

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

Property Name	Hope Park Farm Holiday Cottages	Date of Next Review:	September 21
Date of Assessment	23/6/2020 reviewed July 21	Notes:	
Assessment Carried out by	Jo Longstaff		

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
Risk of future contamination Preparing the cottages for reopening	Future guests and owner	Remove books, games, magazines and DVD's Remove bed cushions and any other high touch decorative items Remove kitchen essentials such as tea, coffee, sugar, salt, pepper. Oil. Herbs & spices	Tea coffee sugar now replaced			✓
Person to person contact during COVID 19 pandemic Becoming infected with COVID19 and further spread the infection	Guests and owner	Designated car parking spaces. Cottage front doors are not next to each other Self check-in Provide hand sanitiser, anti-viral spray and wipes in both cottages Provide electronic Guest Information to replace information folder in cottage Any issues needing a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency)	Continue to Remind guests and visitors of the need to social distance at all times. Hard copy guest info folders now back in cottages as well as available online			✓
Owner not fit for work and infected with COVID 19 Could spread COVID 19 through cleaning within the property	Guests	Have an alternative cleaning person on standby				✓
Cleaning regimes not effective / fit for purpose Contaminated accommodation / spread of COVID 19	Guests and owner	Cleaning plan/checklist adhered to and is available to view in cottages Correct protective clothing worn during cleaning and disposed of correctly				✓
Incorrect / ineffective cleaning materials used	Guests and owner	cleaning plan/checklist in place, clearly stating what should be sanitised within the				✓

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		property eg Touch points, door handles, banisters, surfaces, bathrooms				
Dealing with a guest who is unwell or infectious outbreak in the property	Other guests and owner	<p>Guests must notify the owner, vacate the property and self-isolate at home</p> <p>'What to do if you suspect you as a guest are ill or have an infectious outbreak' document in each property including relevant phone numbers and actions required</p> <p>Cottage to be closed for Gov recommended period of time after outbreak and deep cleaned. Any future guests affected to be contacted</p>			✓	
Infection risk - Changeover clean Contaminated accommodation / spread of COVID 19	Guests and owner	<p>All changeover cleans can only be completed once the guests have left the property</p> <p>All protective clothing is available to the owner</p> <p>All cleaning / maintenance procedures are adhered to</p> <p>Clean exterior garden furniture at every changeover</p>			✓	
Infection risk - Incorrectly handled and laundered bedding Bacteria not killed off properly	Guests and owner	<p>Leave all laundry bagged for 72 hours before handling.</p> <p>Launder all towels and bed linen including pillow and mattress protectors at 60 degree cycle</p>				✓
Legionella Infection of Legionella from standing water if the property has been lying empty	Guests and owner		<p>Prior to reopening and if property has not been used for two weeks or more: Regularly flush the whole water system for two minutes or more. First flush the 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. Flush the shower through. Finally, let any other taps run for two minutes.</p> <p>If the 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</p>			✓

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			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.			
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Notes on completion	<p>Review 1.8 2020 Review Nov 2020 Review April 2021 Review July 2021 – No changes deemed necessary in view of continuing rising infections Review Sept 21</p>
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