

Risk assessment Covid-19

Company name: Bristol Serviced Lettings LTD Assessment carried out by: Olga Golubeva / Robert Dennehy

Date of next review: 01.08.2020

Date assessment was carried out: 01.06.2020

What are the hazards?	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 needed by?	Done
Danger of getting Covid-19 through touching the main gates	Staff / Guests/ Visitors	Everyone is provided with the gate fobs, that allow contactless entrance. Daily gate disinfection.	Inform Guests about contactless check in procedure – letter. Disinfection daily.	Management	04.07.2020	Yes
				HK team	Daily	Yes
Danger of getting Covid-19 via entering and using reception area	Staff/ Guests/ Visitors	Daily surface disinfection. Contactless Check in procedure	Protection Screen to be installed Daily surface disinfection Hand sanitiser station to be installed outside the	Management HK Team Management	04.07.2020 Daily 04.07.2020	Yes Yes Yes

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			reception and provide hand sanitiser for staff 2 meter distancing points to be allocated and marked Keep open doors when possible Only one person at-a-time sign to be displayed	Management All staff Management	04.07.2020 Daily 04.07.2020	Yes Yes Yes
Danger of getting Covid-19 in the main office	Staff / Visitors	Hand sanitiser provided next to the entrance. Daily surface disinfection. Working from home when possible	Daily surface cleaning Asking Visitors to stay outside the office and keep 2 meter distance	Management/HK All staff	Daily Daily	Yes Yes
Danger of Getting Covid-19 through deliveries / post collection	Staff	Keeping 2 meter distance with delivery person / Postman	Disinfecting post boxes Disinfecting gates Provide gloves/mask for staff	Management / HK team Management	Daily 04.07.20	Yes Yes

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		<p>Open the gates from inside the office</p> <p>Leave packages outside the office</p> <p>Use gloves and wear mask when picking up and open deliveries</p>				
Danger of getting Covid-19 through interactions with external contractors, maintenance team, gardeners	Staff Guests	<p>All guest must be asked to leave the apartment if any work should be done inside apartments.</p> <p>Work PPE must be worn when inside the apartment</p>	<p>Gardeners to disinfect all tools used on site and wear gloves and mask.</p> <p>Use hand sanitisers when entering main building/office/reception</p> <p>Keep 2 meter distance with guests and other members of staff</p>	Contractor and Gardeners	When on site	yes
Danger of getting Covid-19 when	HK team Guests	Work PPE is worn at all times	Provide right supply of PPE for HK team	Management	Daily	Yes

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cleaning apartments		<p>Apartments to be accessed 24 hours after the guest would check out</p> <p>No linen changes are provided – guests are provided only with clean linen and change it themselves when needed.</p> <p>All cleaning materials for HK team must contain disinfectants</p>	Inform guests about linen changes	Management Update T+C	When requested 04.07.2020	Yes Yes
Danger of getting Covid-19 on Landing and smoking areas	Staff Guest Visitors	Main touch points disinfected daily	Keep distance signs to installed	Management	04.07.2020	Yes
			Hand sanitizer stations to be installed	Management	04.07.2020	Yes
			Give Way signs to be installed	Management	04.07.2020	Yes

