

RISK ASSESSMENT ARDTORNA COVID 19

RISK/ HAZARD	WHO MIGHT BE AFFECTED	DESIGNATED AREAS OF THE PROPERTY	ACTIONS TO BE TAKEN	WHEN/WHO RESPONSIBILITIES
The contraction or spread of Corona Virus	Owner and Guests residing at Ardtorna	CARPARK	Each car parking space will be designated at least 2 m away from other vehicles to be within compliance of social distancing guidelines. These spaces will be clearly identified for ease of parking.	Each guest will be notified by e mail prior to arrival of this facility put in place.
		CHECK IN	<p>Entry - entry doors to be open prior to arrival to minimize cross contamination.</p> <p>Sanitiser - Infra – red sanitizer clearly marked for guest use in front porch for guests to use prior to entering the main building.</p> <p>Keys – the fob and keys will be pre sanitised and placed on the entrance table to be picked up by the guests themselves upon instruction from Karen the owner.</p>	<p>Owner</p> <p>Permanently on display and available</p> <p>Owner/ Guest</p>

			<p>Distance – At all times Karen, the owner will adopt the required distancing measures according to the recommended guidelines.</p> <p>Luggage – the usual practice of luggage assistance will not be implemented due to risk of cross contamination. Guests will be required to be responsible for all handling of their personal belongings from the point of arrival to departure.</p> <p>Doors - Door handles within the public areas will be sanitised on a regular basis. A written record of this process will be catalogued and held for future reference should this be necessary.</p>	<p>Owner</p> <p>Guests</p> <p>Owner</p>
		GUEST ROOMS	<p>Entry – Guests will enter the bedroom first and Karen, the owner, will introduce them to the room, adopting social distancing measures at all times.</p> <p>Sanitising – All hard surfaces and soft furnishings within each bedroom will have</p>	<p>Guests</p> <p>Owner</p>

		<p>been sanitized prior to guest arrival and the room will have been ventilated with fresh air.</p> <p>Surfaces/ Touch points to be sanitised – Door handles, light switches, power point switches, cables, TV remotes, all furniture surfaces, hairdryers, fans, kettles, fridges, garment hangers, taps, sink, welcome folder, soft furnishings.</p> <p>The usual surplus items eg. pads, pens will be removed to reduce the risk of cross contamination for guests.</p> <p>PPE – Karen, the owner, will use the appropriate personal protective equipment as per instructions/ guidelines from WHO and the local government recommendations throughout the cleaning process.</p> <p>Sealed before arrival – Once the servicing of the room is complete after guest departure, no one will be permitted to enter the bedroom until the checked guest arrives</p>	<p>Owner</p> <p>Owner</p> <p>Owner</p>
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			<p>that evening.</p> <p>Communication with Guests during stay - Each guest will be given access to Karen's "Whats App" account and communicate via this method should they wish to do so in order to reduce face to face contact while within the property. This service will be available prior to and throughout their stay at Ardtorna.</p>	Guest
		BREAKFAST	<p>Social distancing – at all times social distancing measures will be adopted.</p> <p>Hygiene measures – there will no longer be a buffet self service – all breakfast items will be personally served and handled by Karen the owner.</p> <p>Sanitizer - accessible in dining room</p> <p>Room Service - if the Room Service option is chosen the door will be knocked and trays will be delivered on a sanitised trolley</p>	<p>Guests/ Owner at all times</p> <p>Owner</p> <p>Permanently available</p> <p>Guests/ Owner</p>

			and left outside the appropriate bedroom door	
		COMMUNAL AREAS	<p>Signage – this will be clearly visible to prompt guests to adopt social distancing measures .</p> <p>Hand sanitizer – is accessible in the entrance hall and the dining area.</p> <p>Hard surfaces and soft furnishings – these will be regularly wiped down by Karen, the owner, where and when necessary.</p> <p>Whisky Cream Liqueur and Malt Whisky – these complimentary drinks will no longer be available via the communal table in the hall. Now each bedroom will have their own individual supplies within their own bedroom to avoid any further cross contamination.</p>	<p>Permanently on display</p> <p>Permanently in position</p> <p>Owner</p> <p>Owner</p>

		LAUNDRY	<p>Linen washing /towel washing – all laundry is washed at 60 degrees which will kill any possible virus.</p> <p>Extra duvets pillows – we have invested heavily in extra duvets and pillows which will now enable extensive laundering of such items for the protection and peace of mind of each guest.</p> <p>Throughout the process of laundering guidance and safety measures will be adhered to at all times eg. all dirty linen to be collected from bedrooms and placed in one laundry bag and taken directly to the commercial laundry without any possible contact with any other surfaces or furnishings within the building.</p>	Owner
		KITCHEN	<p>Increased hygiene levels - will be adopted along with a few operational alterations, such as -</p> <p>Running a hot, empty cycle on the dishwasher before each use daily</p>	Owner

			<p>The workflow within the kitchen and ventilation will be improved. An extra fan will be used and also more natural ventilation will be adopted.</p> <p>At the point of entry and exit of the food preparation area, Karen, the owner will sanitise her hands at all times.</p>	<p>Owner/ Daily</p> <p>Owner</p>
		CHECK OUT	<p>Payment – Payment is contactless. These details will be obtained upon the guest making a booking and will be used to pay the balance due unless otherwise instructed by the customer.</p> <p>Should the guest require a receipt, this will be e mailed to the customer as opposed to the previous paper version.</p> <p>Distancing – Upon departure, social distancing measures and guest handling of their own luggage will be maintained.</p>	<p>Owner/ Guests</p> <p>Owner</p> <p>Owner/ Guests</p>

			Keys - guests will be asked to leave their bedroom key within their bedroom and close the door behind them.	Guests