

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

Property Name

Middle Coombe Farm & Allensdown Barn

Date of Next Review:

22nd July 2020

Date of Assessment

22nd June 2020 *Updated 2 July for Pools*

Notes:

Then every month there after

Assessment Carried out by

Angela Malyon & Clydie Raines

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
Person to person contact during COVID 19 pandemic (Host and guest)	Becoming infected with COVID19 and further spread the infection		Health Questionnaire sent to lead guest and requested that they forward it onto to each household for completion and returned to us before guests due to arrive			X
		Encourage exclusive rental were possible	If not Minimise contact between the two parties in communal areas.		X	
		PPE is provided for all staff	Provide PPE for any welcome staff and ensure guests and welcome staff understand social distancing guidelines. Keys to be left in front doors.			X
		Provide 'Covid Guidance for our guests' document explaining arrival and departure procedures in pre arrival email sent to lead guest and asked to pass on to all households.	Ensure that this has be read and past on to all guests			X
			Ensure guests are not present during interim cleans – N/A			X
			Any issues needing a maintenance visit to be arranged when guests are out of the property where possible N/A			X
			In case of emergency PPE would be provided by us		X	
		Pre arrival Guest information document provided	Whlie you stay Guest information document to be drawn up by 4 th July			X
			This will minimise any visit to the property – N/A			X

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

		<p>Welcome Cream Teas will be left in original packaging</p> <p>Emergency Numbers provided by Telephone on wall.</p>	<p>Ensure fresh gloves used to put them out</p> <p>Ensure cleaned in between to parties</p> <p>Request to be informed if anyone guest become ill after they stay to be added to 'Follow up/Trip advisor email'.</p>			<p>X</p> <p>X</p> <p>X</p>
--	--	--	---	--	--	----------------------------

Cleaner / housekeeper not fit for work and infected with COVID 19	Could spread COVID 19 through cleaning within the property	Fit to work questionnaire has been sent to all cleaning staff and they have been asked to complete and email to us the day before they are due to work.	Ensure that these are being fill in and sent back to us before arrival.		X	
Cleaning regimes not effective / fit for purpose	Contaminated accommodation / spread of COVID 19	<p>Additional cleaning tasks have been added to existing cleaning checklist already in place ie Touch points, door handles, banisters, surfaces, bathrooms, Lamps & light switches</p> <p>We have signed up to VisitEngland Accreditation for Cleaning standards checked periodically by supervisors or external 3rd parties</p> <p>All cleaning team members are given the correct PPE and training on how to use correctly and instructions on handwashing, PPE disposal and their well being</p>	<p>Check all tasks are being checked off</p> <p>Ensure all requirements meet</p>			<p>X</p> <p>X</p> <p>X</p> <p>X</p>
Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded	Not cleaning or sanitising the property correctly	Purchase of Peritab cleaning solution as recommended by Southwest tourism alliance	Ensure used within 24hrs of mixing and to be used on all surfaces, floors, touch points, door and soft furnishing. Everything will be cleaned with this solution.			X

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

		Ensure all cleaning equipment is PAT tested and fit for purpose and the being used in the correct way	Tested and check annually			X
--	--	---	---------------------------	--	--	---

Dealing with a guest who is unwell or infectious outbreak in your property	The spread of an infection outbreak	<p>Sending in advance of stay the Health questionnaire form for guests to complete and send back to us the day prior to their arrival.</p> <p>Sending in advance of stay a procedures list of " what to do if suspected Corona Virus" and keep that with them at all times – all information taken from government guidelines online and all links provided</p>	<p>Refer guests to the document provided re "What to do if you suspect you have Corona Virus"</p> <p>Brief summary :</p> <p>Immediately, inform the property owner by phone Self-Isolate to minimise transmission Request a test - all other guests should also request a test as they all have been isolating together. If confirmed COVID return home if safe to do so, and if possible drive yourself only, continue self-isolation, then Household isolation and social distancing all as per the document above.</p> <p>Anyone who has tested positive inform us of what room that person slept in, remove all bedding, duvets, pillows and destroy. Do all the cleaning as per our protocols and guidance.</p>	X		
				X	X	
Incorrectly laundered Towels	Bacteria not killed off properly	Cotton Towels used and will be washed on full 60 degree wash cycle	Ensure clean gloves are worn when moving from washing machine to drier and then to houses			X
		PPE will be worn whlie placing the clean towels out in the rooms	Ensure this is being done			X

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

<p>Incorrectly laundered bedding</p>	<p>Bacteria not killed off properly</p>	<p>Cotton bedding used and will be sent away to be professionally wash on a full 60 degree wash cycle. Laundry bag to be washed in same way for returning bedding</p>				<p>X X</p>
<p>Changeover clean</p>	<p>Contaminated accommodation / spread of COVID 19</p>		<p>All changeover cleans can only be completed once the guests have left the property</p> <p>Cleaner has filled out the fit for work document</p> <p>All PPE is available to cleaner</p> <p>All cleaning / maintenance procedures are adhered to and documented accordingly</p>			
<p>Swimming Pool and Garden</p>	<p>Contaminated accommodation / spread of COVID 19</p>	<p>Sun loungers, tables & chairs all removed</p> <p>Changing Hut Not in use.</p> <p>Showers Not in use</p> <p>Pool - Houses rented separately - An Every other day rota applied and wipe down gate & pool steps once area locked up for the night</p> <p>Hot Tub – To use by Farmhouse guests (Holiday bubble)</p> <p>Hot tub – Clean and change water in between lets</p> <p>Test and record pool & hot tub daily</p>	<p>Check weekly - still locked away</p> <p>Check weekly - still locked</p> <p>Check weekly – still locked</p> <p>Ensure check list used</p> <p>Ensure records are keep of reading & treatment</p>		<p>X X X X X</p>	<p>X X X X X</p>
<p>Games Room</p>	<p>Contaminated accommodation / spread of COVID 19</p>	<p>Removed all small games</p> <p>Houses rented separately - An Every other day rota - wipe down all touch points, door</p>	<p>Check weekly - still locked away</p> <p>Ensure checklist filled in</p>			

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

		handles, light switches, and the two large games set up i.e. pool table and tennis table, plus the balls and bats and pool cues once locked up for night.				
Legionella	Infection of Legionella from standing water if the property has been lying empty	<p>Flush the whole water system for two minutes or more. 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> <p>Flush the shower through If your 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 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>	Only need to be done before first guests but will repeated if houses are left empty again for 2 weeks			X

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

<p>Notes on completion</p>	<p>We are following all the guidelines as per the government and will fulfil everything as best we can to ensure safety is paramount for all guests, staff and owners.</p>
----------------------------	--