

# Covid-19 Risk Assessment for Self-Catering Holiday Accommodation

Property Name

The Old Forge, West Lutton

Date of Next Review:

16/07/20

Date of Assessment

16/06/20

Notes:

Assessment Carried out by

Caroline Bradshaw

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><b>Person to person contact during COVID 19 pandemic</b></p>	<p>Guests &amp; Staff could become infected with Covid-19 and further spread the infection.</p>	<p>Providing a digital handbook which guests can access before arrival explaining enhanced procedures for check in &amp; check out.</p> <p>Key lock box installed for contactless check in &amp; check out.</p> <p>Ensuring welcome staff remain 2 m distance from guests at all times &amp; providing PPE.</p> <p>Encouraging guests to contact the host by mobile phone with any questions or if problems occur to minimise contact.</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>Providing a digital handbook which contains all information needed about the property and recommendations for local attractions, places to eat etc. thus minimising the need for unnecessary literature in the cottage.</p> <p>Providing a digital handbook which includes details of the procedures for contacting medical professionals in case of emergency and if a member of the party is feeling unwell.</p>	<p>Send a health questionnaire to be sent to guests due to arrive.</p> <p>Leave a post stay health questionnaire in the property for guests to complete.</p>			

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<p><b>Cleaner not fit for work and infected with COVID 19</b></p>	<p>Guests &amp; Other Staff could become infected with Covid-19 introduced to the property by the cleaner during cleaning.</p>		<p>Ask cleaners to confirm they are 100% healthy before going in to clean.</p> <p>Develop a back-up plan if cleaners can't attend due to illness.</p>			
<p><b>Cleaning regimes not effective or fit for purpose</b></p>	<p>Guests &amp; Staff becoming infected with Covid-19 and further spreading the infection after encountering the virus via accommodation which has not been cleaned or sanitised properly.</p>	<p>Providing cleaners with a Cleaning Plan which they must adhere to.</p> <p>Providing cleaners with a Cleaning Checklist which must be completed &amp; signed during every changeover.</p> <p>Asking cleaners to note any maintenance issues which need addressing and the level of urgency (High, Med or Low) with which they need to be addressed.</p>	<p>Ensure cleaning standards are checked periodically by supervisors.</p> <p>All cleaning team members to be given the correct PPE and training on how to use correctly and instructions on handwashing, PPE disposal and their well being</p>			
<p><b>Incorrect or ineffective cleaning materials used &amp; cleaning regimes not recorded.</b></p>	<p>Guests &amp; Staff becoming infected with Covid-19 and further spreading the infection after coming into contact with the virus via contaminated accommodation which has not been cleaned or sanitised properly.</p>		<p>Put a cleaning requirement document together, clearly stating what should be sanitised within the property for example:</p> <p>Define all high touch points that must be disinfected on every turnaround – eg: door handles, surfaces, bathrooms</p> <p>Ensure all cleaning materials are clean and fit for purpose.</p> <p>Put a health &amp; 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>			

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<p><b>Dealing with a guest who is unwell or infectious outbreak in your property</b></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 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>Build a relationship with fellow property owners (buddy system) to see if arriving guests can be relocated into one of these properties if original booking cannot be fulfilled due to guest illness</p> <p>Deliver clean linen and linen bag for the guests to place used linen in (leave this in the property)</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>			
<p><b>Incorrectly laundered bedding</b></p>	<p>Guests &amp; Staff could become infected with Covid-19 and further spread the infection due to the virus not being eliminated during washing.</p>	<p>Using cotton/ linen bedding and wash on a full 60 degree wash cycle (not a quick wash)</p>				
<p><b>Changeover clean</b></p>	<p>Guests &amp; Staff could become infected with Covid-19 and further spread the infection due to the virus not being eliminated during cleaning.</p>	<p>All changeover cleans can only be completed once the guests have left the property</p>	<p>Cleaner should fill out the fit for work document</p> <p>All PPE should be available to cleaner</p> <p>All cleaning &amp; maintenance procedures should be adhered to and documented accordingly.</p>			
<p><b>Legionella</b></p>	<p>Infection of Legionella from standing water if the property has been lying empty</p>		<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>			

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			<p>Flush the shower through if your shower has not been used for two weeks or more, disinfect the showerhead.</p> <p>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> <p>Finally, let any other taps run for two minutes.</p>			
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Notes on completion	
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