

## Risk assessment template

Company name: **By The Red Phone Box (IC Mapp)** Assessment carried out by: **Emma E Mapp**

Date of next review: **11.03.2022**

Date assessment was carried out: **11.03.2021**

	What are the hazards and risk level	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?	Risk level after control measures in place	Done
1	Guest Arrival – face to face greeting and guest instruction – current medium risk	Host and Guest by close contact – Covid 19 transfer	Online instructions for guests arrival and instructions whilst at site	None – already implemented	Host	low	
2	Gate to site – has to be manually opened and closed by guests on arrival – current medium risk	Guests – contact Covid 19 transfer	Hand sanitiser at the gate and signs instructing all guest to use before opening and closing the gate	None – already implemented	Host	low	
3	Bell Tent Luxury, including own private shower, toilet and kitchen – medium – pre guest	Guests and staff – contract transfer of	Before any guests arrive at the Bell tent, it is deep cleaned by staff wearing	None – already implented	Host	low	

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	arrival	Covid 19	disposable PPE gloves, apron and mask – every part of the tent opening and closing features are disinfected. Every surface within the tent is disinfected and all bedding, soft items & furnishings, placed in a sealable laundry bag which is then quarantined and washed in compliance with Covid 19 guidelines. Books & Maps quarantined and replaced on rotation system				
4	Bell Tent unfurnished – Guest arrival – transfer of Covid 19 – medium	Guests	The tent and all items within are deep cleaned prior to any guest arrival. Signs now placed requesting guests antibac their hands and surfaces whilst staying in the	None – already implemented	host	low	

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			tent. Hand sanitiser and anti bac spray provided				
5	Communal Bathroom camping area – guest usage – high risk of Coved 19	Guests and staff	<p>Bathrooms are deep cleaned every day by staff wearing full ppe disposable gloves, mask and apron. Guests are instructed by signs to antibac their hands and surfaces before and after use. Signs and hand sanitiser at every point of touch within the bathroom.</p> <p>Also the use of a clock outside, when a guest uses the bathroom to set the clock at the time they leave. Signage by the clock instructing guests to leave a 15 minute gap before use to</p>	None – already implemented	host	low	

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			assist in lowering the risk of transfer of Covid 19				
6	Payments for guests – face to face payments – medium risk – transfer of Covid 19	Guest and Host	All payments are now completed on line, guest pay leaving cash in a sealed envelope and posting it through letterbox – hand sanitiser next to letterbox and signage instructing guests to anti bac hands – eliminating face to face contact	None – already implemented	host	low	
7	Guests queries – guests with queries or concerns during their stay – face to face reporting and transfer of Covid 19 - medium	Guest and host	No face to face reporting, guests advised that any concerns have to be reported via telephone to eliminate all face to face contact – instructions given to guests pre arrival	None – already in place	host	low	
8	Kitchen and cooking area –	Guest and host	Kitchen area deep cleaned	None – already in	host	low	

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	communal kitchen & BBQ for guests use – transfer of Covid 19 surfaces - high		by staff daily wearing disposable ppe gloves, mask and apron – signage instructing guests to anti bac their hands before and after using any item, and antic bac spray to clean any surface they have used. Only items available are work surface and 2 burner gas hob, All Cutlery, crockery and Utensils have been removed.	place			
9	Bell Tent Luxury Kitchen & BBQ	Guests and Host	Kitchen area deep cleaned by staff daily wearing disposable ppe gloves, mask and apron – signage instructing guests to anti bac their hands before and after	None – already in place	Host	Low	

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			using any item, and antic bac spray to clean any surface they have used.				
9	Guests standing too close to communal facilities whilst waiting for them as other guests are using them – Covid 19 transfer - medium	Guests	Marker and signage instructing them to keep a 2 m gap	None – already in place	host	low	
10	Guests in government guidance of vulnerable category, eg pregnant or elderly guests – high risk groups	Guests	Advising guests to check their vulnerability group as per government guidelines and advising of the safety measures we have in place so that if they feel they need extra protection by wearing masks etc themselves, they can bring extra PPE with them to use during their stay	None – already in place	host	Medium/low	

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11	Bins – transfer of covid 19 - medium	Guests/staff	All guests instructed that any rubbish has to be placed inside the bins provided in sealed bin bags. Hand sanitiser and signage next to bins instructing all guests to use before and after touching bins. Staff will empty them using full disposable ppe gloves, mask and apron	None – already implemented	host	low	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)