves) for service of that particular table. 5) Tables will be spaced to a MINIMUM of 1mtr. 6) Tables and chairs will be sanitised after each customer use, customers WILL NOT be served if they sit at a dirty table. 7) All condiments will be served as and when required in single use disposable sachets. 8) Tables will be set as and when needed, all cutlery and glassware is machine washed and put away with as minimal contact as possible. 	All persons using hospitality premises
Welfare & hygiene	<ol style="list-style-type: none"> 1) We are asking all staff members to wash their hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser during service and use the hand washing technique as directed by NHS 2) Providing handwashing facilities, or hand sanitiser at entry and exit points 3) Cleaning and sanitising check lists will be clearly visible in the reception area. 4) Increase cleaning rota / schedule in operation. 5) All staff have been given a copy and signed off on all the relevant government guidelines so ensure customer safety. 6) Ensure sufficient supplies of soap, hand sanitiser and paper towels remain in place 7) Requesting staff change into work uniforms on site using appropriate facilities/changing areas, where social distancing and hygiene guidelines can be met 	All persons using hospitality premises
Food safety	<ol style="list-style-type: none"> 1) Revise the food safety management system (FSMS) including Hazard Analysis and Critical Control Point (HACCP) processes 2) Use the food standards agency (FSA) guidance and available checklists to ensure food safety remains through COVID secure measures 3) Allowing kitchen access to as few people as possible. 4) Minimizing interaction between kitchen staff and other workers, including when on breaks 	All persons using preparing, serving and consuming food and drink on the premises

<p>Emergency incident - accident or fire within the premises</p>	<ol style="list-style-type: none">1) In an emergency, for example, a fire or break-in, people do not have to stay 2m apart if it would be unsafe2) People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands3) First aider cover to be reviewed to ensure it remains suitable and that first aiders are aware of additional COVID precautions to take if attending to a casualty	<p>All persons using hospitality premises</p>
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