

Hazard/Exposure	Risk	Current measures	Recommended measures
Prior to entering hotel [employees]	Transmission via infected person	Safe to work disclaimer completed	Maintain current measures. Review inline with any/all governmental protocol changes
	Transmission via infected surface	Clear understanding established of system for reporting of suspected illness Clean uniform worn every day	
Arrival into hotel [employees]	Transmission via infected person	Appropriate PPE worn at all times, social distancing and hand hygiene protocols observed at all times	Maintain current measures. Review inline with any/all governmental protocol changes
	Transmission via infected surface	In-house training on operational changes and familiarisation with all relevant paperwork signed off before first operational shift Start times staggered where possible Hands sanitised prior to entering building. Temperature taken and visual symptoms check on arrival by responsible person. Health check on Deputy at login One-way system used to enter the building Whiteboards, noticeboards & Deputy used for pre-shift briefings wherever possible. Regular communication with employees to assess effectiveness and efficiency of procedures, to be reviewed regularly.	
Office, behind reception & break room	Transmission via infected person	Furniture moved to allow for safe social distancing at 2 m where possible	Maintain current measures. Review inline with any/all governmental protocol changes
	Transmission via infected surface	Where 2 m distance not possible, appropriate PPE worn and side-by-side or back-to-back working practice observed and close contact activity must be kept to minimum possible frequency and duration at all times Increased frequency of cleaning to standards clearly laid out on checklist, recorded and reviewed by responsible person Deep clean conducted prior to reopening and performed daily whilst operational, including fogging with Biosan Increased frequency of sanitisation of contact points Desks, chairs and relevant collateral e.g. stationery, paperwork, printer sanitised between users Floor markings to display areas for safe social distancing Hand sanitiser available esp. for use before/after handling shared surfaces e.g. desk, stationery All staff signed off on training regarding procedural changes, cough etiquette, social distancing & hand hygiene and identifying symptoms. Signage put up to support training and maintain raised awareness. Doors and windows propped open where possible to reduce contact points and improve ventilation Removal of all non-essential collateral to reduce contact points	
Kitchen, prep rooms & dry stores	Transmission via infected person	Deep clean conducted prior to reopening including appropriate legionella precautions, pest control checks and fogging with Biosan	Maintain current measures. Review inline with any/all governmental protocol changes
	Transmission via infected surface	Deep cleaned to standards clearly laid out on checklist, recorded and reviewed by responsible person, including fogging with Biosan conducted daily All staff signed off on training regarding procedural changes, cough etiquette, social distancing & hand hygiene and identifying symptoms. Signage put up to support training and maintain raised awareness. Doors and windows propped open where possible to reduce contact points and improve ventilation Removal of all non-essential collateral to reduce contact points Where 2 m distance not possible, appropriate PPE worn and side-by-side or back-to-back working practice observed and close contact activity must be kept to minimum possible frequency and duration at all times Increased frequency of cleaning to standards clearly laid out on checklist, recorded and reviewed by responsible person Increased frequency of sanitisation of contact points	
Bar & cellar	Transmission via infected person	Deep clean conducted prior to reopening including appropriate legionella precautions, pest control checks and fogging with Biosan	Maintain current measures. Review inline with any/all governmental protocol changes
	Transmission via infected surface	Deep clean to to standards clearly laid out on checklist, recorded and reviewed by responsible person, including fogging with Biosan conducted daily Where 2 m distance not possible, appropriate PPE worn and side-by-side or back-to-back working practice observed and close contact activity must be kept to minimum possible frequency and duration at all times Increased frequency of cleaning to standards clearly laid out on checklist, recorded and reviewed by responsible person Increased frequency of sanitisation of contact points All staff signed off on training regarding procedural changes, cough etiquette, social distancing & hand hygiene and identifying symptoms. Signage put up to support training and maintain raised awareness. Doors and windows propped open where possible to reduce contact points and improve ventilation Removal of all non-essential collateral to reduce contact points	
