

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

Property Name	Taverner & Colborne	Date of Next Review:	15/06/2021
Date of Assessment	15/06/2020	Notes:	
Assessment Carried out by	David King		

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>Becoming infected with COVID19 and further spread the infection</p>	<p>No contact between Host or staff with guests. Self-check-in provided.</p> <p>Contact between parties only in emergency.</p> <p>House User manual provided covering all aspects of the property for example:</p>	<p>Health questionnaire emailed to arriving guests confirming they have no Covid symptoms.</p> <p>Ensure guests are not present during interim cleans</p> <p>Any issues needing a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency)</p> <p>If guest has any Covid symptoms during their stay, they will be asked to report it and leave property as soon as possible.</p>		<p>Risk before</p>	<p>Risk after</p>
<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>Ask cleaner to confirm they have no symptoms prior to each clean.</p>		<p>Risk before</p>	<p>Risk after</p>
<p><b>Cleaning regimes not effective / fit for purpose</b></p>	<p>Contaminated accommodation / spread of COVID 19</p>	<p>We have a cleaning checklist that all cleaning staff must adhere to.</p> <p>Cleaning staff text host to confirm cleaning has been carried out according to check list.</p>	<p>Request guests to strip their own beds and leave in plastic bag or pillow case.</p> <p>Ensure cleaning staff wear clean rubber gloves when entering the house and during cleaning.</p> <p>Create a revised cleaning checklist due to Covid that all cleaning staff must fill in and leave in property for transparency.</p> <p>Ensure cleaning staff have a copy of recommended guidelines for cleaning.</p> <p>All cleaning team members are given a copy of the recommended guidelines for PPE and how to use correctly and instructions on handwashing, PPE disposal.</p>	<p>Risk before</p>		<p>Risk after</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>Put a cleaning requirement document together, clearly stating what should be sanitised within the property for example</p> <p>Touch points, door handles, banisters, surfaces, bathrooms</p> <p>What should be disinfected, floors, walls</p> <p>Ensure all cleaning materials are clean and fit for purpose</p>	<p>Risk before</p>		<p>Risk after</p>
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<p><b>Dealing with a guest who is unwell or infectious outbreak in your property</b></p>	<p>The spread of an infection outbreak</p>		<p>Place a what to do if you suspect you as a guest are ill or have an infectious outbreak document in the property including relevant phone numbers and actions required</p> <p>Video call/ call the guests to clearly understand the situation and ask the guest to leave as soon as possible. Check if the guests is too unwell to travel home and need to extend their stay and if so for how long</p> <p>Build into terms and conditions the cost and requirements if a guest has to extend their stay through illness for self-quarantine</p> <p>Build a relationship with fellow property owners (buddy system) to see if new arriving guests can be relocated into one of these properties if original booking cannot be fulfilled due to guest illness</p> <p>Arrange deliver clean linen and linen bag for the guests to place used linen in (leave this in the property)</p> <p>Arrange deliver, medicines, food supplies and extra cleaning materials to the outside of the property</p> <p>Place an emergency body fluid kit in the property for the guest to use in these circumstances</p>	<p>Risk before</p>	<p>Risk after</p>	
<p><b>Incorrectly laundered bedding</b></p>	<p>Bacteria not killed off properly</p>	<p>Use cotton/ linen bedding and wash on a full 60 degree wash cycle (not a quick wash)</p>	<p>Ensure cleaners was as previously instructed.</p>			<p>Risk before and After</p>
<p><b>Changeover clean</b></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 verified they are fit for work</p> <p>All PPE is available to cleaner</p>	<p>All cleaning / maintenance procedures are adhered to and documented accordingly</p>			<p>Risk before and After</p>
<p><b>Legionella</b></p>	<p>Infection of Legionella from standing water if the property has been lying empty for 2 weeks or more.</p>	<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</p>				<p>Risk before and After</p>

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		<p>and cold water pass through. 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>				
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Notes on completion	
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