

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

Property Name	Kirkennan Estate Holiday Cottages	Date of Next Review:	27 th Sept 2020
Date of Assessment	27 th June 2020	Notes:	
Assessment Carried out by	Jennifer Chapman		

RISK ASSESSMENT DIFFERENT SURFACES

Green clean – cottage empty >72 hours

Amber clean – cottage empty <72 hours

Red clean – known COVID 19 case. Cottage should be left empty 72 hours before cleaning

How long Coronavirus can last on different surfaces

Surface Type	Still present	No longer present
Air		2-3 hours
Paper & Tissue	30 min	3 hours
Wood, cloth and cardboard	1 day	2 days
Glass	2 days	4 days

What are the Hazards?	Specific surfaces	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
Hard surfaces Green: Normal clean Amber: Normal clean plus disinfect	Kitchen worktop Door handles and door frames where hand contact is likely throughout Light switches throughout Bannister keys, door handle coffee tables, bedside tables Lamp switches (bedside lights and standard lamps) TV remote and Wifi Router Dining chairs – backs, sides and front of seat. Window handles throughout.	Cleaning at each changeover	Amber: Increase process to clean and then disinfect. Red: clean and disinfect all hard surfaces Use food safe product in the kitchen.			
Soft furnishings	Sofas – arms of sofas Curtain pull points Bed cushions		Amber: Mist over with disinfectant at each turnover Remove cushions and throw from beds for next 3 months			

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	<p>Bed Runners / throws</p> <p>Sofa cushions</p> <p>Mattress and Pillow Protectors</p> <p>Pillows and duvets</p>		<p>Amber: rotate with spares</p> <p>Amber: Change</p> <p>Pillows to be reduced to 1 per head space, with spares (made up and ready for use) in wardrobes.</p> <p>Amber: Used pillows and duvets to be rotated if <48 hours between guests</p>			
Kitchen Appliances etc	<p>Toaster, Kettle, oven controls and door handle, microwave controls, fridge door handle, washing machine controls and handle, cupboard door handles</p> <p>Saucepan handles & Lids</p> <p>Tea, coffee and sugar canisters</p> <p>Knives & utensils Glasses, mugs & cutlery.</p>		<p>Amber: Spray Food Safe disinfectant onto a cloth and apply liberally to all controls, door handles at every turnaround.</p> <p>As above</p> <p>Make up spare set and rotate</p> <p>Request guests to fill dishwasher last time use and not empty it. Advise guests to wash any other items before use</p>			
Bathrooms	<p>Toilet seat & Flush, Sink front and taps. Shower door handles and shower controls. Bathroom door handles and lock (both sides)</p>		<p>Amber: Spray disinfectant onto cloth and disinfect.</p>			
Floors	<p>Floors throughout the property</p>	<p>Floors vacuumed. Kitchen and bathrooms steam cleaned.</p>	<p>Amber: All hard floors to be vacuumed and steam cleaned</p>			
Information and games etc	<p>Leaflets</p> <p>Games and books</p> <p>Information file & guest book</p>		<p>To be left – Coronavirus only active on paper for 3 hours</p> <p>Most guests don't use. Quarantine system where guests asked to place used items in box to be removed for subsequent guests.</p> <p>Amber: Make second copy and switch between guests</p>			
Air	<p>Inside air when cleaners go in.</p>		<p>If possible wait more than 3 hours to enter cottage</p> <p>Otherwise ask guests to open windows before leaving</p>			

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<p>Notes on completion</p>	
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