

Details	
Group	Pizarro Restaurant Group
Site	The Swan Inn
Title	The Swan Inn_RiskAssessment
Assessed By	Clara Peseiro Mocinho

Task	Completed date of assessment
COVID-19 risk assessment - Housekeeping SWAN	02-07-2020

COVID-19 risk assessment - Housekeeping SWAN
Hazards?
Infection spread by staff with symptoms of COVID-19
Infection spread by customers with COVID-19
Infection spread from surfaces and equipment infected with COVID-19
Who might be harmed and how?
Customers
Staff
Visitors
Guests
Controls in place
Gloves, masks and disposable aprons are to be worn by housekeeping staff cleaning rooms. PPE is to be changed before entering each room.
When removing PPE it must be removed in a manner which reduces contact with the outside of the gloves. Dispose of gloves, masks and aprons in a bin and washed immediately using hot water and soap.
Trolleys setup Wash hands before putting on a new pair of gloves. Unfold the mask-pleats & with the pleats on the outside, place the mask over your nose, mouth and chin - adjust to fit. Ensure adequate supplies of PPE, chemicals and linen bags
Entering the Room: Ensure the room is empty. Place cleaning in progress door sign over outside handle. Do not enter rooms where guests are present.
Bathroom: Clean & sanitise bathroom fixtures and fittings using general purpose sanitiser and clean cloth
Bathroom: Glass and mirrors should be cleaned and sanitised.
Bathroom: WC Pans and general area should be cleaned and sanitised using sanitiser. WC bowl to be cleaned using toilet brush, disinfected. Ensure seat/lid is closed before flushing.
Bathroom: Toilet roll to be removed and discarded. Touch surfaces to be cleaned/sanitised.
Bedroom Cleaning: Removal of used bed & bathroom linen Remove and bag soiled bed and bathroom linen. Remove and place all customer refuse in refuse bin/on the housekeeping trolley. Place bagged linen into laundry collection point.
Bedroom Cleaning: Collect & remove soiled crockery & cutlery. Inspect & clean kettles. Sanitise handles. Empty and clean bins. Clean and disinfect headboards Remove stains with a scrubber/sanitiser.
Dirty Bedroom: All high-risk touchpoints in rooms are to be cleaned/disinfected e.g. all door handles/edges, controller dials & buttons, Telephones, switches, locks, bedroom door signs etc.
STOP after completion of DIRTY tasks. Remove and dispose of gloves, masks and aprons directly into the bin. Wash and sanitise hands. Do not eat or drink until you have followed this process
Only CLEAN housekeeping staff may enter a room to provide clean bedroom and bathroom linen and supplies.
Clean Bathroom Provisions: All rooms are to be fully stocked with new bath linen & toiletries on changeover. Any collateral used by an in-house guest will be replaced as necessary. Fresh bath linen provided. New toiletries provided
Beds Made with Clean Linen Take clean linen directly to clean room and prepare the bed - as per the hotel standard
Completion of cleaning: Exit and place "Clean Room" sign over outside door handle.

Additional controls required	Action by whom	Action by when	Completion date - comments
Completed date of assessment:	02-07-2020		
Review date	Person completing review	Reason (e.g. annual review, following accident, changes)	

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Trained employees	Training date	Signature