

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

Property name	Three Gates farm	Date of next review	27 August 2020
Date of assessment	27 July 2020	Notes	
Carried out by	J Ball		

What are the hazards?	Who might be harmed and how?	Actions/ risk controls	Risk Factor urgency		
			High	Med	Low
Person to person contact during COVID 19 pandemic	Host, guests, visitors, cleaners, handyman	<p>Guests, visitors and staff to self-certify</p> <p>Communicate and practice social distancing at all times from meet and greet onwards. On site communications via emails, phone</p> <p>Provide PPE for any staff and communicate social distancing guidelines to guests and staff</p> <p>Provide pre-arrival information:</p> <ul style="list-style-type: none"> <li>- Arrival notes eg cottage access, keys, ETA etc.</li> <li>- Covid-related notes/ operating protocols</li> <li>- Soft copy cottage information folders</li> <li>- Disposable welcome pack incl. local map &amp; guide</li> <li>- Cleaning materials &amp; disinfectant in cottages</li> <li>- Advise to bring bedspreads, books, games, table tennis bats &amp; balls, outdoor games, swimming aids &amp; floats, Covid supplies (hand gel, disposable gloves, masks)</li> </ul> <p>Remove non-essential, difficult to sanitise items from cottages eg. information folders, leaflet folders, books, games, cushions etc.</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>Communicate protocols for illness during and after stay - reporting and useful contact numbers in info pack</p> <ul style="list-style-type: none"> <li>- Notification</li> <li>- Self-isolation / no use of shared facilities</li> <li>- Local NHS &amp; testing facilities</li> <li>- Key drop-off arrangements</li> <li>- Post stay notification if ill</li> </ul>			<p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p>

		<p><b>Common areas action plan</b></p> <p>Pool house:</p> <ul style="list-style-type: none"> <li>- Rota system for cottages sole use</li> <li>- Remove all chairs, pool floats &amp; toys</li> <li>- Guests to change and shower in cottages</li> <li>- Signage + hand gel at entrance door</li> <li>- Check &amp; maintain chlorine levels</li> <li>- Backwash regularly</li> <li>- Pool house cleaning regime</li> </ul> <p>Sauna, Fitness room, Games room:</p> <ul style="list-style-type: none"> <li>- Access restricted</li> <li>- Notify guests prior to arrival</li> </ul> <p>Laundry facility:</p> <ul style="list-style-type: none"> <li>- Hand washing facility</li> <li>- Signage</li> <li>- Instigate cleaning regime</li> </ul> <p>Play area and trampoline:</p> <ul style="list-style-type: none"> <li>- Open subject to adequate parental supervision</li> <li>- Signage re social distancing &amp; hand hygiene</li> <li>- Hand sanitizer point</li> </ul> <p>BBQ's:</p> <ul style="list-style-type: none"> <li>- Clean after use</li> <li>- TGF disinfect between users</li> </ul>			JB
Cleaner / handyman not fit for work and infected with COVID 19	Could spread COVID 19 through cleaning/ working within the property	<p>Agreed notification procedure - document for staff health / wellbeing</p> <p>Ensure adequate alternative cover in event of illness</p>		JB	JB

Cleaning regimes not effective / fit for purpose	Contaminated accommodation / spread of COVID 19	<p>Create a cleaning plan that all cleaning staff must adhere to</p> <p>Create a maintenance procedure - cleaning staff to notify any issues to be flagged and dealt with before the guests arrival</p> <p>Ongoing staff training to ensure knowledge, clear understanding, and skills of every task undertaken</p> <p>Cleaning standards checked before new arrivals</p> <p>All cleaning team members are given the correct PPE and training on how to use correctly and instructions on handwashing, PPE disposal and their well being</p>			<p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p>
Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded	Not cleaning or sanitising the property correctly	<p>Cleaning procedure and checklist, clearly stating what should be sanitised within the property for example touch points, door handles, banisters, surfaces, bathrooms</p> <p>Ensure all cleaning materials are adequate, clean and fit for purpose</p> <p>Ensure all cleaning equipment is PAT tested and fit for purpose and the being used in the correct way</p>			<p>JB</p> <p>JB</p> <p>JB</p>
Dealing with a guest who is unwell or infectious outbreak in your property	The spread of an infection outbreak	<p>Communicate 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>Video call/ call the guests to clearly understand the situation</p>			<p>JB</p> <p>JB</p>
Incorrectly laundered bedding	Bacteria not killed off properly	<p>Use cotton/ linen bedding and wash on a full 60 degree wash cycle (not a quick wash)</p> <p>Agree 60 degree washing requirements with external laundry</p> <p>All towels, kitchen cloths and oven gloves to be washed @ 60 degrees</p>			<p>JB</p> <p>JB</p> <p>JB</p>

Changeover clean	Contaminated accommodation / spread of COVID 19	<p>All changeover cleans can only be completed once the guests have left the property</p> <p>Cleaner has confirmed fit for work</p> <p>All PPE is available to cleaner</p> <p>All cleaning / maintenance procedures are adhered to and documented accordingly</p>			<p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p>
Legionella	Infection of Legionella from standing water if the property has been lying empty	<p>Flush the whole water system for two minutes or more.</p> <p>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.</p> <p>Remove showerhead 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).</p> <p>Showerheads should be regularly disinfected about four times a year.</p> <p>Finally, let any other taps run for two minutes.</p>			<p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p>