

Risk assessment template

Company name: Bath Boating

Assessment carried out by: Sarah Hardick

Date of next review: 16/09/22

Date assessment was carried out: 18/03/22

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
Visitors becoming too close to one another on site	Visitors	Remind visitors of the need for maintaining 2m distance		Sarah Hardick	Ongoing	
		The self-catering apartments are separate		Sarah Hardick	Ongoing	
Infection risk on exterior touch surfaces on site	Visitors & staff	Remind guests and staff of need to wash hands after touching gates, door knobs and other surfaces	Provide hand sanitiser points at entrance to each accommodation	Sarah Hardick	Ongoing	

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			Clean exterior touch surfaces regularly and at least once per week	Staff	Ongoing	
			Clean exterior tables, chairs and seats at changeover			
Infection risk from virus remaining in air after cottage vacated	Visitors & staff	Leave cottage empty for 2 hours before entering. On entering cottage, open all windows and doors fully to generate air flow. Provide cleaning staff with PPE such as gloves, masks and re-usable visors, train in their use Provide staff with suitable cleaning products and train in their use		Sarah Hardick & Lulu Higgins	Ongoing	

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infection risk on touch surfaces inside each cottage	Visitors & staff	Deep clean all cottages on changeover day, paying particular attention to all touch surfaces using soap & water then disinfect method. Train all cleaning staff in use of soap and water then disinfect methods		Staff	Ongoing	
Infection risk in Kitchens		Deep clean all surfaces, fridge, hobs and ovens, kitchen workshops, cupboards, including knobs, window and door handles and catches		Staff	Ongoing	

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		<p>Clean cutlery, utensils, pans and crockery by hot soapy water method. Dry before replacing in cupboards. Remove all food or packaging, rubbish. Deep clean kitchen bins. Clean floors with hot soaps water, leave to dry thoroughly. Clean & sanitise pull cords for blinds</p>		Staff	Ongoing	
Infection risk in Bathrooms	Visitors & staff	Clean all surfaces, mirrors, basins, showers, bins, toilets and floors with hot soap & water, and then disinfect.		Staff	Ongoing	

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		Insert new bin liners		Staff	Ongoing	
		Disinfect toilet brushes		Staff	Ongoing	
Infection Risks in Bedrooms	Visitors & staff	Wash all hard surfaces with hot soap/water method and then sanitise.		Staff	Ongoing	
		Clean & sanitise pull cords for blinds. Hoover & clean hard floors & carpets.		Staff	Ongoing	
		Replace all pillow, duvet, and mattress protectors and make up beds with laundered linen		Staff	Ongoing	
Infection risk Living areas		Wash all hard surfaces with hot		Staff	Ongoing	

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		soap/water method and then sanitise				
		Clean upholstered areas including curtains with sanitiser spray and leave to dry for 5 mins before wiping clean. Spray carpets with sanitiser and leave to dry for 5 minutes before hoovering.		Staff	. Ongoing	
		Sanitise door knobs, window catches, electrical switches, screens and electrical appliances		Staff	Ongoing	
		All remote controls inserted into plastic bags.		Staff	Ongoing	

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Infection risk of cleaning equipment	Visitors & staff	Disinfect all cleaning equipment such as mops, brushes and cloths by immersion in bleach solution for 2 hours after use		Staff	Ongoing	
		Sanitise hoovers by emptying, and washing dust container and filters in hot soapy water, leaving to dry thoroughly. Sanitise Hoover body with spray and leave to dry		Staff	Ongoing	
Cross contamination through maintenance contractors maintenance contractors		If emergency maintenance required, ask guest to vacate property whilst maintenance carried out				

