

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

Property Name	Greyfield Farm
Date of Assessment	19 th June 2020
Assessment Carried out by	Jackie Merry

Date of Next Review:	19 th June 2021 if still appropriate
Notes:	This risk assessment is to be used in conjunction with the procedures file.

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>Disinfected keys are left in the door for guests to let themselves in.</p> <p>If guests require assistance where possible this is done by phone, if entry to the property is required we request that the guests go out, if this is not possible distances are observed and PPE worn.</p> <p>Laminated instructions about departure etc are in the guest guides in all cottages.</p> <p>Ask guests to inform us if they have symptoms within 7 days of departure.</p> <p>Covered in detail in Section 7 and 10 of</p>	<p>Provide a FAQ document on all aspects of the property for example:</p> <p>When bin day is How the boiler works How to switch the heating on How the cooker works</p> <p>This will minimise any visit to the property</p>			/

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		procedures			
Cleaner / housekeeper not fit for work and infected with COVID 19	Could spread COVID 19 through cleaning within the property	<p>We are a small concern with only one cleaner, but there are others we can ask to come in if necessary. She will notify us of any illness or contact with potentially infected with covid people and alternatives will be made, using family or other cleaners.</p> <p>Masks, new gloves and aprons are provided to be worn while stripping beds and making them. Also for the final sanitising of the property after cleaning</p> <p>Covered in detail in section 9 of procedures</p>			/
Cleaning regimes not effective / fit for purpose	Contaminated accommodation / spread of COVID 19	<p>Guests are asked to open all windows before departure.</p> <p>Guests are asked to remove bedding and towels into dissolvable laundry bags that can go straight in the machine.</p>	<p>Create a cleaning checklist that all cleaning staff must fill in and leave in property for transparency</p> <p>Cleaning standards checked periodically by supervisors or external 3rd parties (e.g. accreditation)</p>		/

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		<p>These are collected using gloves, disposable aprons and masks and then washed according to the recommendations.</p> <p>Duvets and pillows are removed and stored for 72 hours before reuse.</p> <p>Soft furnishings and mattresses are treated using the hoover UV light vacuum, following their instructions. Mattress Protectors are washed (removable protectors that are on top of ziplock protectors)</p> <p>Low usage kitchen items have been removed and boxed, guests can collect a box of equipment, on request, which will be disinfected after they depart ready for reuse.</p> <p>Guests are asked to ensure all equipment is put through the dishwasher, this is</p>				
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		<p>repeated by the cleaner.</p> <p>A check list has been provided and followed by the cleaning staff that have been trained using the video and protocols discussed.</p> <p>See 2.4 and section 5 and 8.2 to 8.4 of procedures</p>			
<p>Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded</p>	<p>Not cleaning or sanitising the property correctly</p>	<p>A check list has been provided for the cleaners to follow.</p> <p>We have antiviral cleaner that is used throughout the properties, on the completion of the cleaning, all touch points are re-treated as the cleaner exits the property.</p> <p>See section 4 of procedures and 5.1, 5.2 and 8.2- 8.4</p>	<p>Ensure all cleaning equipment is PAT tested and fit for purpose and the being used in the correct way</p> <p>Put a health & safety file together with all cleaning products used and for what purpose, COSHH sheets if required, all previous cleaning / maintenance schedules for the accommodation and all risk assessments</p>	/	
<p>Dealing with a guest who is unwell or infectious outbreak in your property</p>	<p>The spread of an infection outbreak</p>	<p>The property has main door entrance and therefore they would be no further risk to neighbours, the</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>Video call/ call the guests to clearly understand the situation and if the guests</p>	/	

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		<p>guests should just follow standard self-care methods and in addition, refrain from putting out any rubbish. All rubbish should be double bagged and stored safely for 72 hours before being thrown out.</p> <p>Additional bedding can be provided is necessary, guests will be asked to wash their bedding in the cottage and dry them outside on the washing line, which all cottages have.</p> <p>The cottage will be left for 3 days after the guest has vacated, then will be thoroughly cleaned according to the cleaning schedule.</p> <p>Try to relocate others due to arrive, we have 4 cottages on site, so may have one empty, find an alternative location through our contacts, as a last report cancel their booking.</p>	<p>need to extend their stay and for how long</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> <p>Deliver, medicines, food supplies and extra cleaning materials to the outside of the property</p> <p>Place an emergency body fluid kit in the property for the guest to use in these circumstances</p>			
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		<p>More detail in section 10 of procedures.</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) with ample detergent.</p> <p>Bedding will be stored and rotated to allow time for bacteria to die.</p> <p>See section 6 of procedures</p>				/
Changeover clean	Contaminated accommodation / spread of COVID 19	<p>All changeover cleans are only completed once the guests have left the property. When possible the property is left for 72 hours prior to cleaning.</p> <p>If this is not possible the above protocols are followed.</p> <p>See section 6 and section 8.2 to 8.4 for cleaning regimes</p>	<p>Cleaner has filled out the fit for work document</p> <p>All cleaning / maintenance procedures are adhered to and documented accordingly</p>			/
Shared facilities	Cross contamination potential amongst guests	We are allowing use of the sauna and each cottage has instructions on how to use it during				/

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		<p>covid.</p> <p>All other shared facilities have been closed.</p> <p>See section 4.1</p>			
Legionella	Infection of Legionella from standing water if the property has been lying empty	<p>Our properties have been in constant use for essential workers, if empty for a period the clean happens closer to re-occupancy and therefore all taps showers etc are run through as part of the cleaning process.</p> <p>But, If a cottage has not been occupied for over 2 weeks we will -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>See section 8</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.</p>		/

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Notes on completion

It should be noted that this risk assessment was written when we had the 2 metre rule (1 meter in certain circumstances) and 14 day isolation at the property, although there is a distinct chance that this will change in the near future

We have completed a covid-19 procedures file, referenced previously, and we have all completed or watched the online training. Beth has been certificated. The procedures folder has been provided to all staff and family to read.