

Risk Assessment for Sheldon House and Barn, 2022

Sheldon House

Potential risk	Primary Action		Level of risk		
			Low	medium	high
Transmission of Covid 19 Arrival	Contactless hand sanitiser stations are available. Distancing and good ventilation is implemented. Lateral flow tests before arrival suggested. Request that guests do not visit if unwell.	Guests will be asked to use hand sanitiser at entrance points whenever entering/leaving the building or entering dining room.		✓	
Servicing	Rooms will not be serviced during the day if stays are longer than 1 night, unless requested. Washing up items will be provided.				
Hospitality trays	Hospitality tray items may be replenished on request at the kitchen.		✓		
Departure	Guests asked to strip bed(s), put laundry in bag provided and leave in rooms.	To reduce exposure to aerosols for cleaning staff		✓	
	Guests will be asked to tie up rubbish bags and leave in room for collection		✓		
	Keys to be left in room door		✓		
	Windows to be left open if possible	Rooms to be well ventilated before arrival of next guests	✓		
	Guests to use side door for general entry/exit after registration.	Hand sanitising unit located near side door.	✓		
Cleaning	Rooms will be given a normal clean and linen changed on the day of departure. Appropriate PPE will be used. Mugs and glasses washed in dishwasher. Antiviral used on hard bathroom surfaces and all FTS ¹	Covid-19 appropriate antiviral products meeting BS EN 1276 and BS EN 14476 will be used to sanitise surfaces.		✓	

¹ FTS – frequently touched surfaces such as door handles, light switches, kettle, etc.

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	Aprons, towels, tea-towels etc. changed at least daily. All worktops cleaned nightly with antiviral spray. Frequent handwashing.	Covid-19 appropriate antiviral products meeting BS EN 1276 and BS EN 14476 will be used to sanitise surfaces.	✓		
Preventing infection	If we develop Covid-19 symptoms we will advise guests and may close. However, we remain open if we are well enough to do so.	Suitable precautions will be taken to mitigate risk.	✓		
Prevention of legionella	If/when room(s) unused for 14 days or more, Showerhead will be removed and the showers run for two minutes. The showerhead will be disinfected by immersing for at least an hour in sterilising solution.			✓	
	Whole water system flushed for at least two minutes in bathrooms and kitchens unused for 14 days or more. Toilet flushed, then kitchen taps and the hand basin taps run for two minutes or more to let both hot and cold water pass through.			✓	
Fire safety	Emergency lighting tested weekly		✓		
	Fire alarm system serviced regularly and tested weekly.		✓		
	Fire notices in guest rooms		✓		
	CO2 and Carbon Monoxide detectors tested weekly		✓		
	Fire extinguisher outside kitchen		✓		
	Fire extinguisher and fire blanket in kitchen		✓		
	Fire doors with auto-closers on kitchen door and passage door (between different parts of the house). Fire doors on guest bedrooms.		✓		

Sheldon Barn

Potential risk	Primary Action		Level of risk		
			Low	medium	high
Arrival at venue	Contactless hand sanitiser inside entrance door; meet and greet in drive.	Guests requested to used hand sanitiser whenever entering the building			
Registration	Registration information requested at time of booking.				
	Keys will be in the door or key safe prior to arrival				
Departure	Payment by electronic transfer due four weeks before arrival.				
	Request guests use trip advisor or Facebook to leave reviews as no longer a visitors book				
	Guests asked to strip beds and put laundry in bag provided and leave in rooms.				
	Guests will be asked to tie up rubbish bags and take to dustbins				
	Keys to be left in door				
	Windows to be left open if possible.	Property to be well ventilated before arrival of next guests			
Cleaning	Rooms will be given a normal clean and linen changed on the day of departure. Antiviral spray used on hard surfaces.	Covid-19 appropriate antiviral products meeting BS EN 1276 and BS EN 14476 will be used to sanitise surfaces.			
	A check list will be used to ensure adequate cleaning	Covid-19 appropriate antiviral products meeting BS EN 1276 and BS EN 14476 will be used to sanitise surfaces.			
Washing	On normal temperatures and air dried if weather permits.	Washed linen and towels to be rotated, i.e. not reused for at least 48 hours.			

Potential risk	Primary Action		Level of risk		
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Prevention of legionella	If/when Barn unused for 14 days or more, Showerheads will be removed and the showers run for two minutes. The showerheads will be disinfected by immersing for at least an hour in sterilising solution.			✓	
	Whole water system flushed for at least two minutes in bathrooms and kitchens unused for 14 days or more. Toilet flushed, then kitchen taps and the hand basin taps run for two minutes or more to let both hot and cold water pass through.			✓	
Fire safety	Emergency lighting tested weekly		✓		
	Fire notices available		✓		
	CO2 and Carbon Monoxide detectors located and tested weekly		✓		
	Fire blanket and instructions in kitchen		✓		
	Fire extinguisher in stairwell		✓		