

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

Property Name

Coble Cottage

Date of Next Review:

1 August 2020

Date of Assessment

27 June 2020

Notes:

LM = Lorna McQueen

Assessment Carried out by

Lorna McQueen

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	At the point of balance confirmation, LM will include within the email/letter written procedures/guest charter.	Minimise contact between the two parties.			L
		LM will not undertake meet and greet, details will be in the balance confirmation email.	Provide a pre-arrival/ departure pack for guests explaining procedures.			L
		There will be no interim cleans undertaken in the cottage	Ensure guests are not present during interim cleans	H		
		All maintenance is undertaken during changeover with the exception of emergencies when guests would be requested to vacate the property for a short time.	Any issues requiring a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency)	H		
		Information will be placed in the guest information folder which will be wiped during each changeover	Provide a FAQ document on all aspects of the property for example: When bin day is How the boiler works How to switch the heating on How the cooker works		M	
		Amenities are in single packs	Ensure all amenities packs are single packaged items			L
		Information will be included in the guest info available from the website	Have an illness during stay reporting and useful contact numbers in the property		M	

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Cleaning regimes not effective / fit for purpose	Contaminated accommodation / spread koi COVID-19	LM to follow cleaning protocol and checklist to ensure property is fully sanitised and clean	<p>Ensure Cleaning protocol and checklist is fit for purpose</p> <p>Cleaning checklist is included in guest charter for transparency</p> <p>Any maintenance issues are dealt with immediately, replace broken with new where possible</p> <p>Use of PPE whilst cleaning with one room one use materials</p>	H	M	
Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded	Not cleaning or sanitising the property correctly	<p>LM a cleaning protocol will be provided to guests during confirmation of booking.</p> <p>Cleaning protocol will be published on Coble Cottage website</p>	<p>Put a cleaning requirement document together, clearly stating what should be sanitised within the property for example</p> <p>Touch points, door handles, banisters, surfaces, bathrooms</p> <p>What should be disinfected, floors, walls</p> <p>Ensure all cleaning materials are clean and fit for purpose</p>	H		

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Dealing with a guest who is unwell or infectious in your property	The spread of an infection outbreak	<p>LM to advise guests to leave the property immediately and return to their place of residency.</p> <p>Procedures including government guidance will be detailed within the guest charter.</p> <p>The guests to inform LM so that the correct cleaning protocols are adhered to.</p>	<p>Place a what to do if you suspect you as a guest are ill or have an infectious outbreak document in the property including relevant phone numbers and actions required</p> <p>Build into terms and conditions the cost and requirements if a guest has to extend their stay through illness for self-quarantine</p>	H		
Incorrectly laundered bedding	Bacteria not killed off properly	Laundry is outsourced and Guests will be requested to bag laundry prior to departure, bags are kept in outside, separate area for 72 hours before being given to Laundry, agreement met that all linen will be washed on a full 60 degree cycle	Use cotton/ linen bedding and wash on a full 60 degree wash cycle (not a quick wash)		M	
Changeover clean	Contaminated accommodation / spread of COVID 19	<p>Guest will vacate the property to ensure enough time to fully clean and sanitise the cottage</p> <p>Cleaning protocol published on cottage website, correct cleaning materials spec to EN14476 used for cleaning</p>	<p>All changeover cleans can only be completed once the guests have left the property</p> <p>All cleaning / maintenance procedures are adhered to and documented accordingly</p>	H		
Legionella	Infection of Legionella from standing water if the property has been lying empty	The cleaning protocol is published on the website.	<p>Flush the whole water system for two minutes or more. First flush your toilet, then let the kitchen taps and the hand basin taps run for two minutes or more to let both hot and cold water pass through.</p> <p>Flush the shower through If your shower has not been used for two weeks or more, disinfect the showerhead. The showerhead should be removed and the shower run for two minutes. The showerhead should be disinfected before being re-fitted by immersing for at least an hour in any solution designed for cleaning baby feeding bottles (e.g. Milton). Showerheads should be regularly disinfected about four times a year. let any other taps run for two minutes.</p>	H		

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Notes on completion	
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