

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

Property Name: Kirkennan Estate Holiday Cottages  
 Date of Assessment: 14<sup>th</sup> August 2021  
 Assessment Carried out by: Jennifer Chapman

Date of Next Review: Next time government guidelines change  
 Notes:

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
<b>Person to person contact during COVID 19 pandemic (Host and guest)</b>	Host and guests	Keys placed in safe place for guests to pick up.	Guests will be sent detailed information about how to access property and other important information before arrival			JC
	Becoming infected with COVID19 and further spread the infection	'Meet and greet' outside at 2m distance  When meeting guests around the Estate gardens 2m distance will be observed.  Full instructions left in cottage	Email to be sent to arriving guests to remind them the importance of ensuring they are fit to travel and what to do if they become sick and/or are informed they must self-isolate whilst at the cottage.  Masks and social distancing will be observed for any maintenance visits  Note for guests to ask them to: <ul style="list-style-type: none"> <li>- Strip beds and bag bedding</li> <li>- Ventilate rooms on leaving</li> <li>- Remove rubbish</li> </ul>		JC	JC
<b>Cleaner / housekeeper not fit for work and infected with COVID 19</b>	Could spread COVID 19 through cleaning within the property		Cleaners to confirm they have no COVID symptoms before going into clean.  Develop a back up plan if cleaners can't attend due to illness.	JC MB		

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<p><b>Cleaning regimes not effective / fit for purpose</b></p>	<p>Contaminated accommodation / spread of COVID 19</p>	<p>JC has taken training on cleaning and changeovers post COVID</p> <p>Carry out cleaning risk assessment to confirm how to disinfect each surface type and ensure appropriate products/equipment is in property. Define all high touch points that must be disinfected</p> <p>Developed check list for the cleaners to work through depending on the level of the clean: Green/amber/red. Includes section for cleaner to indicate fit to work.</p>	<p>Run through cleaning risk assessment with cleaners.</p> <p>Ensure cleaning staff are well trained and understand cross contamination and risk of infection.</p> <p>Remove unnecessary items to reduce cleaning required: cushions on beds and bed coverings, cards people have sent us etc.</p> <p>Ensure cottages are ventilated before, during and after cleaning</p>	<p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p>	<p>JC</p>	
<p><b>Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded</b></p>	<p>Not cleaning or sanitising the property correctly</p>	<p>Health &amp; safety file with risk assessments</p> <p>Changeover cleans only take place after the guests have left the property</p>	<p>Health and safety file to be updated with details of cleaning products used and for what purpose, and cleaning / maintenance schedules for the accommodation</p> <p>Ensure all cleaning materials are clean and fit for purpose</p> <p>All cleaning / maintenance procedures to be adhered to and documented accordingly</p> <p>Ensure all cleaning equipment is PAT tested and fit for purpose and is being used in the correct way</p>	<p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p>		

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<b>Dealing with a guest who is unwell or infectious outbreak in your property</b>	The spread of an infection outbreak		Place a 'what to do if you suspect you as a guest are ill' document in the property including relevant phone numbers and actions required			JC
			Video call/ call the guests to clearly understand the situation and if the guests need to extend their stay and for how long. If guest can safely return home whilst following government guidelines encourage this.			JC
			Build into terms and conditions the cost and requirements if a guest has to extend their stay through illness or self-quarantine			JC
			Try to find alternative accommodation for arriving guests if original booking cannot be fulfilled due to guest illness			JC
			Deliver clean linen and linen bag for the guests to place used linen in (leave this in the property)			JC
			Deliver, medicines, food supplies and extra cleaning materials to the outside of the property			JC
<b>Incorrectly laundered bedding</b>	Virus not eliminated		All bedding washed with detergent and left at least 72 hours before being reused.		JC	
<b>Transmission outwith the cottage but within the Estate</b>	Transmission between guests when walking around the Estate		Easy open catch for Jocks wood gate	MB		
			Instructions for guests for only one cottage to use riverside hut or bird hide at a time. Hand sanitiser available in both	JC		
			Table tennis bats available on request then sterilised/quarantined between guests			JC

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<p><b>Legionella</b></p>	<p>Infection of Legionella from standing water if the property has been lying empty</p>	<p><b>If cottage empty for at least a week:</b> Run water from both hot and cold supplies through the shower hose and showerhead for two minutes. To ensure no spray escapes from the showerhead, run it through a bucket of water or full bath.</p> <p><b>If cottage empty &gt; 2 weeks</b> Flush toilet with lid down. Then run all taps for 2 minutes. The showerhead is then removed and the shower run for two minutes. The showerhead is disinfected before being re-fitted.</p> <p><b>Four times a year:</b> Disinfect shower head</p> <p>NB there is no hot water storage tank within Woodsedge, or The Mews. The hot water tank at The Lodge is set to heat up above 60' periodically to guard against legionella.</p>	<p>Develop a maintenance form for Legionella to put in H&amp;S file</p>		<p>JC</p>	
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<p>Notes on completion</p>	<p>All further action points have now been implemented.</p>
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