Staff toilets	Transmission via infected person	Deep clean conducted prior to reopening including appropriate legionella precautions, pest control checks and fogging with Biosan	Maintain current measures. Review inline with any/all governmental protocol changes
	Transmission via infected surface	Deep clean to to standards clearly laid out on checklist, recorded and reviewed by responsible person, including fogging with Biosan conducted daily Paper towels and a hands-free bin for these to be disposed in provided Liquid hand soap provided and replenished regularly throughout the day Increased frequency of cleaning to standards clearly laid out on checklist, recorded and reviewed by responsible person Increased frequency of sanitisation of contact points throughout the day Signage displayed reminding best practice for hand hygiene	

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Rooms & laundry	<p>Transmission via infected person</p> <p>Transmission via infected surface</p>	<p>Deep clean conducted prior to reopening including appropriate legionella precautions, pest control checks and fogging with Biosan</p> <p>Deep clean to standards clearly laid out on checklist, recorded and reviewed by responsible person, including fogging with Biosan conducted daily</p> <p>Minimum number of persons possible in a bedroom, store room, utility or laundry room at any one time.</p> <p>Where 2 m distance not possible, appropriate PPE worn and side-by-side or back-to-back working practice observed and close contact activity must be kept to minimum possible frequency and duration at all times</p> <p>Gloves to be offered as PPE. They must be worn if handling anything with suspected high coronavirus contamination risk.</p> <p>Increased frequency of cleaning to standards clearly laid out on checklist, recorded and reviewed by responsible person</p> <p>Increased frequency of sanitisation of contact points</p> <p>All staff signed off on training regarding procedural changes, cough etiquette, social distancing & hand hygiene and identifying symptoms. Signage put up to support training and maintain raised awareness.</p> <p>Doors and windows propped open where possible to reduce contact points and improve ventilation</p> <p>Removal of all non-essential collateral to reduce contact points</p> <p>Rigorous review of best working practices conducted followed up with implementation of new checklists.</p> <p>Hands must be washed/sanitised and clean PPE worn (where appropriate) between contact with dirty and clean linen</p> <p>Dirty linen to be stored in individual sealed laundry bags, not on floor or surfaces</p> <p>Tubs for carrying clean linen, crockery, etc. to be sanitised inside & out between use</p> <p>Colour-coded cloths to be used for different areas.</p> <p>All laundry to be washed on full cycle using non-biological detergent</p> <p>Soft-furnishing to be fogged with Biosan between guests</p>	<p>Maintain current measures. Review inline with any/all governmental protocol changes</p>
Food storage (chillers, freezer, dry stores)	<p>Transmission via infected person</p> <p>Transmission via infected surface</p>	<p>Regular cleaning</p> <p>Correct storage and stock rotation checked daily to minimise cross-contamination and wastage</p> <p>Only 1 person in the cold room at any one time.</p> <p>Minimum number of persons possible in a store room at any one time.</p> <p>All door & unit handles, light switches and contact points to be regularly sanitised throughout the day.</p> <p>Fogging machine used in all ambient rooms at the end of the day, to offer enhanced sanitisation.</p> <p>Fridges emptied and sanitised regularly, in line with checklists</p> <p>Signage up to remind employees of safe working practices</p>	<p>Maintain current measures. Review inline with any/all governmental protocol changes</p>
Work benches and tables	<p>Transmission via infected person</p> <p>Transmission via infected surface</p>	<p>Deep cleaned at end of day</p> <p>Frequency of regular sanitisation increased to every 20 minutes minimum.</p> <p>Fogging machine to be used at end of day for enhanced sanitisation.</p> <p>Signage up to remind employees of safe working practices</p>	<p>Maintain current measures. Review inline with any/all governmental protocol changes</p>
Equipment	<p>Transmission via infected person</p> <p>Transmission via infected surface</p>	<p>All equipment that can be, to be run through dishwasher after use and left to air dry.</p> <p>All other equipment thoroughly cleaned by hand after each use.</p> <p>All handles, switches and other touch points on equipment to be sanitised after use - either by running through dishwasher, or by hand with BSEN 1276 compliant product</p>	<p>Maintain current measures. Review inline with any/all governmental protocol changes</p>
