

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

Property Name	No 5 The Mews, Harlyn Bay	Date of Next Review:	
Date of Assessment	23 June 2020	Notes:	Review in 3 months or if Government Guidelines change
Assessment Carried out by	Teresa Heritage (owner)		

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 (all matters considered are of high importance) Risk relates to potential contamination			
				<table border="1"> <tr> <td>High</td> <td>Medium</td> <td>Low</td> </tr> </table>	High	Medium	Low
High	Medium	Low					

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<p>Cleaner / housekeeper not fit for work and infected with COVID 19</p>	<p>Could spread COVID 19 through cleaning within the property</p>	<p>Considered with the Agent.</p> <p>The Agent employs the cleaning staff, so check his procedure for staff's health and wellbeing and engagement of a professional company to disinfect the entire property.</p>	<p>A cleaning check list has been prepared for completion after every change over, therefore if an temporary cleaner has to be used he/she will be familiar with the procedures to be followed, especially in relation to what to do if a guest does contract Covid.</p>	<p>X</p>		
<p>Cleaning regimes not effective / fit for purpose</p>	<p>Contaminated accommodation / spread of COVID 19</p>	<p>Cleaning check list devised and discussed with the Agent.</p> <p>Have checked with Agent that cleaning staff are all appropriately trained.</p> <p>Viricidal cleaning products containing EN14476 purchased, per PAS standards</p>	<p>Create a cleaning checklist that all cleaning staff must adhere to and fill in and leave in property for transparency</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>X</p> <p>X</p>		
<p>Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded</p>	<p>Not cleaning or sanitising the property correctly</p>		<p>Cleaning check list in place specifying for instance what should be sanitised. Check list attached.</p> <p>All cleaning materials are clean and fit for purpose and contain E14476</p> <p>Ensure all cleaning equipment is PAT tested and fit for purpose and the being used in the correct way</p>	<p>X</p> <p>X</p> <p>X</p>		

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<p>Dealing with a guest who is unwell or infectious outbreak in your property</p>	<p>The spread of an infection outbreak</p>		<p>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 will be placed in the property and also sent to the guest prior to commencement of the holiday.</p> <p>Deliver clean linen and linen bag for the guests to place used linen in (leave this in the property)</p> <p>Deliver, medicines, food supplies and extra cleaning materials to the outside of the property</p>	<p>X</p> <p>X</p> <p>x</p>		
<p>Incorrectly laundered bedding</p>	<p>Bacteria not killed off properly</p>	<p>New and additional mattress and pillow protection covers have been purchased.</p>	<p>Guests will be asked to strip their own beds and put dirty linen into a sealed plastic bag. Towels will be placed in sealed bags too.</p> <p>Use cotton/ linen bedding and wash on a full 60 degree wash cycle (not a quick wash)</p>	<p>X</p> <p>x</p>		
<p>Changeover clean</p>	<p>Contaminated accommodation / spread of COVID 19</p>	<p>Change over has been discussed with the Agent and protocol set in place.</p>	<p>Guests requested to leave windows open when leaving the property at the end of their stay.</p> <p>All changeover cleans can only be completed once the guests have left the property</p> <p>All PPE is available to cleaner</p> <p>All cleaning / maintenance procedures are adhered to and documented accordingly</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>		

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<p>Legionella</p>	<p>Infection of Legionella from standing water if the property has been lying empty</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 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>	<p>X</p> <p>X</p> <p>X</p>		
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Notes on completion	
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