

Document Type:	Risk Assessment - COVID-19	Workplace:	KTH Apartment
Assessor:	Beth Bell	Date Assessed:	2 nd September 2020
Review Date	2 nd December 2020		

Persons Affected: Holiday Apartment Guests

Workplace location/Description: Kinghorn Town Hall, 1st & 2nd floor and Garden - Holiday apartment used by visitors. Housekeeping service apartments, occasional visits and checks by FHBT Office Staff

Risk rating = severity x likelihood

Rating	Severity of injury/disease	Likelihood of occurrence
High	Fatality; major injury or illness causing long term disability	Certain or near certain to occur
Medium	Injury or illness causing short term disability	Reasonably likely to occur
Low	Other injury or illness	Unlikely to occur

What are the hazards?	How likely is the risk:	Severity Level Low/Med/High	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 to be completed by?	Completion Date
Person to person contact during COVID 19 pandemic - Becoming infected with COVID19 and further spread the infection - contracting virus out with the apartment	Med	High	Guests	Health questions asked to guests before each arrival - advised not to stay if them or any of their household have symptoms. Asked to report symptoms on departure. Hand sanitizer on entrance of property and throughout. Appropriate signage regarding symptoms and	n/a	n/a	n/a	n/a

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				<p>hygiene, cleanliness to implement during stay</p> <p>Only emergency call outs with guests, by discussing issues on the phone - if needed full PPE to be worn.</p> <p>Continue with contactless self-check in/out</p> <p>Have thermometer in place and symptoms checker - for each person to enter the property to use.</p>				
Contracts illness during stay - If COVID case confirmed or suspected in property	Med	High	Guests	<p>Guest may need to self-isolate in property - up to date guidance from NHS and Government will be reviewed to confirm</p> <p>Guests required to phone NHS inform - guidance will be in apartment</p> <p>Needs to advice FHBT ASAP - provide easy to access numbers & details for property</p> <p>FHBT required to contact NHS inform also</p> <p>Housekeepers to be informed to - perform a "red clean"</p>	n/a	n/a	n/a	n/a

				<p>May need additional help in navigating services for food & shopping, health services</p> <p>No emergency call outs - video chat if easier</p> <p>Guests to provide full name & number</p>				
If there has been presence of COVID-19 (cleaning specific risk)	Med	High	Guests	<p>Enhanced cleaning process to include</p> <ul style="list-style-type: none"> - Cleaning vents - Ensuring vacuum emptied double bagged and left for 72 hours before disposed - Double bag rubbish and leave for 72 hours - Only disposable cloths/gloves to be used during clean <p>Everything to be cleaned and sanitised</p>	n/a	n/a	n/a	n/a
Ventilation	Low	Low	Guests	Guest encouraged to regularly ventilate the space	n/a	n/a	n/a	n/a
Personal Hygiene	Low	High	Guests	<p>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. put used tissues in the bin straight away</p> <p>wash your hands with soap and water often - use</p>	n/a	n/a	n/a	n/a

				<p>hand sanitiser gel if soap and water are not available. Use of paper towels when washing hands not hand towel</p> <p>Avoid unnecessary hand to mouth or hand face/eye contact e.g. avoid placing pens/pencils in mouths</p>				
Apartment not being cleaned during stay	Med	Med	Guests	<p>Guest encouraged to keep apartment clean throughout stay - provide suitable equipment and materials to disinfect</p> <p>Guests encouraged to remove & bag linen after stay</p> <p>Guests encouraged to take rubbish out</p>	n/a	n/a	n/a	n/a
Virus lasting on surfaces	High	High	Guests	<p>Signage in apartment for COVID-19 Lasting on surfaces</p> <p>Air: 2-3 hours Paper: 30 min Copper: 4 hours Cardboard & Wood: 24 hours Glass & Cloth: 2 days Plastic/Stainless Steel; 3-4 days</p>	n/a	n/a	n/a	n/a
Asymptomatic guests bringing virus into local area	Med	Med	Guests	<p>Advising guests how to interact with locals, rules in shops, what PPE to wear</p>	n/a	n/a	n/a	n/a

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				Encouraging places to visit they can socially distance safely, outdoor activities etc. Provide guests with PPE				
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