Dishwashing	<p>Transmission via infected person</p> <p>Transmission via infected surface</p>	<p>All dishes run through commercial dishwasher and left to air dry.</p> <p>Dishwasher deep cleaned mid-way through day and at end of the day.</p> <p>Dishwasher serviced regularly to ensure functioning correctly.</p> <p>Anything that cannot go through dishwasher e.g. wooden boards, to be washed in hot, soapy water and left to air dry, then sanitised before use.</p>	<p>Maintain current measures. Review inline with any/all governmental protocol changes</p>
Working on section [kitchen]	<p>Transmission via infected person</p> <p>Transmission via infected surface</p>	<p>Kitchen extraction used to improve ventilation and reduce temperature</p> <p>Appropriate PPE to be worn at all times</p> <p>Working side-by-side or back-to-back at all times when within 2 m of each other.</p> <p>Hands washed/sanitised every 20 minutes, minimum.</p> <p>Signage up to remind employees of safe working practices</p> <p>Staffing levels assessed to allow safe working distances whilst working</p>	<p>Maintain current measures. Review inline with any/all governmental protocol changes</p>
Service [kitchen]	<p>Transmission via infected person</p> <p>Transmission via infected surface</p>	<p>Kitchen extraction used to improve ventilation and reduce temperature.</p> <p>Windows open where possible to improve ventilation and reduce temperature (perspiration risk)</p> <p>Background noise kept to a minimum to avoid need for raised voices.</p> <p>Service bell to be used only by Pass chef. To be sanitised between services.</p>	<p>Maintain current measures. Review inline with any/all governmental protocol changes</p>
Outdoor areas (guest areas, bins and storage)	<p>Transmission via infected person</p> <p>Transmission via infected surface</p>	<p>Bins and surrounding area cleaned weekly with jet wash</p> <p>All access routes kept clear of obstructions</p> <p>All surfaces for deliveries cleaned daily</p> <p>Bin lids sanitised regularly throughout the day</p>	<p>Maintain current measures. Review inline with any/all governmental protocol changes</p>

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Deliveries	Transmission via infected person	Goods stored in correct areas to minimise cross-contamination risk.	Maintain current measures. Review inline with any/all governmental protocol changes
	Transmission via infected surface	Correct paperwork to be completed and filed. Deliveries to be received outside of the hotel, delivery drivers not to enter the hotel where avoidable. All suppliers contacted to discuss their measures and controls for all goods delivered.	
Floor [kitchen & bar]	Transmission via infected person	Swept throughout the day	Maintain current measures. Review inline with any/all governmental protocol changes
	Transmission via infected surface	Swept, scrubbed & mopped at end of day Deep cleaned daily Fogged with Biosan at end of day	
Glasswashing	Transmission via infected person	All glassware run through commercial glasswasher and left to air dry	Maintain current measures. Review inline with any/all governmental protocol changes
	Transmission via infected surface	Dishwasher cleanliness monitored throughout day and spot cleaned where necessary Dishwasher deep cleaned at end of day Glasswasher serviced regularly to ensure functioning correctly.	
Ice machine	Transmission via infected person	Ice machine serviced regularly to ensure functioning correctly Machine deep cleaned weekly	Maintain current measures. Review inline with any/all governmental protocol changes
	Transmission via infected surface	Employee hands sanitised before touching scoop and/or ice machine All contact points to be sanitised between use by different persons	
Working on section [bar]	Transmission via infected person	Appropriate PPE to be worn at all times	Maintain current measures. Review inline with any/all governmental protocol changes
	Transmission via infected surface	Minimum number of persons working on bar at any one time. Where 2 m distance not possible, appropriate PPE worn and side-by-side or back-to-back working practice observed and close contact activity must be kept to minimum possible frequency and duration at all times Hand sanitiser available at all times Frequency of handwashing to be increased Signage up to remind employees of safe working practices Demarcation of safe distancing from bar for general traffic in restaurant Safe social distancing observed when restaurant staff using bar till. Relocation of till to be considered to assist social distancing	
Contact points	Transmission via infected person	Sanitised regularly at increased frequency throughout the day	Maintain current measures. Review inline with any/all governmental protocol changes
	Transmission via infected surface	Clean cloth used for sanitising each zone e.g. toilets, guest lounge, office	