

| 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 11 - Left luggage | 03-07-2020                   |

|   |                       |                       |                                   |
|---|-----------------------|-----------------------|-----------------------------------|
| COVID-19 Risk assessment 11 - Left luggage  |                       |                       |                                   |
| <b>Hazards?</b>   |                       |                       |                                   |
| Infection spread by staff with symptoms of COVID-19   |                       |                       |                                   |
| Infection spread by customers with COVID-19   |                       |                       |                                   |
| Infection spread from baggage, equipment and clothing infected with COVID-19  |                       |                       |                                   |
| <b>Who might be harmed and how?</b>   |                       |                       |                                   |
| Guests  |                       |                       |                                   |
| Staff   |                       |                       |                                   |
| <b>Controls in place</b>  |                       |                       |                                   |
| Posters and notices will be displayed detailing the rules in place to prevent the risks of infection from COVID-19 at point of entry to left luggage. Such posters will include detail of physical distancing and hand washing arrangements     |                       |                       |                                   |
| 60% alcohol hand sanitising gel stations will be positioned at the entry to left luggage for customers to use. Staff will be encouraged to remind guests of the need to use these gels  |                       |                       |                                   |
| Left luggage will be restricted to baggage only. Guests will be advised that clothing and personal items will not be accepted in to the left luggage room.  |                       |                       |                                   |
| Customers will be requested to bring their bags to the door of the left luggage room. Staff will not be required to move bags to this area. Where bags are moved direct from guest rooms, a trolley will be used.                               |                       |                       |                                   |
| Any equipment used to move bags e.g. trolleys, will be cleaned and sanitised after each use   |                       |                       |                                   |
| Staff will wear a clean pair of disposable gloves when handling left luggage bags. They will put the gloves on before handling any bag and remove them after the bags have been placed in the left luggage room. Hands will be washed/sanitised |                       |                       |                                   |
| Staff will maintain physical distancing rules at all times whilst servicing left luggage  |                       |                       |                                   |
| Left Luggage area to be sanitised after being used  |                       |                       |                                   |
| <b>Additional controls required</b>   | <b>Action by whom</b> | <b>Action by when</b> | <b>Completion date - comments</b> |
| Completed date of assessment:   | 03-07-2020            |                       |                                   |

| Review date | Person completing review | Reason (e.g. annual review, following accident, changes) |
|-------------|--------------------------|--|
|             |                          |  |

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| <b>Task: COVID-19 Risk assessment 11 - Left luggage</b> |
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| Trained employees | Training date | Signature |
|-------------------|---------------|-----------|
|                   |               |           |