

Covid-19 Risk Assessment for Short-Term and Holiday Rentals and Self-Catering Properties

Property Name	1 Primrose Cottages, Tideswell	Date of Next Review:	31 July 2020
Date of Assessment	28 June 2020	Notes:	To review monthly until 31/12/20, then decide future review interval
Assessment Carried out by	Nick and Joanna Watson		

What are the Hazards?	Who Might Be Harmed and How?	What are you already doing to control the Risk?	What further action do you need to take to control the risk?	Risk Factor / Urgency		
				High	Medium	Low
Person to person contact during COVID 19 pandemic (Host and guest)	Becoming infected with COVID19 and further spread the infection	Handover at beginning and end of stay is already done without direct contact. Information pack is provided by email before visit. Any issues needing a maintenance visit will be arranged when guests are out of the property where possible (unless an emergency)	All 'welcome' packs will be single packaged items Emergency maintenance will be carried out at times agreed with guests, and social distancing will be observed.		X	X
Cleaner / housekeeper not fit for work and infected with COVID 19	Could spread COVID 19 through cleaning within the property		Cleaner to notify owners if there is any reason to suspect illness	X		
Cleaning regimes not effective / fit for purpose	Contaminated accommodation / spread of COVID 19	A minimum 72-hour gap between lettings allows time for the virus to become deactivated	We will create a cleaning plan, agreed with the cleaner, to be followed at each changeover. Create a cleaning checklist that cleaning staff must fill in and leave in property for transparency We will provide appropriate PPE for the cleaner		X X X	
Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded	Not cleaning or sanitising the property correctly	A minimum 72-hour gap between lettings allows time for the virus to become deactivated	We will compile a cleaning requirement document together, clearly stating what should be sanitised within the property for example Touch points, door handles, banisters, surfaces, bathrooms Agree what should be disinfected, floors, walls The cleaner will ensure all cleaning materials are clean and fit for purpose We will compile a health and safety file		X X X	X

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<p>Dealing with a guest who is unwell or infectious outbreak in your property</p>	<p>The spread of an infection outbreak</p>		<p>Instruction on what to do if taken ill will be added to the pre-arrival instructions emailed to guests.</p> <p>Guests are asked to notify the owners if ill, and to return home if self-isolation is required. The house will then be left for 72 hours for safety before our cleaner visits to undertake a thorough deep clean.</p> <p>We will draw up a charging policy in case a guest's illness requires the cancellation of a future booking, either through the increased delay for cleaning or through the guest being unable to return home to self-isolate.</p>		<p>X</p>	
<p>Potential points of contamination</p>	<p>Virus transmission on hard-to-clean items in house used by successive guests</p>	<p>A minimum 72-hour gap between lettings allows time for the virus to become deactivated</p>	<p>Essential information will be provided before guests arrive by email, reducing the need to consult paper documentation.</p> <p>Games, leaflets and our visitors' book will be kept in a cupboard. Guests will be made aware of the 72-hour buffer, to allow them to make an informed decision over whether or not to use these items.</p> <p>Loose cushions and throws will be removed to reduce potential risk.</p>			<p>X</p> <p>X</p> <p>X</p>
<p>Incorrectly laundered bedding</p>	<p>Bacteria not killed off properly</p>	<p>A minimum 72-hour gap between lettings allows time for the virus to become deactivated</p>	<p>Guests will be asked to strip beds, including mattress and pillow protectors, and place bedding inside out in bin bags.</p> <p>Bedlinen, including mattress and pillow protectors, will be washed on the highest rated temperature for a full wash, and stored until at least the next changeover before reuse.</p>			<p>X</p> <p>X</p>
<p>Changeover clean</p>	<p>Contaminated accommodation / spread of COVID 19</p>	<p>A minimum 72-hour gap between lettings allows time for the virus to become deactivated</p>	<p>Guests will be asked to empty all bins.</p> <p>All changeover cleans will only be completed once the guests have left the property</p> <p>Appropriate protective clothing is available to cleaner</p> <p>All cleaning / maintenance procedures are adhered to and documented accordingly.</p>			<p>X</p> <p>X</p> <p>X</p> <p>X</p>
<p>Legionella</p>	<p>Infection of Legionella from standing water if the property has been lying empty</p>		<p>When the property has been left empty for an extended period, the whole water system will be flushed for two minutes or more.</p>			<p>X</p> <p>X</p>

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Notes on completion	
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