

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

Property Name **HELSBURY PARK**
 Date of Assessment **24/06/2020**
 Assessment Carried out by **L Wilson**

Date of Next Review: **01/09/2020**
 Notes:

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	<p>Guests use key box entry, there is no contact required.</p> <p>Cleaners will only enter the property once empty.</p>	<p>Minimise contact between the two parties.</p> <p>Provide a pre-arrival / departure pack for guests explaining procedures.</p> <p>Add welcome pack information to web site</p> <p>Ensure guests are not present during 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>Contact details provided for issues and queries.</p> <p>Restrict access to communal areas such as pool, office, gym and sauna</p>			<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Cleaner / housekeeper not fit for work and infected with COVID 19	Could spread COVID 19 through cleaning within the property	All cleaners are contactable via phone / text	Create an ongoing system for checking staff health / wellbeing			✓
Cleaning regimes not effective / fit for purpose	Contaminated accommodation / spread of COVID 19	<p>Reduced soft furnishings</p> <p>Removed DVDs, books, games and jigsaws</p> <p>Reduced ornaments</p> <p>Reduced kitchenware</p>	<p>Create a cleaning plan that key cleaning staff must adhere to for each clean</p> <p>Cleaning standards checked by owners to ensure compliance</p> <p>All cleaning team members have been given the correct protective clothing and training on how to use correctly and instructions on handwashing, protective clothing disposal and their well-being</p> <p>Separate teams and equipment for each property to avoid cross-contamination</p>			<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded	Not cleaning or sanitising the property correctly	Sourced EN14476 compliant, food safe viricidal disinfectant	Put a cleaning requirement document together, clearly stating what should be sanitised within the property			✓

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		Training undertaken by owners	Staff training			✓
Contamination in communal areas		Closed gym, sauna, toilets and changing rooms Closed games room /office / play area Provided hand sanitiser and wipes for pool area Air handling system in pool takes air from outside so is not a closed system	Ask guests to use the pool in family groups Advise guests to use the pool 'beach ready'			✓ ✓
Dealing with a guest who is unwell or infectious outbreak in your property	The spread of an infection outbreak		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			✓
Changeover clean	Contaminated accommodation / spread of COVID 19		All changeover cleans can only be completed once the guests have left the property Cleaner's not showing symptoms of Covid-19 PPE is available to cleaner when hoovering, changing beds and handling waste All cleaning / maintenance procedures are adhered to and documented accordingly			✓ ✓ ✓ ✓
Legionella	Infection of Legionella from standing water if the property has been lying empty		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. Flush the shower through and disinfect the showerhead. The showerhead should be removed and the shower run for two minutes. Finally, let any other taps run for two minutes.			✓ ✓ ✓