

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

Property Name

McKenzie Cottage

Date of Next Review:

01/08/2020

Date of Assessment

23/06/2020

Notes:

Assessment Carried out by

Richard and Morag Paton

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
<p>Person to person contact during COVID 19 pandemic (Host and guest)</p>	<p>Becoming infected with COVID19 and further spread the infection</p> <p>Contact with surface or airborne virus:</p> <p>Guests Host Cleaner service providers</p>	<p>Minimise contact between parties.</p> <p>Key safe access for self check in.</p> <p>Guests are not present during cleaning.</p> <p>Any issues needing a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency)</p> <p>Provide information on all aspects of the property for example:</p> <ul style="list-style-type: none"> ● When bin day is ● How the boiler works ● How to switch the heating on ● How the cooker works ● scope of the cleaning procedure; e.g. maps, books, DVDs, games etc. not touched by the cleaner. 	<p>Provide a pre-arrival/ departure pack for guests explaining procedures.</p> <p>Ensure all amenities packs are single packaged items</p> <p>Have an illness during stay reporting procedure and useful contact numbers in the property</p> <p>Post stay health questionnaire</p>	high		
<p>Cleaner not fit for work and infected with COVID 19</p>	<p>Could spread COVID 19 through cleaning within the property.</p> <p>Cleaner through infection.</p>	<p>The cleaner is fully aware of how to protect herself from infection and will inform us if she becomes unwell.</p>		high		

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<p>Cleaning regimes not effective/ ineffective cleaning materials used / Cleaning regimes not recorded</p>	<p>Contaminated accommodation / spread of COVID 19</p> <p>Contact with surface virus:</p> <p>Guests Host Cleaner service providers</p>	<p>The cleaner is well trained and understands cross contamination and risk of infection.</p> <p>The cleaner has:</p> <ul style="list-style-type: none"> ● the correct protective clothing, cleaning materials ● appropriate training <p>All electrical cleaning equipment is PAT tested.</p> <p>Guests are not present during any of the cleaning procedures.</p> <p>At the end of their stay guests are required to:</p> <ul style="list-style-type: none"> ● strip beds and place bedding into the provided laundry bags ● place all rubbish and recycling in the external bins ● ventilate the property 	<p>Create a cleaning plan and risk assessment that all cleaning staff must adhere to, clearly stating what is to be sanitised and what is to be disinfected.</p> <p>Create a cleaning and maintenance checklist that all cleaning staff must complete and leave in property for transparency.</p> <p>Cleaning standards checked periodically by the proprietor.</p> <p>Create a list of all cleaning products used and for what purpose.</p> <p>Changeover cleans will be done after the guests have left the property.</p> <p>Keep all documents on file.</p>	high		
<p>Interim clean for guests staying longer than one week.</p>	<p>Risk of contamination</p> <p>Guests Host Cleaner service providers</p>	<p>The cottage will be prepared in advance with a spare set of bed linen and towels for guests to change themselves.</p> <p>There will be no interim clean by an external person.</p>		high		

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Dealing with a guest who is unwell or infectious outbreak in your property	<p>The spread of an infection outbreak</p> <p>Contact with surface virus:</p> <p>Guests Host Cleaner service providers</p>	<p>Build into conditions the cost and requirements if a guest has to extend their stay through illness for self-isolation..</p>	<p>Place a document in the property outlining:</p> <ul style="list-style-type: none"> ● what to do if guest develops Covid-19 symptoms ● phone numbers: <ul style="list-style-type: none"> ○ NHS ○ proprietor ○ hospital ○ doctor <p>Phone guests to discuss and agree the way forward.</p> <p>If guests must extend their stay provide any appropriate support according to the circumstances.</p>	high		
Incorrectly laundered bedding and towels	<p>Contact with surface virus:</p> <p>Guests Host Cleaner service providers</p>	<p>Bed linen machine washed, tumble dried and ironed.</p> <p>Towels machine washed and tumble dried.</p>		high		
Legionella (If the cottage has been empty for two weeks or more)	<p>Infection of Legionella from standing water if the property has been lying empty.</p> <p>Guests Host Cleaner service providers</p>		<p>First flush the toilet, then let all taps run for two minutes or more to let both hot and cold water pass through.</p> <p>Flush the shower through If it has not been used for two weeks or more, disinfect the showerheads.</p>	high		

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<p>Notes on completion</p>	<p>The date of the next review may be brought forward if and when new advice becomes available.</p>
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