

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

Property Name	Kirkennan Estate Holiday Cottages	Date of Next Review:	15 <sup>th</sup> July 2020
Date of Assessment	26 <sup>th</sup> June 2020	Notes:	Communal area may be reopened at this point.
Assessment Carried out by	Jennifer Chapman		

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 (Host and guest)</b></p>	<p>Host and guests</p> <p>Becoming infected with COVID19 and further spread the infection</p>	<p>Disinfected keys placed in safe place for guests to pick up.</p> <p>‘Meet and greet’ by mobile phone rather than in person</p> <p>When meeting guests around the Estate gardens 2m distance will be observed.</p> <p>Full instructions left in cottage</p>	<p>Guests will be sent detailed information about how to access property and other key information before arrival</p> <p>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.</p> <p>Any issues needing a maintenance visit will be arranged when guests are out of the property where possible (unless an emergency)</p> <p>Note for guests to ask them to:</p> <ul style="list-style-type: none"> <li>- put on dishwasher with full load and leave items in it</li> <li>- strip beds and place bedding in bag</li> <li>- put any games used in quarantine box</li> </ul> <p>Provide box in which to place ‘quarantined’ items to be cycled between guests e.g games</p> <p>Make second set of cottage instructions and rotate them</p>	<p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p>	<p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p>	<p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p>

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<p><b>Cleaner / housekeeper not fit for work and infected with COVID 19</b></p>	<p>Could spread COVID 19 through cleaning within the property</p>		<p>Cleaners to confirm they have no COVID symptoms before going into clean.</p> <p>Develop a back up plan if cleaners can't attend due to illness.</p>	<p>JC MB  JC</p>		
<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 – eg: door handles, surfaces, bathrooms and items that needed to be swapped if last guests left &lt;48 or &lt;72 hours</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>All cleaning team members to be given the correct PPE and training on how to use correctly and instructions on handwashing, PPE disposal/disinfecting and their well being</p> <p>Remove unnecessary items to reduce cleaning required: cushions on beds and bed coverings, cards.</p>	<p>JC  JC  JC  JC</p>		

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<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 the 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>	Bacteria not killed off properly		All bedding left bagged for 72 hours before being laundered.		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 on how to open gates without touching		JC	
			Instructions for guests remember to keep both themselves and their dogs 2m distance from other guests and not to use riverside	JC		

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			hut, bird hide before 15 <sup>th</sup> July, large black gate into garden or enter greenhouse.			
			Table tennis bats available on request then sterilised/quarantined between guests			JC
<b>Legionella</b>	Infection of Legionella from standing water if the property has been lying empty	<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>	Develop a maintenance form for Legionella to put in H&S file		JC	

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Notes on completion	
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